



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Councilmember
City of Sacramento

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Board of Supervisors
County of Sacramento

BONNIE PANNELL
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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, July 1, 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.

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DISTRIBUTION DATE: WEDNESDAY, JUNE 23, 2010

ITEM II-A - CONSENT

MINUTES OF THE JUNE 3, 2010 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 3, 2010 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

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

Thursday, June 3, 2010
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kevin McCarty called the meeting to order at 10:09 a.m.

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento
Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors (arrived at 10:24 a.m.)
Bonnie Pannell, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Jimmie Yee, Member, Board of Supervisors

- Recognition of Long-term Employee: Mr. Rod Nishi acknowledged Ms. Reta Keirse for her 20 years of service to SETA.

IV. **Information Item**

- A. Acknowledgement of Staff for Participation in the Volunteer Income Tax Assistance Earned Income Tax Credit Project

Ms. Cindy Sherwood-Green acknowledged the 14 staff members that participated in the EITC program resulting in tax credits of \$1.8 million. Staff participating in the program were acknowledged.

II. **Consent Items**

- A. Minutes of the April 29, 2010 Special Board Meeting
B. Approval of Claims and Warrants
C. Approval of Resolution Providing Signature Authority for the Executive Director for Workforce Investment Act Contracts

The consent items were reviewed; no questions or comments.

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

- A. Approve the minutes of the April 29 meeting.
B. Approve the claims and warrants for the period 4/22/10 through 5/27/10.

- C. Approve a resolution providing signatory authority to the SETA Executive Director for WIA program documents.
Voice Vote: Unanimous approval.

Mr. Yee asked staff to look at items on future meeting agenda to see what could be placed on the consent calendar. Ms. Purdy stated that staff will 'bundle' board items. Mr. Thatch stated that if the board were so inclined, there is no need for a staff presentation if there are no questions. The board simply needs to take action.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC READING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2010-2011

Mr. Roy Kim stated that this item presents the proposed budget for the next fiscal year. The final budget will be presented at the September meeting. There are pending grants to be included in schedule A. There are also additional grants that have not yet been included into the draft budget. The pending grants total approximately \$11 million.

Mr. McCarty opened a public hearing.

Moved/Pannell, second/Scherman, to open a public hearing on the Agency budget to receive input, and continue to September 2, 2010, where the public hearing will be closed and the Agency budget adopted.
Voice Vote: Unanimous approval.

Mr. Yee stated that he would like employees to understand what the costs are for employees. The breakdown of costs of the fringe benefits amount to almost 50% of the salary. These fringe benefits include Workers compensation insurance, social security, and a number of other benefits included in the employee's benefits.

Items 2 and 3 were reviewed together.

2. Approval to Cancel the April 2 Request for Proposals (RFP) for One-Stop Career Center Office Space in the Foothill Farms Area – and -
3. Approval to Release Another Request for Proposals (RFP) for One-Stop Career Center Office Space in the Foothill Farms Area with Extended Boundaries

Mr. Yee stated that the he had no problem with re-issuing the RFP. Mr. Thatch stated that two vendors did not submit full service proposals which was required by the RFP.

Moved/Scherman, second/Pannell, to approve items 2 and 3 as follows:

- ➔ Approve cancellation of the April 2 Request for Proposals for One Stop Career Center Office Space in the Foothill Farms Area; and
- ➔ Authorize staff to release another Request for Proposals (RFP) for One Stop Career Center Office Space in the Foothill Farms Area with extended boundaries as approved by the Board.

Voice Vote: Unanimous approval.

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

This item will add three vendors to the Adult Vendor Services list.

Mr. Yee acknowledged that he is familiar with California Capital and recognized Mr. Clarence Williams in the audience.

Moved/Pannell, second/Scherman, to approve the addition of the following three vendors to the Adult VS List:

- ♦ California Capital Financial Development Corp.
- ♦ Cornerstone Recovery, Inc.
- ♦ California Employers Association

Voice Vote: Unanimous of those present.

B. WORKFORCE INVESTMENT ACT

1. Approval of Private Sector Members on the Workforce Investment Board

Ms. Purdy stated that legal counsel has reviewed applications for all six individuals. The Sacramento Works, Inc. Executive Committee is forwarding the recommendation of three people: Leslie Botos, Rick Wylie, and Jason Hanson. Each of the three applicants is representing a critical occupational cluster..

Mr. Thatch stated that the Workforce Investment Act requires that private business applicants be nominated by the chamber. Ms. Purdy stated that once a application is received, it is kept in the pool of applicants.

Moved/Pannell, second/Yee, to appoint three applicants to the Sacramento Works Workforce Investment Board to fill Private Sector seats.

Voice Vote: Unanimous approval.

Mr. Nottoli arrived at 10:24 a.m.

2. Concurrence with Sacramento Works, Inc. to Approve the Workforce Investment Act Sacramento Works One Stop Career Center Resource Allocation Plan 2010-2011

This item was reviewed by the Sacramento Works, Inc. board. There were no questions or comments.

Moved/Pannell, second/Scherman, to concur with Sacramento Works, Inc. on the Resource Allocation Plan for Fiscal Year 2010-2011, allocating \$8,429,394 of Workforce Investment Act (Adult and Dislocated Worker) funding to support the Sacramento Works One Stop Career Center system.

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

3. Approval to Extend Workforce Investment Act, Adult/Dislocated Worker One Stop Services for Program Year 2010-2011

Ms. Purdy stated that this item recommends the base level of funding to go into next fiscal year. There were no questions.

Moved/Scherman, second/Pannell, to approve the extension of One Stop Services contracts for Program Year 2010-11. Staff recommends the extension of all Sacramento Works One Stop Career Center contracts for Program Year 2010-2011 as indicated on the attached funding chart. The SETA sub-grant contains a provision permitting SETA the sole option to extend or renew the sub-grant for additional terms up to a total of four additional years.

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

4. Approval of Funding Augmentation for WIA/American Recovery and Reinvestment Act (ARRA) Dislocated Worker On-the-job Training Providers and Extension of Subcontracts through September 30, 2010

No questions or comments on this board item.

Moved/Scherman, second/Pannell, to approve the augmentation of OJT providers with WIA Dislocated Worker funds and extend the time frame for subsidized employment through September, 2010.

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

5. Concurrence with Sacramento Works, Inc. to Approve Funding Extension Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program, for Program Year 2010 – 2011

Ms. Christine Welsch stated that this item, which is for funding for the year-round youth program, was approved by the Youth Council. SETA received a 10% reduction in the funding allocation. There is \$2.7 million available in the youth program this coming fiscal year. This item recommends reducing Galt from 45

slots to 35 slots as well as reduced funding to the Sacramento Conservation Corps.

Ms. Pannell wanted to know how many kids come out of Phoenix Park. Ms. Welsch stated that once all of the enrollments are completed, staff will present the information by ZIP codes or boundaries. Staff will come back with a report on that.

Moved/Yee, second/Nottoli, to concur with the Sacramento Works Board to approve funding extension recommendations for the WIA, Title I, Youth Program, PY 2010-2011 with the program year beginning July 1, 2010. Approve the stipulations noted and that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August 2010 and may face deobligation of funds.

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

6. Approval to augment Soil Born Farms with WIA 15% Green Jobs Corps Funds for Program Enhancement and Expansion of the Green Jobs Corps Program

Ms. Welsch reviewed the board item.

Ms. Pannell stated that the Green Jobs program recruitment at the Pannell Center was outstanding. Ms. Welsch reported that six staff are involved in the program outreach and that Soil Born Farms has been a great program.

Mr. Nottoli stated that the Sacramento Agricultural Extension has been doing a good job looking at the urban setting. He suggested that for pre employment opportunities, reach out to the County Ag Extension program because this program is already working in Oak Park and other urban settings. Ms. Welsch stated that the Youth Development Network already works with the County Ag Extension program.

Moved/Pannell, second/Yee, to augment Soil Born Farms with \$65,000 in WIA 15% Green Jobs Corps funds for program enhancement and expansion of the Green Jobs Corps program to serve an additional fifteen youth.

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

7. Approval to augment providers with California Department of Corrections and Rehabilitation Juvenile Justice Community Reentry "Challenge" Grant funds to Provide Re-entry Services to Juveniles

Ms. Christine Welsch stated that this item continues contracts with Sacramento Chinese Center and Asian Resources each to serve an additional 15 young people.

Moved/Scherman, second/Pannell, that, contingent on approval from CDCR, approve augmenting the subgrantees to continue providing re-entry employment and case management services to juvenile offenders as follows:

- o Sacramento Chinese Community Services Center - \$76,601 to serve an additional fifteen youth;
- o Asian Resources, Inc. - \$87,410 to serve an additional fifteen youth.

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

Items 8-12 were reviewed together.

8. Approval to Submit Proposal a for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) 2009/2010 and Authorize the SETA Executive Director to Execute the Subgrant Agreement, Modifications and any Other Documents Required by the Funding Source – and -
9. Approval to Submit a Proposal for the Office of Juvenile Justice and Delinquency Prevention (OJJDP) 2010 Community-Based Violence Prevention Demonstration Program and authorize the SETA Executive Director to execute the subgrant Agreement, Modifications and any Other Documents Required by the Funding Source – and -
10. Ratify the Submission of a Proposal in Response to the Capacity Building Solicitation for Proposals (SFP) and Authorize the SETA Executive Director to Execute the Subgrant Agreement, Modifications and any other Documents Required by the Funding Source – and -
11. Approval to Participate in National Emergency Grant Statewide Proposals to the U. S. Department of Labor and Authorize the SETA Executive Director to Execute the Subgrant Agreement, Modifications, and any other Documents Required by the Funding Source – and -
12. Approval to Accept American Recovery and Reinvestment Act (ARRA) Funds from the Employment Development Department (EDD) for the Disability Program Navigator Initiative, Fiscal Year 2009-2011

There were no questions or comments on items 8-12.

Moved/Pannell, second/Scherman, to approve items as follows:

8. Approve the submission of a proposal for the 2009/2010 EDD/WIA Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP). Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source, and
9. Approve the submission of a proposal for the OJJDP 2010 Community-Based Violence Prevention Demonstration Program for up to \$2.2 million and; Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source, and

10. Ratify the submission of a proposal for the 2009/2010 Capacity Building Solicitation for Proposals (SFP). Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source, and
11. Approve SETA/Sacramento Works to participate in two NEG proposals to be submitted by the State of California and the South Bay Workforce Investment Board to the USDOL. Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source, and
12. Accept the funds for the Disability Program Navigator PY 2009-2011, and to authorize SETA's Executive Director to execute the sub-grant agreement, modifications, and other documents required by the funding source.
Voice Vote: Unanimous approval.
13. Approval of Time Only Extension of Galt Joint Union High School District – Adult School's Occupational Skills Training American Recovery and Reinvestment Act/Workforce Investment Act (ARRA/WIA) Subgrant Agreement

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

Moved/Nottoli, second/Scherman, to approve the time only extension of Galt JUHSD – Adult Education's ARRA/WIA subgrant agreement through September 30, 2010.

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

14. Approval of Time Only Extension of Sacramento Area Regional Technology Alliance (SARTA) Business Development American Recovery and Reinvestment Act/Workforce Investment Act (ARRA/WIA) Subgrant Agreement

Michelle O'Camb reviewed this item. No questions or comments.

Moved/Pannell, second/Scherman, to approve the time only extension of the Sacramento Area Regional Technology Alliance (SARTA) ARRA/WIA subgrant agreement through September 30, 2010.

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

C. HEAD START (Items 1 and 2 were reviewed together.)

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

Ms. Denise Lee reviewed the expansion grant applications. No questions or comments.

Moved/Scherman, second/Pannell, to approve items as follows:

1. Approve the submission of an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/**Head Start** Expansion Grant for 2010 (Year 2), and
 2. Approve the submission of an application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/**Early Head Start** Expansion Grant for 2010 (Year 2).
- Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Reallocation of Unspent Community Services Block Grant (CSBG) Recovery Act Funding

Ms. Cindy Sherwood-Green reviewed the request for augmentation of ARRA funds. The augmented programs will be serving an additional 1,000 families.

Moved/Yee, second/Pannell, to approve CSBG ARRA funding augmentation for the Greater Sacramento Urban League, Folsom Cordova Community Partnership, Francis House, Senior Legal Hotline, Sacramento Area Emergency Housing Center, the Salvation Army, South County Services and Travelers Aid.
Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items (continued)

- B. Voice Over Internet Protocol (VoIP) Update: Mr. Proctor reviewed the updated contract.
- C. Sacramento Works Career Center Third Quarter Reports: No questions.
- D. Community Services Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) Program Update: No questions.
- E. Fiscal Monitoring Reports: No questions.
- F. Head Start Fiscal Report: No questions.
- G. Head Start Policy Council Minutes: No questions.
- H. Office of Refugee Resettlement Federal Monitoring Review: No questions.

- I. Unemployment Rate Update: No questions.
- J. Employer Recruitment Activity: No questions.
- K. Dislocated Worker Update: No questions.

V. **Reports to the Board**

- A. Chair: No report.
- B. Executive Director

Ms. Purdy reported that SETA has been selected to be included in a U.S. Department of Labor Gold Standard longitudinal study. The study will look closely at the customers enrolled in our programs and follow them for five years to see the outcome of the services received at the career centers. Fresno County was also chosen; there are 30 sites throughout the nation being studied.

Mr. Greg Thatch was congratulated for receiving an award from the Salvation Army.

Elk Grove Unified School District was congratulated for the additional \$450,000 recently received for adult career services.

- C. Deputy Directors

Ms. Denise Lee reported on the fire at Whispering Pines this morning. Twenty-four apartment units were burned. SETA has a Head Start center located at Whispering Pines but it was not affected by the fire. It was, however, affected by the water and the fire personnel. Eight families out of 20 families enrolled were affected. Staff will be working with the families to connect them with Red Cross for assistance. The Head Start center is closed for the time being. Children enrolled at Whispering Pines will be accommodated as needed.

Ms. Lee distributed the monthly Head Start report. Staff is working on updating the way in which center attendance is presented. It is expected that a current report will be provided in the next month.

- D. Counsel: No report.
- E. Members of the Board

Ms. Scherman appreciates the staff reports and stated that they are so well written. Ms. Pannell stated that she appreciates the hard work of the staff.

- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The board adjourned into closed session at 10:58 a.m.

VII. Adjournment: The meeting was adjourned at 11:16 a.m. with no report out of closed session.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 5/28/10 through 6/24/10, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 5/28/10 through 6/24/10.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL TO ROLL-OVER HEAD START FISCAL YEAR 2009-2010
SUPPLEMENTAL TRAINING AND TECHNICAL ASSISTANCE FUNDS TO
FISCAL YEAR 2010-2011

BACKGROUND:

SETA Head Start/Early Head Start is seeking approval to carryover up to \$198,000 in PY2009-2010 Supplemental Training and Technical Assistance (T/TA) funds to PY2010-2011. Staff will notify the board of the actual amount carried over.

Supplemental Training and Technical Assistance funds were awarded to SETA for reimbursement of tuition and books for AA or BA college course work for Head Start Teacher and Associate Teachers. The reason T/TA funds were under-spent is due to the availability of additional funds SETA received under the American Recovery and Reinvestment Act for the same purposes.

Funds to be carried over will include reimbursement for tuition, books, parking and relief time. Funds are county wide and will be available for each delegate agency.

Ms. Karen Gonzalez will be available to provide additional information.

RECOMMENDATION:

Approve the roll-over of Fiscal Year 2009-2010 Supplemental Training and Technical Assistance Funds to Fiscal Year 2010-2011 up to \$198,000.

STAFF PRESENTER: Karen Gonzalez

ITEM III – A – 1 – ACTION

APPROVAL OF LABOR AGREEMENT

BACKGROUND:

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have been in negotiations meetings since March 2010. A tentative agreement has been reached with the three (3) bargaining units represented by AFSCME and voted upon. The units of the Agency are the Clerical, Technical, and Analytical; Supervisory; and Head Start.

The Head Start Policy Council approved the labor agreements at their June 22, 2010 meeting.

The major provisions of the agreement between SETA and AFSCME are outlined on the following page and cover a three year period. There is “re-opener” clause for years 2 and 3. The tentative agreement covers that period of July 1, 2010 through June 30, 2013.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the labor agreements effective July 1, 2010 – June 30, 2013.

STAFF PRESENTER: Rod Nishi

Highlights of Labor Agreement

Wages

Regular employees employed on June 1, 2010 shall receive a lump sum of \$1200 paid July 2010 (exact date to be determined), Reopener May 15, 2011, Reopener May 15, 2012.

Medical

Effective January 2, 2011; \$25 increase for employee only to \$470/month, \$50 increase for employee plus dependents to \$730; Reopener May 15, 2012.

Vacation

Increase vacation cap from 400 to 480 hours of accrued leave. Employees cease to accrue vacation once they reach the 480 cap until they either cash out or take vacation time off.

Transfers

Employees may request an additional 5 days to the existing 5 day notice before an involuntary transfer is effective if they have childcare or transportation issues.

Catastrophic Leave

Catastrophic leave time may now be donated in 1 hour increments on an hour for hour basis instead of a dollar for dollar basis. This means if someone donates 6 hours the receiving employee gets 6 hours.

Parental Leave

Medical substantiation must be provided in order for an employee to use sick leave during extended parental leave.

Sick Leave

Remove the language in the Personnel Policies regarding placing an employee on sick leave restriction when their balance falls below 40 hours. Add language that states that an employee must be counseled, in writing, prior to being placed on sick leave restriction, and creates a process to be used by supervisors and managers when dealing with an employee who has sick leave problem of either abuse or excessive use.

Head Start Substitute Teacher Allowance

An Associate Teacher may substitute for an EHS Educator or Site Supervisor; an EHS Educator may substitute for a Site Supervisor.

Reduced Work Schedule

- Allows for a reduced work schedule up to two (2) days per month, but not more than twenty-four (24) days in a twelve (12) month period.
- Work schedules may be reduced up to sixteen (16) hours per month for a period up to twelve (12) months due to lack of work, lack of funds, abolishment or reclassification on positions.

FMLA/CFRA and Pregnancy Disability Leave

Create a Side letter of agreement that states that the Union and SETA will meet during the coming year to discuss and develop comprehensive policies for FMLA/CFRA and Pregnancy Disability Leave.

Leave of Absence Without Pay

Employees returning from protected leave will return to his/her classification and the site assignment at the time of their leave. Those employees returning after their protected leave and not exceeding twelve (12) months may return to their classification only. If the position is to be filled on a permanent basis, the employee shall be so advised prior to the leave.

ITEM III-A – 2 – ACTION

APPROVAL OF 2010-2011 COMPENSATION RECOMMENDATIONS FOR UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL AND THE PERSONNEL RESOLUTION COVERING UNREPRESENTED EMPLOYEES

BACKGROUND:

On a periodic basis, the Governing Board reviews a report containing recommendations of the Executive Director for salary and benefit improvements for unrepresented confidential and management personnel. The board last acted on June 22, 2009. The current report is being sent under separate cover.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

RESOLUTION NO. 2010-5

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

July 1, 2010

A RESOLUTION APPROVING THE DIRECTOR'S REPORT DATED JUNE 23, 2010,
RELATING TO 2010-2011 COMPENSATION RECOMMENDATIONS FOR
UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL AND
ESTABLISHING A PERSONNEL RESOLUTION COVERING UNREPRESENTED
EMPLOYEES

BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO
EMPLOYMENT AND TRAINING AGENCY that:

The report dated June 23, 2010, relating to 2010-2011 compensation
recommendations for the unrepresented confidential and management personnel and
establishing a personnel resolution covering unrepresented employees, a copy of which
is attached hereto, is hereby approved in full.

Kevin McCarty, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM III-A – 3 - ACTION

APPROVAL OF STAFF RECOMMENDATION FOR THE ADULT VENDOR SERVICES
(VS) LIST

BACKGROUND:

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

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

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation for the Adult VS List.

STAFF PRESENTER: Marianne Sphar

Adult Vendor Services (VS) List Staff Recommendation

APPLICANT: California Capital Financial Development Corp.

Location: 2000 O Street, Suite 250, Sacramento, CA 95811

Applicant's Background:

California Capital Financial Development Corp. is a current vendor on the Adult and Youth Vendor Services Lists. Approval of this recommendation will add California Capital Financial Development Corp. to the Adult Vendor Services List for In-Service Training.

California Capital is one of only two microenterprise Community Development Financial Institutions in the Greater Sacramento region certified by the U.S. Department of the Treasury. This designation is awarded to organizations that provide tools such as microenterprise loans, investments, financial literacy education, and technical assistance that enable economically disadvantaged individuals, micro-businesses, and communities to become self-sufficient stakeholders in their future.

California Capital will provide In-Service Training to SETA/Sacramento Works Inc. (SWI) staff and partner and service provider staff to enhance their skills and abilities in serving customers and to increase their effectiveness in their jobs. Topics covered by this activity include, but are not limited to, banking with a mainstream financial institution, how to increase or maintain credit scores, saving and investing, understanding taxes, budgeting, home foreclosure avoidance, and financial fraud.

Activity	Individual Rate	Workshop Rate 11-15 clients	Workshop Rate 16-20 clients
In-Service Training	\$72 per hour per individual 2 hrs. per module or \$144 5 modules max. or \$720	\$69 per hour per client 2 hours per module - \$1,518 to \$2,070 per module 5 modules max. or \$7,590 to \$10,350	\$65 per hour per client 2 hours per module - \$2,080 to \$2,600 per module 5 modules max. or \$10,400 to \$13,000

ITEM III-A – 4 - ACTION

APPROVAL TO RATIFY THE SUBMISSION OF A PROPOSAL IN RESPONSE TO THE GREEN INNOVATION CHALLENGE SOLICITATION FOR CONCEPT PAPERS

BACKGROUND:

In May, 2010, the Employment Development Department, in coordination with the California Workforce Investment Board and the Labor and Workforce Development Agency, announced the availability of up to \$4 million in State Contingent Funds, Wagner Peyser funds and Workforce Investment Act funds for the Green Innovation Challenge Solicitation for Concept Paper. The goal of this Solicitation is to support the development of a highly trained workforce with the critical skills required in a broad range of clean technology including:

- Renewable energy generation
- Energy efficiency in buildings
- Energy storage
- Water Efficiency
- Alternative and Renewable Fuels and Vehicles

SETA, on behalf of the Green Capital Alliance and collaborating agencies in the Sacramento Region Green Innovation Challenge submitted a request of \$3,999,066 to focus on three primary components:

1. Training for jobs in energy efficiency and energy renewables for 680 trainees;
2. Community based planning to improve access to financial capital for business growth and development; and
3. Consumer education and marketing research to build consumer demand for renewables and for energy efficiency products and services.

The primary activity of this project will be the development and delivery of training programs in energy efficiency and renewable energy for 680 people from the Los Rios Colleges, and UC Davis.

- Los Rios will develop curriculum and deliver training in Residential Retrofit, Energy Auditing, Solar Technology, Home Technology Integration, Heating Ventilation and Air Conditioning, Manufacturing (for green equipment components), Exporting Green Equipment, and Small Business Development Training.
- UC Davis will develop and deliver a Train-the-Trainer program to provide green energy and green curriculum training to faculty from regional high schools and other community colleges.

STAFF PRESENTER: Terri Carpenter

ITEM III-A - 4 - ACTION (continued)
Page 2

The immediate outcomes of these training activities will be the preparation of new workers for the green technology industry, and job readiness for dislocated workers, and new entrants to the job market, as well as upgrade training and improved retention for incumbent workers. The training programs will be institutionalized into credit-bearing coursework for the colleges that will be able to draw on regular apportionment funds to sustain the training programs over time.

In addition to training, the project will include two small components for building regional capacity and innovation. These will be a "Green Capital Equities Group" and a consumer education research project. In the Green Capital Equities Group project, Valley Vision will convene a think tank of experts from the financial, economic, education, government and business sectors to address the questions of how to effectively and safely loosen investment and growth capital to allow green energy companies to grow and thrive. This group will examine strategies that exist in other programs such as the Small Business Administration to consider adaptability to a new regional approach to business lending. The third component of the project will be the initiation of a region-wide consumer education research project to develop consumer demand for the new green products and services.

SETA is requesting ratification of submission of an application in cooperation with Los Rios Community College District, Valley Vision, University of California, Davis, California State University, Sacramento, Sacramento Area Regional Technology Alliance, and SACTO.

The due date for the proposal was June 14, 2010. Staff is requesting the Governing Board's ratification for submission of the proposal.

RECOMMENDATION:

Ratify the submission of a proposal for the Green Innovation Challenge Solicitation for Concept Papers. Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: Terri Carpenter

ITEM III-A – 5 - ACTION

APPROVAL TO AUTHORIZE LEASE NEGOTIATIONS FOR HILLSDALE CAREER
CENTER OFFICE SPACE

BACKGROUND:

On April 1, 2010, this board approved the release of a Request for Proposals (RFP) for the One-Stop Career Center office space in Foothill Farms. The RFP was released on April 2, 2010 and indicated a proposal due date of April 30, 2010. All responses received were deemed non-responsive, and the Board authorized another release of the RFP at its June 3rd meeting. The deadline for the new RFP was June 25, 2010.

Staff will be reviewing and ranking the proposals prior to the Board meeting. An oral report and related materials will be provided at the meeting..

RECOMMENDATION:

Review the staff report of the proposals received, and authorize staff to enter into lease negotiations with representatives of the top ranked proposal. If unsuccessful, staff will negotiate with the proposal ranked second. Upon successful negotiations, staff will return to the board for action to approve a lease agreement.

STAFF PRESENTER: Donna Hubbs

ITEM III-B – 1 - ACTION

RETROACTIVE APPROVAL OF TIME-ONLY EXTENSION OF OPENING DOORS, INC.'S BUSINESS DEVELOPMENT AND INNOVATION SUBGRANT AGREEMENT UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT/WORKFORCE INVESTMENT ACT (ARRA/WIA)

BACKGROUND:

On April 3, 2009 the SETA Governing Board released a Request for Proposals (RFP) to solicit proposals for occupational skills training, workplace learning/job creation, and business development and innovation. The RFP process covered two phases, with the deadline for Phase 1 occurring on May 21, 2009 and the deadline for Phase 2 occurring on July 23, 2009. Six proposals were received during Phase 2 for business development and innovation, and three were approved for funding by the SETA Governing Board. Opening Doors, Inc. (ODI) was one of the funded proposers, launching their Kitchen Incubator Vocational Business Academy. The term of their ARRA/WIA subgrant agreement is October 4, 2009 through June 30, 2010.

In May, 2010 ODI submitted a request to extend their subgrant agreement through July 31, 2010 to allow participants to conclude activities leading to graduation from the Kitchen Incubator program. Staff finds their request acceptable and is recommending retroactive approval of a time-only extension of ODI's business development and innovation ARRA/WIA subgrant agreement through July 31, 2010.

RECOMMENDATION:

Approve, retroactively, the time-only extension of ODI's business development and innovation ARRA/WIA subgrant agreement through July 31, 2010.

STAFF PRESENTER: Michelle O'Camb

ITEM III-B -2 - ACTION

AUGMENTATION OF ASIAN RESOURCES TANF ECF SUBGRANT
AGREEMENT FOR WORKPLACE TRAINING

BACKGROUND:

In April, 2009 the SETA Governing Board approved releasing a Request for Proposals (RFP) for employment and training and job creation activities targeting adults and dislocated workers through the American Recovery and Reinvestment Act of 2009. In May, 2010, the Board extended the subgrantees that were funded to provide Workplace Training and augmented their contracts to enable them to continue writing training contracts through September 30, 2010. One agency, Asian Resources, Inc. has already met their September 30 enrollment goals and has obligated all of the funds allocated to wage subsidies.

Staff is recommending an augmentation of \$32,400 to the wage subsidy budget line item for Asian Resources, Inc. due to the development of 12 additional on-the-job training slots that will train 12 workers for 270 hours per participant at \$10.00 per hour.

Name	Funding Source	Increase	Adult Total # served	Increase/ Decrease Funding	Total TANF ECF Funding
Asian Resources, Inc. - OJT	TANF ECF	12	57	+\$32,400	\$214,952

RECOMMENDATION:

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

STAFF PRESENTER: Robin Purdy

ITEM III-C - 1- ACTION

APPROVAL TO SUBMIT A BUDGET MODIFICATION REQUEST FOR HEAD START
BASIC FUNDS FOR 2009-2010

BACKGROUND:

Over the current year, the Head Start Program has experienced significant cost savings, particularly in the Fringe Benefits and Other (occupancy and nutrition) categories of the budget, and current fiscal projections reflect that the grant will not be fully spent at the end of the grant period of July 31, 2010.

The reasons for the cost savings are as follows:

- Fringe Benefits: increased use of substitute teachers which do not receive fringe benefits.
- Occupancy: improved oversight of rent, janitorial and building maintenance costs.
- Nutrition: improved oversight and control of food costs and increase in number of reimbursable meals.

In order to maximize program funds, staff is recommending a budget modification to direct a portion of the cost savings to replace technology and classroom supplies, and move the remainder to the Personnel category, which will increase significantly upon approval of the proposed labor agreement.

The budget modification request will be sent under separate cover.

The Head Start Policy Council met on Tuesday, June 22 to take action on this item.

Mr. Roy Kim will be available to answer questions.

RECOMMENDATION:

Approve the submission of a budget modification request for Head Start Basic funds, transferring a total of \$820,000 among budget cost categories. Total grant funds will remain the same.

STAFF PRESENTER: Roy Kim

ITEM III- C – 2 - ACTION

APPROVAL TO SUBMIT A PROPOSAL TO DHHS/ACF/OHS FOR
AMERICAN RECOVERY AND REINVESTMENT ACT FUNDS –
EARLY LEARNING MENTOR COACHES

BACKGROUND:

The Administration for Children and Families (ACF), Office of Head Start (OHS), announced the availability of funds under the American Recovery and Reinvestment Act of 2009. Approximately \$25 million will be available for a project period of 17 months to be competitively awarded to current Head Start /Early Head Start agencies for Early Learning Resource Coaches. Up to 150 grants will be awarded with a maximum award of \$225,000 per project period. Funds will be used to pay resource coaches who will provide job guidance, technical assistance and training to teachers and home visitors. The overall goal of the resource coaches will be to improve the qualifications and training of teaching staff; assist grantees to promote positive, sustained outcomes for children and promote career development in Head Start grantees. It is anticipated that the work of the coaches will include topics such as ongoing child assessment and its connection to teaching and learning; curriculum implementation; strategies for improving teacher child interactions; and, effective strategies for working with culturally, linguistically, developmentally and age diverse groups of children.

The Head Start Policy Council reviewed this item at their June 22, 2010 meeting. Staff will be available to answer questions.

RECOMMENDATION:

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

STAFF PRESENTER: Robyn Caruso

ITEM III-D -1 – ACTION

REAPPOINTMENT OF COMMUNITY ACTION BOARD MEMBERS

BACKGROUND:

The Community Action Board (CAB) is comprised of twelve members, with four members representing each of three constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or representatives of the poor residents within the Community Action Board jurisdiction. It is established as an advisory body to the SETA Governing Board on matters concerning programs and services intended to improve the lives of low-income families and individuals in Sacramento County.

Article II, Section 2.8 of the Community Action Board bylaws states that:

“Each Community Action Board membership shall be for a term of three (3) years, except for Public Officials who shall serve at the pleasure of the SETA Governing Board and only during that time when the individual is in office. Nothing in this section shall preclude the SETA Governing Board from appointing a private or low income organization to an additional term or terms, and nothing shall preclude the organization from appointing an individual to serve as a member or alternate for an additional term or terms.”

Six (6) organizations have been represented on the CAB for more than three years. It is recommended that the following CAB member organizations be reappointed for an additional term:

Private Sector:

- ❖ United Way
- ❖ Child Action
- ❖ Catholic Charities (3 year term ends in August, 2010)

Low-Income Sector:

- ❖ California Emergency Foodlink
- ❖ Sacramento Hunger Coalition
- ❖ Head Start Policy Council

RECOMMENDATION:

Reappoint the above-listed member organizations to represent the Private and Low-Income sectors on the Community Action Board for an additional term.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-A – INFORMATION

PRESENTATION OF CALIFORNIA COUNCIL FOR ADULT EDUCATION AWARD

BACKGROUND:

The Charles A. Jones Career & Education Center has been fortunate to work with SETA for over 25 years – a partnership that has added immeasurable value to the program and services offered to the Sacramento adult community. Without this partnership, the school would be unable to adequately serve the very large number of adults and out-of-school youth coming through the doors. SETA's assistance and support through establishment of two entities on the campus – the One Stop Career Center, and the Skills Training Employment Program – have been instrumental in providing the strong network of support that has been so valuable in the ultimate success of students.

By providing funding for six case managers, a job developer, a clerical specialist, and a youth specialist who are trained to work with a population facing multiple barriers, staff has been able to assist thousands of adults raise their standard of living through education and training, ultimately resulting in a stronger, more vibrant community.

The vision of a community-based center serving adults in need of academic and career training led to the establishment of this partnership, which has contributed to the school being designated by the California Department of Education as a ***Program of Excellence*** three times (1998, 2003, & 2006). More importantly, it has led to higher academic achievement and gainful employment for thousands of adult students who have benefitted from this collaboration.

For reasons stated above, the Sacramento Employment and Training Agency has been awarded the Partners and Adult Education Excellence Award by the California Council for Adult Education.

PRESENTER: Rudy Meza

ITEM IV-B – INFORMATION

REVIEW OF SETA OPERATIONS BY THE EMPLOYMENT DEVELOPMENT
DEPARTMENT, EQUAL OPPORTUNITY OFFICE

BACKGROUND:

Attached is a copy of a compliance monitoring report from the Employment Development Department.

Staff will be available to answer questions.

STAFF PRESENTER: Kathy Kossick

RECEIVED JUN 04 2010



Arnold Schwarzenegger
Governor

June 2, 2010

Ms. Kathy Kossick, Executive Director
Sacramento Employment and Training Agency
925 Del Paso Boulevard
Sacramento, CA 95815

Dear Ms. Kossick:

**SACRAMENTO CITY/COUNTY CONSORTIUM COMPLIANCE MONITORING
REPORT OF FINDINGS**

The Employment Development Department's Equal Employment Opportunity (EEO) Office completed its review of the Sacramento City/County Consortium Local Workforce Investment Area and associated One-Stop Career Centers (OSCCs) to determine the level of compliance with the equal opportunity obligations and nondiscrimination requirements. In addition to a review of the responses to the Compliance Monitoring Checklist and the Physical and Program Access Self-Assessment Checklist, an on-site review was conducted.

Enclosed is the EEO Office's Compliance Monitoring Report of Findings, which provides a synopsis of the review. The EEO Office is available to provide technical assistance in any area where non-compliance has been identified.

Please extend the EEO Office's appreciation to your staff and each of the staff at the OSCCs for their cooperation and assistance during this review process. Should you have any questions or if we can provide further clarification, please contact this office at (916) 654-8434.

Sincerely,

A handwritten signature in cursive script that reads "Cecelia Slater".

Cecelia Slater, Acting Chief
Equal Employment Opportunity Office

Ms. Kathy Kossick
June 2, 2010
Page Two

Enclosures

cc: Greg Gibson, Regional Manager, MIC 50
Roger Schmitt, Regional Advisor, MIC 50
Rod Nishi, LWIA EO Officer
Donna Hubbs, Facility Coordinator

**Sacramento City/County Consortium
Local Workforce Investment Area & One-Stop Career Centers
Compliance Monitoring Report of Findings**

Methodology:

The Compliance Monitoring Checklist (CMC) is based on the Workforce Investment Act (WIA) Section 188 Disability Checklist, which was developed by the U.S. Department of Labor, Civil Rights Center. The CMC and the Physical and Program Access (PPA) checklists are modeled after the nine elements of the WIA Methods of Administration consistent with the requirements of Title 29 Code of Federal Regulations Part 37.

Upon receipt of the CMC and PPA checklists, a desk review was performed based on the self-assessment information provided. The desk review is the Equal Employment Opportunity (EEO) Office's approach to help identify potential or problematic items to be addressed.

An on-site review is an opportunity for the EEO Office to provide technical assistance to the Local Workforce Investment Area (LWIA). On March 15, 2010, EEO Specialist Mr. Ron Michalak and Ms. Gloria Ponce met with Mr. Rod Nishi, Ms. Donna Hubbs, and Ms. Sandra Kinsey at the Sacramento Employment and Training Agency LWIA Administrative Office to discuss the findings provided below. On-site reviews were also conducted at the Sacramento Works-Urban League and Sacramento Works-Broadway One Stop Career Centers (OSCC).

Element 1: Designation of an EO Officer

Findings:

The Sacramento City/County Consortium LWIA designated Mr. Nishi as the Equal Opportunity (EO) Officer and Limited English Proficiency (LEP) Coordinator; and Ms. Kinsey as the Americans with Disabilities Act Coordinator and Section 504 Coordinator.

Based on the on-site reviews, self-assessment responses and documentation provided by the EO Officer, the LWIA is in compliance with the regulatory requirements of Element 1.

Element 2: Notice and Communication

Findings:

The Sacramento City/County Consortium LWIA provided a copy of its nondiscrimination notice, marketing material, LEP plan and related policies and procedures. The required notices were clearly posted in both the Sacramento

**Sacramento City/County Consortium
Local Workforce Investment Area & One-Stop Career Centers
Compliance Monitoring Report of Findings**

Works-Urban League and Sacramento Works-Broadway OSCC main reception and resource areas in English and Spanish.

Based on the on-site reviews, self-assessment responses and documentation provided by the EO Officer, the LWIA is in compliance with the regulatory requirements of Element 2.

Element 3: Review Assurances, Job Training Plans, Contracts, Policies and Procedures

Findings:

The Sacramento City/County Consortium LWIA provided documentation confirming nondiscrimination assurances are included in all grants, job training plans, contracts, policies, and procedures. Standard templates are used for all subgrant agreements. Each grant applicant and subrecipient provides assurances not to discriminate on the basis of disability and national origin. The LWIA provides policy and guidance to employees and subcontractors requiring that assurances be included in any subgrant agreement.

Based on the on-site reviews, self-assessment responses and documentation provided by the EO Officer, the LWIA is in compliance with the regulatory requirements of Element 3.

Element 4: Universal Access

Findings:

The Sacramento City/County Consortium LWIA provided copies of policy memoranda, marketing media, and written plans. The LWIA identified resources and staff needed to ensure universal access to its WIA Title I and/or Wagner-Peyser financially assisted programs and activities.

Based on the on-site reviews, self-assessment responses and documentation provided by the EO Officer, the LWIA is in compliance with the regulatory requirements of Element 4.

**Sacramento City/County Consortium
Local Workforce Investment Area & One-Stop Career Centers
Compliance Monitoring Report of Findings**

Element 5: Obligation not to Discriminate on the Basis of Disability

Findings:

The Sacramento City/County Consortium LWIA provided policy, written plans, and materials which demonstrates its obligation not to discriminate on the basis of disability.

A reasonable accommodation policy was provided along with procedures that guide staff in considering disabled individuals seeking services. The LWIA communicates and administers its programs in an integrated setting for qualified individuals with disabilities.

The PPA portion of Element 5 provides supplemental facility information. After further discussion of the PPA during the on-site visits at both the Sacramento Works-Urban League and Sacramento Works-Broadway OSCC, no additional items were identified.

Based on the on-site reviews, self-assessment responses and documentation provided by the EO Officer, the LWIA will be in compliance with the regulatory requirements of Element 5 upon completion of the Correction Action Plan.

Element 6: Data and Information Collection and Maintenance

Findings:

The Sacramento City/County Consortium LWIA complies with the requirements of data and information collection maintenance. The LWIA utilizes the Job Training Automation system to collect, monitor and maintain records to determine compliance with nondiscrimination and EO provisions. The data is stored in a manner that ensures confidentiality and access is limited for official use only.

Based on the on-site reviews, self-assessment responses and documentation provided by the EO Officer, the LWIA is in compliance with the regulatory requirements of Element 6.

Element 7: Monitor Recipients for Compliance

Findings:

The Sacramento City/County Consortium LWIA monitors and investigates the activities of subgrantees, service providers and entities that receive WIA Title I and/or Wagner-Peyser funding, to ensure recipients and subrecipients are not

**Sacramento City/County Consortium
Local Workforce Investment Area & One-Stop Career Centers
Compliance Monitoring Report of Findings**

violating nondiscrimination and equal opportunity obligations. Subgrantees also conduct self-evaluations to determine if its policies and practices affect persons with disabilities and take remedial steps to eliminate the effects of any discrimination.

Based on the on-site reviews, self-assessment responses and documentation provided by the EO Officer, the LWIA is in compliance with the regulatory requirements of Element 7.

Element 8: Complaint Processing Procedures

Findings:

The Sacramento City/County Consortium LWIA has adopted and published discrimination complaint procedures to resolve allegations within the LWIA for noncompliance with applicable nondiscrimination and EO provisions against service providers. The LWIA's discrimination complaint processing procedures specify who may file; where to file; time frames; what the complaint should include; and due process elements and appropriate sanctions.

Based on the on-site reviews, self-assessment responses and documentation provided by the EO Officer, the LWIA is in compliance with the regulatory requirements of Element 8.

Element 9: Corrective Actions/Sanctions

Findings:

The Sacramento City/County Consortium LWIA provided policy and contracts that demonstrate its process to impose corrective actions and sanctions against recipients and subrecipients that violate nondiscrimination and EO obligations.

The LWIA has not been required to take corrective actions against a recipient for noncompliant violations. Therefore, documents that demonstrate corrective action were not available for review.

Based on the on-site reviews, self-assessment responses and documentation provided by the EO Officer, the LWIA is in compliance with the regulatory requirements of Element 9.

ITEM IV-C - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Mrs. Mary Kimball **DATE:** June 7 2010
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Center for Land-Based Learning

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	Green Job Corps	\$95,501	9/25/09-2/28/11	9/25/09-4/30/10

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 5/11/10

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

Program Operator: Center for Land-Based Learning

Findings and General Observations:

- 1) The total costs as reported to SETA from September 25, 2009 to April 30, 2010 for the Green Job Corp program have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) Due to an oversight, the agency did not charge SETA for fringe benefits occurring from October 1, 2009 to January 31, 2010 totaling \$4,077.90.

Recommendations for Corrective Action:

- 1) Include the additional fringe benefit expense of \$4,077.90 on the next monthly fiscal report submitted to SETA.
- 2) We recommend that fiscal reports be reviewed for accuracy before forwarding them to SETA.

cc: Kathy Kossick
Governing Board

ITEM IV-D – INFORMATION
HEAD START FISCAL REPORT

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roger Bartlett

ITEM IV- E - INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

REGULAR 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, March 23, 2010
10:45 a.m.

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

Ms. Jennifer Ryon called the meeting to order at 10:55 a.m. Ms. Mary Brown will be serving as Secretary. Ms. Jeanine Vandermolen read the thought of the day. Ms. Brown called the roll; a quorum was established.

New members were seated:

- Michela Barbosa, Twin Rivers Unified School District
- Electa Broussard Twin Rivers Unified School District
- Yvette Hernandez, SETA-Operated Program

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Patrice Hill, Sacramento City Unified School District
Sandra Renteria, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Michela Barbosa, Twin Rivers Unified School District
Electa Broussard Twin Rivers Unified School District
Shernita Crosby, Playmate/WCIC
Katherine Yaipen-Faulter, SETA-Operated Program
Mary Brown, SETA-Operated Program
Yvette Hernandez, SETA Operated Program
Kelly Martin, SETA-Operated Program
Kara Mann, SETA-Operated Program
David Quintero, SETA-Operated Program
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Mary Pope, Grandparent Representative
Tamara Knox, Home Base Program
Samih Shehadeh, Alternate

Members Absent:

Elenita Salazar, Child Health & Disability Prevention Program (excused)
Cynthia Mack, Early Head Start (excused)
Violet Morrison, San Juan Unified School District (excused)
Victor Wilson, Elk Grove Unified School District (unexcused)

Unseated Members Absent:

Raychelle Marshall, Sacramento City Unified School District (unexcused)

VI. Other Reports

A. SETA Executive Director's Report

Ms. Kossick asked if anyone has had an opportunity to visit a career center; Ms. Tamara Knox stated she went to La Familia and they were very helpful.

Ms. Kelly Martin's significant other went to the Franklin Career Center and he just got a job.

Ms. Ryon's husband went to the center on Gerber. She reported that Mr. Victor Wilson went to one and he found it very helpful.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that the Agency is seven months into the year which should be 58% of the grant; expenses are lower than expected. The school districts are slower to report their expenditures. The Head Start basic program summer results expenditures of 46.75%; this does not include CDE programs which are shown differently. Mr. Bartlett reviewed the summary sheets for ARRA funds. These grant periods are 15 months instead of 12 months. The COLA funds budgeted have been entirely spent.

II. Consent Item

A. Approval of the Minutes from the February 23, 2010 Special Meeting

Minutes were reviewed; no questions or corrections..

Moved/Martin, second/St. Mary, to approve the February 23, 2010 special meeting minutes.

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

III. Action Items

A. Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board

Ms. Ryon provided an overview of the board. Ms. Ryon appointed Ms. Brenda Vincent as representative with Ms. Mary Brown as the alternate.

Moved/Hill, second/Crosby, to ratify the appointment of Brenda Vincent as representative and Mary Brown as alternate to the Maternal, Child and Adolescent Health Advisory Board.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Ryon and Vandermolten; Ms. Barbosa was out of the room during the vote).

IV. Information Items

A. Standing Information Items

➤ Introduction of Newly Seated Members: The following new members introduced themselves:

Ms. Electa Broussard, Twin River Unified School District

Ms. Yvette Hernandez, SETA Operated Program

Mr. Samih Shehadeh, SOP, Early Head Start (alternate)

Ms. Michela Barbosa, Twin River Unified School District

Ms. Katherine Arrue is newly married and her new name is Katherine Yaipen-Faulter.

Ms. Ryon wished everyone a Happy Birthday and read off the names of past or upcoming birthdays.

- PC/PAC Calendar of Events: Ms. Ryon stated that the next Male Involvement Committee will be March 24; she reviewed the upcoming meetings.
- Parent/Family Support Unit Events and Activities: No comments.
- Community Resources – PC Representatives: No reports.
- The Region IX Head Start Scholarship Awards: Ms. Ryon reviewed the scholarship paperwork. The scholarships are available to current Head Start parents and Head Start staff. The deadline is April 1. The application has to be typed and you must follow the guidelines. Ms. Desha stated that if parents need a letter of recommendation, they should contact Ms. Denise Lee or their delegate director.
- Annual Parent Leadership Institute: 'Effective Communication for Team Building' - Trainer, Ms. Betsy Haas, MA, Esteemed Human Development: Ms. Ryon Thursday, April 22, 9 a.m. – 5:00 p.m.: Ms. Ryon stated that this will be a great team building workshop.
- Parent/Staff Recognitions: Ms. Ryon and Ms. Jeanine Vandermolten presented Mr. Victor Bonanno with a certificate of appreciation for the Ethics Training. Ms. Ryon and Ms. Vandermolten presented Ms. Desha with flowers for her birthday. Elk Grove School District will be saluting Jennifer Ryon and her family on Tuesday, April 6 at 8 p.m. Ms. Vandermolten urged PC members to support Ms. Ryon by attending.

B. Fiscal Monitoring Reports: No questions.

C. Governing Board Minutes for the February 4, 2010 Meeting: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Tamara Knox read the Executive Committee critique.
- B. Budget/Planning Committee: The committee has been meeting for the past three Friday to review schedule H of the budget and suggesting changes. The Committee would like to bring a county-wide conference to Sacramento so all can enjoy the event. The Social/Hospitality Committee will plan the event. Ms. Lisa Carr reported that kindergarten transitioning is also continuing and the budget will be bringing back the opportunity for parents to attend a National Head Start Conference.
- C. Personnel/Bylaws Committee: The next meeting will be on Thursday
- D. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Support Committee: Ms. Yaipen-Faulter reported on the last Disaster Planning Committee. She said that it is helpful to know what to do in case of an emergency; it is peace of mind. The committee is hoping to do a binder for each center as to what to do in case of disaster.

III. Action Items (continued)

C. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 11:31 a.m. The board went back into open session at 11:27 a.m. Ms. Ryon reported out of closed session that the Board took the following action in closed session: Approved the Eligible List for Head Start Family Placement Worker.

V. Committee Reports (continued)

- Monitoring and Evaluation: No report.
- Male Involvement Committee/Community Advocating Male Participation (CAMP): The next meeting will be March 24 at 2 p.m.
- E. Community Partnerships Advisory Committee: Ms. Coventry St. Mary reported that the meeting will be Thursday, April 29.
- F. Health Services Advisory Committee: The meeting was just set; a meeting will be placed on the PC/PAC Calendar of Events.

VI. Other Reports (continued)

B. Head Start Deputy Director's Report: Ms. Lisa Carr, manager for Family and Parent Support unit is reporting for Ms. Denise Lee who is in negotiations today.

➔ Discussion of the Policy Council (PC) Meeting

Ms. Carr stated that currently, there is a PAC meeting from 9-10:30 and the PC meets immediately afterward. The agenda is really condensed and there is no time for quality discussion. Staff is suggesting that the PAC and the PC continue to meet on the same day (fourth Tuesday of each month). The PAC would meet at the regular meeting time of 9:00 a.m. and the PC at 1:00 p.m. For members who are both PAC and PC, lunch vouchers in the amount of \$8.00 would be distributed. At the next meeting on April 27 the boards will be presented with the refunding grants. Staff would like to try the modified times for the April 27 meeting and then have a discussion on how the board members like it. If the modified times go well, the Boards will then vote at the April meeting. Ms. Martin inquired if there would be a second choice and Ms. Desha replied that this will be an opportunity for parents to discuss it.

Ms. Ryon stated that plans are beginning for a county-wide Parent Conference probably at a local hotel. There should be a lot of information for all parents. The SS/PI Unit and the Social Hospitality Committee will be planning this. There will also be an introduction to the first aid/CPR. The Parent Conference will probably be planned for the spring of 2011.

Staff received good news that the COLA received has been made permanent. In addition, the Agency received a pro-rated COLA for the month of July in the amount of approximately \$60,000.

The new manager for Education will be announced by Ms. Lee in the near future. The SOP centers will be closed 4/1-2 for staff development. For Regions 2 and 3, the centers will be closed on April 5 (for SOP only).

D. Head Start Managers' Reports

Ms. Lisa Carr, Manager of the Family Support Unit, reported that the career centers received 4,000 vouchers from Microsoft. If you already have some computer skills, and there is training you are interested in, the vouchers can be utilized to become proficient in Microsoft software. Once you are certified, you'll receive a certificate of proficiency. It is a great tool to upgrade computer skills and completely free. Those wishing to utilize the voucher must have access to a computer since the training cannot be done at a career center. The training is downloadable. For those not at all competent in computers, the career centers have training for basics in computers.

There will be a workshop on Why Children Misbehave on April 14. Dinner and child care will be provided.

A Disaster Preparedness Committee meeting will be held April 8 for the SOP board members.

Ms. Brenda Campos, manager of Program Support Services, reported that staff is doing an annual monitoring review of the various delegate agencies. The content coordinators go out to visit with the delegate agencies to ensure that all is well. Ms. Campos stated that Head Start will never ask a parent to pay for services or to bring classroom supplies or materials. If parents are asked to bring something in, talk to the site supervisor or program coordinator to address those issues. Parents are NOT to pay for Head Start services.

A board member inquired whether the newly approved health bill will it affect Head Start. Ms. Campos replied that she does not yet know but is optimistic that it will help the Head Start families, especially with dental.

Ms. Yaipen-Faulter stated that she has a 13 year old that did not attend Head Start; it was hard for her to become proficient in English. Her five year old just finished Head Start is proficient in the year. She said that this shows the difference of one child utilizing Head Start services and the other did not.

➔ Classroom Assessment Scoring System Overview, Mr. Nathanael Gale

Mr. Gale distributed handouts on Effective Teacher-Student Interactions. The Classroom Assessment Scoring System (CLASS) was developed by researchers at the University of Virginia looking for a tool teacher/child interactions and what the kids are getting out of the interactions. This tool helps teachers to expand on their teaching methods, especially utilizing open-ended questions. Mr. Gale feels this will improve the quality of information and teaching for services in Head Start. Also, the federal government is utilizing this new tool. Mr. Gale is in the process of training staff; he provided an overview of the training. He will be training 30 staff to utilize the tool reliability. The feedback from staff has been very positive. Mr. Gale is in the process of condensing the six hour training into four hours. Mr. Gale will give Ms. Desha the dates of the three overview meetings and perhaps board members can attend them.

- C. Chair's Report: No report.
- E. Community Agency Reports: No reports.
- F. Open Discussion and Comments: Ms. Desha reported that attaché cases are available for new board members.

Ms. Barbosa reported that May 8 is Teacher Appreciation Day at Twin Rivers.

- G. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 12:24 p.m.

ITEM IV-F – INFORMATION
UNEMPLOYMENT RATE UPDATE

BACKGROUND:

In April, 2010, the unemployment rate for Sacramento County was 12.0%. Attached is a listing of the unemployment rates by City and Census Designated Places provided to SETA by the California Employment Development Department.

STAFF PRESENTER: Robin Purdy

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA
(MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Government employment leads month-over job gains**

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.0 percent in May 2010, down from a revised 12.3 percent in April 2010, and above the year-ago estimate of 10.6 percent. This compares with an unadjusted unemployment rate of 11.9 percent for California and 9.3 percent for the nation during the same period. The unemployment rate was 12.8 percent in El Dorado County, 11.2 percent in Placer County, 12.1 percent in Sacramento County, and 11.7 percent in Yolo County.

Between April 2010 and May 2010, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 3,800 to reach 827,300 jobs.

- Government added 2,500 jobs, higher than its 20-year average gain of 900 jobs. Federal government comprised the bulk of the gain (up 2,000 jobs), and local government made up the balance of the increase (up 500 jobs).
- Construction posted an additional 900 jobs, half its average seasonal 1,800-job increase. Residual construction gained 600 jobs, and specialty trade contractors added 300 jobs.
- Total farm advanced 800 jobs, less than its average seasonal addition of 1,600 jobs between April and May.
- Leisure and hospitality picked up 300 jobs, in contrast to its average seasonal decline of 400 jobs over the prior 20 years. The increase in accommodation and food services (up 400 jobs) offset cutbacks in arts, entertainment, and recreation (down 100 jobs).
- Four industries showed job declines including professional and business services, financial activities, educational and health services, and other services.

Between May 2009 and May 2010, the total number of jobs in the region fell by 24,100 or 2.8 percent.

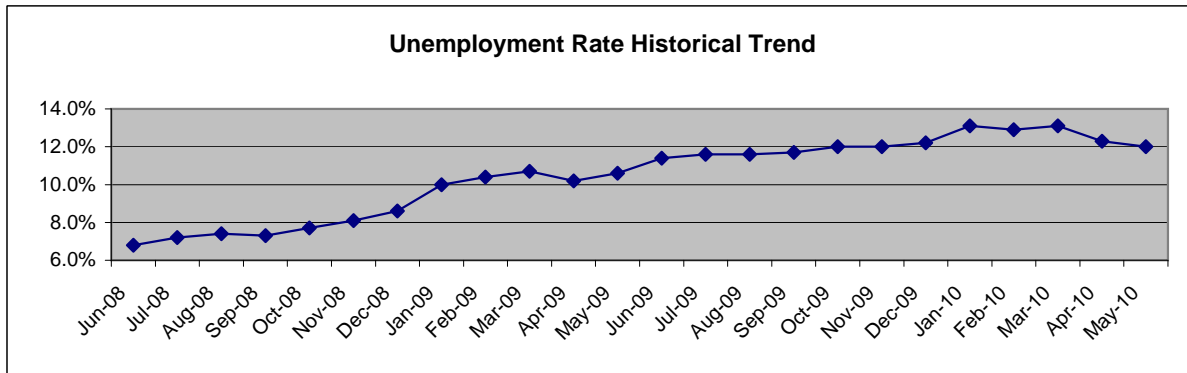
- Construction reported a loss of 7,900 jobs, with declines concentrated in specialty trade contractors (down 5,700 jobs) and construction of buildings (down 2,000 jobs).
- Professional and business services declined 4,000 jobs, primarily due to losses in professional, scientific, and technical services (down 2,000 jobs) and administrative and support and waste services (down 1,800 jobs).

- Financial activities fell 3,300 jobs, specifically in finance and insurance (down 2,400 jobs) and real estate and rental and leasing (down 900 jobs).
- Trade, transportation, and utilities contracted by 3,100 jobs. Wholesale trade led the decline (down 1,700 jobs), and smaller losses occurred in retail trade (down 1,000 jobs) and transportation, warehousing, and utilities (down 400 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 12.0 percent in May 2010, down from a revised 12.3 percent in April 2010, and above the year-ago estimate of 10.6 percent. This compares with an unadjusted unemployment rate of 11.9 percent for California and 9.3 percent for the nation during the same period. The unemployment rate was 12.8 percent in El Dorado County, 11.2 percent in Placer County, 12.1 percent in Sacramento County, and 11.7 percent in Yolo County.



Industry	Apr-2010	May-2010	Change		May-2009	May-2010	Change
	Revised	Prelim				Prelim	
Total, All Industries	823,500	827,300	3,800		851,400	827,300	(24,100)
Total Farm	7,400	8,200	800		9,600	8,200	(1,400)
Total Nonfarm	816,100	819,100	3,000		841,800	819,100	(22,700)
Mining and Logging	400	500	100		400	500	100
Construction	35,500	36,400	900		44,300	36,400	(7,900)
Manufacturing	33,200	33,300	100		34,400	33,300	(1,100)
Trade, Transportation & Utilities	131,300	131,400	100		134,500	131,400	(3,100)
Information	17,400	17,500	100		18,200	17,500	(700)
Financial Activities	51,200	50,900	(300)		54,200	50,900	(3,300)
Professional & Business Services	96,400	96,000	(400)		100,000	96,000	(4,000)
Educational & Health Services	99,900	99,700	(200)		100,700	99,700	(1,000)
Leisure & Hospitality	79,700	80,000	300		82,400	80,000	(2,400)
Other Services	27,900	27,700	(200)		29,400	27,700	(1,700)
Government	243,200	245,700	2,500		243,300	245,700	2,400

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

Data Not Seasonally Adjusted

	May 09	Mar 10	Apr 10	May 10	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,054,000	1,064,300	1,057,100	1,054,300	-0.3%	0.0%
Civilian Employment	941,800	924,600	926,700	928,200	0.2%	-1.4%
Civilian Unemployment	112,200	139,700	130,400	126,100	-3.3%	12.4%
Civilian Unemployment Rate	10.6%	13.1%	12.3%	12.0%		
(CA Unemployment Rate)	11.0%	13.0%	12.2%	11.9%		
(U.S. Unemployment Rate)	9.1%	10.2%	9.5%	9.3%		

Total, All Industries (2)	851,400	821,900	823,500	827,300	0.5%	-2.8%
Total Farm	9,600	7,800	7,400	8,200	10.8%	-14.6%
Total Nonfarm	841,800	814,100	816,100	819,100	0.4%	-2.7%
Total Private	598,500	572,700	572,900	573,400	0.1%	-4.2%
Goods Producing	79,100	68,300	69,100	70,200	1.6%	-11.3%
Mining and Logging	400	400	400	500	25.0%	25.0%
Construction	44,300	34,800	35,500	36,400	2.5%	-17.8%
Construction of Buildings	10,400	8,400	8,400	8,400	0.0%	-19.2%
Construction - Residual	4,700	3,200	3,900	4,500	15.4%	-4.3%
Specialty Trade Contractors	29,200	23,200	23,200	23,500	1.3%	-19.5%
Building Foundation & Exterior Contractors	6,700	5,200	5,200	5,400	3.8%	-19.4%
Building Equipment Contractors	11,500	9,800	9,800	9,900	1.0%	-13.9%
Building Finishing Contractors	7,000	5,600	5,600	5,600	0.0%	-20.0%
Specialty Trade Contractors - Residual	4,000	2,600	2,600	2,600	0.0%	-35.0%
Manufacturing	34,400	33,100	33,200	33,300	0.3%	-3.2%
Durable Goods	23,000	21,600	21,700	21,800	0.5%	-5.2%
Computer & Electronic Product Manufacturing	7,400	6,900	7,000	7,000	0.0%	-5.4%
Durable Goods - Residual	15,600	14,700	14,700	14,800	0.7%	-5.1%
Nondurable Goods	11,400	11,500	11,500	11,500	0.0%	0.9%
Food Manufacturing	3,900	4,400	4,400	4,400	0.0%	12.8%
Non-Durable Goods - Residual	7,500	7,100	7,100	7,100	0.0%	-5.3%
Service Providing	762,700	745,800	747,000	748,900	0.3%	-1.8%
Private Service Producing	519,400	504,400	503,800	503,200	-0.1%	-3.1%
Trade, Transportation & Utilities	134,500	132,000	131,300	131,400	0.1%	-2.3%
Wholesale Trade	24,600	23,000	22,900	22,900	0.0%	-6.9%
Merchant Wholesalers, Durable Goods	12,400	11,600	11,500	11,500	0.0%	-7.3%
Merchant Wholesalers, Nondurable Goods	9,200	8,800	8,800	8,800	0.0%	-4.3%
Wholesale Trade - Residual	3,000	2,600	2,600	2,600	0.0%	-13.3%
Retail Trade	86,800	86,300	85,700	85,800	0.1%	-1.2%
Motor Vehicle & Parts Dealer	10,500	9,700	9,700	9,700	0.0%	-7.6%
Building Material & Garden Equipment Stores	7,600	7,100	7,200	7,300	1.4%	-3.9%
Grocery Stores	16,500	16,600	16,500	16,600	0.6%	0.6%
Health & Personal Care Stores	5,200	5,200	5,200	5,200	0.0%	0.0%
Clothing & Clothing Accessories Stores	6,200	6,500	6,500	6,500	0.0%	4.8%
Sporting Goods, Hobby, Book & Music Stores	4,300	4,200	4,100	4,100	0.0%	-4.7%
General Merchandise Stores	18,800	19,000	18,600	18,600	0.0%	-1.1%
Retail Trade - Residual	34,200	34,600	34,400	34,400	0.0%	0.6%
Transportation, Warehousing & Utilities	23,100	22,700	22,700	22,700	0.0%	-1.7%
Information	18,200	17,600	17,400	17,500	0.6%	-3.8%
Publishing Industries (except Internet)	2,900	2,700	2,600	2,600	0.0%	-10.3%
Telecommunications	10,300	9,700	9,400	9,500	1.1%	-7.8%
Information - Residual	5,000	5,200	5,400	5,400	0.0%	8.0%
Financial Activities	54,200	50,900	51,200	50,900	-0.6%	-6.1%
Finance & Insurance	41,500	39,100	39,400	39,100	-0.8%	-5.8%
Credit Intermediation & Related Activities	14,100	13,800	13,800	13,700	-0.7%	-2.8%
Depository Credit Intermediation	8,800	8,500	8,500	8,400	-1.2%	-4.5%
Nondepository Credit Intermediation	3,200	3,200	3,100	3,100	0.0%	-3.1%
Credit Intermediation and Related Activities -	2,100	2,100	2,200	2,200	0.0%	4.8%
Finance and Insurance - Residual	5,200	4,300	4,500	4,400	-2.2%	-15.4%
Insurance Carriers & Related	22,200	21,000	21,100	21,000	-0.5%	-5.4%

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

Data Not Seasonally Adjusted

	May 09	Mar 10	Apr 10	May 10	Percent Change	
			Revised	Prelim	Month	Year
Real Estate & Rental & Leasing	12,700	11,800	11,800	11,800	0.0%	-7.1%
Real Estate	9,100	8,600	8,600	8,600	0.0%	-5.5%
Real Estate and Rental and Leasing - Residual	3,600	3,200	3,200	3,200	0.0%	-11.1%
Professional & Business Services	100,000	96,900	96,400	96,000	-0.4%	-4.0%
Professional, Scientific & Technical Services	51,700	50,900	50,300	49,700	-1.2%	-3.9%
Architectural, Engineering & Related Services	9,400	8,600	8,600	8,700	1.2%	-7.4%
Professional, Scientific, and Technical Services	42,300	42,300	41,700	41,000	-1.7%	-3.1%
Management of Companies & Enterprises	9,000	8,800	8,800	8,800	0.0%	-2.2%
Administrative & Support & Waste Services	39,300	37,200	37,300	37,500	0.5%	-4.6%
Administrative & Support Services	37,400	35,000	35,000	35,200	0.6%	-5.9%
Employment Services	13,600	13,600	13,700	13,900	1.5%	2.2%
Services to Buildings & Dwellings	10,700	9,900	10,000	10,300	3.0%	-3.7%
Administrative and Support Services - Residual	13,100	11,500	11,300	11,000	-2.7%	-16.0%
Administrative and Support and Waste Management Services	1,900	2,200	2,300	2,300	0.0%	21.1%
Educational & Health Services	100,700	99,900	99,900	99,700	-0.2%	-1.0%
Education and Health Services - Residual	14,000	13,700	13,700	13,500	-1.5%	-3.6%
Health Care & Social Assistance	86,700	86,200	86,200	86,200	0.0%	-0.6%
Ambulatory Health Care Services	29,800	29,900	29,900	29,900	0.0%	0.3%
Hospitals	29,800	29,800	29,700	29,700	0.0%	-0.3%
Nursing & Residential Care Facilities	14,200	14,400	14,300	14,300	0.0%	0.7%
Health Care and Social Assistance - Residual	12,900	12,100	12,300	12,300	0.0%	-4.7%
Leisure & Hospitality	82,400	79,600	79,700	80,000	0.4%	-2.9%
Arts, Entertainment & Recreation	13,400	12,800	12,900	12,800	-0.8%	-4.5%
Accommodation & Food Services	69,000	66,800	66,800	67,200	0.6%	-2.6%
Accommodation	8,000	8,200	8,300	8,400	1.2%	5.0%
Food Services & Drinking Places	61,000	58,600	58,500	58,800	0.5%	-3.6%
Full-Service Restaurants	27,900	26,400	26,400	26,400	0.0%	-5.4%
Limited-Service Eating Places	29,700	29,400	29,600	29,800	0.7%	0.3%
Food Services and Drinking Places - Residual	3,400	2,800	2,500	2,600	4.0%	-23.5%
Other Services	29,400	27,500	27,900	27,700	-0.7%	-5.8%
Repair & Maintenance	8,300	7,900	8,000	8,000	0.0%	-3.6%
Other Services - Residual	21,100	19,600	19,900	19,700	-1.0%	-6.6%
Government	243,300	241,400	243,200	245,700	1.0%	1.0%
Federal Government	12,800	12,700	13,500	15,500	14.8%	21.1%
Department of Defense	1,700	1,900	1,800	1,800	0.0%	5.9%
Federal Government excluding Department of Defense	11,100	10,800	11,700	13,700	17.1%	23.4%
State & Local Government	230,500	228,700	229,700	230,200	0.2%	-0.1%
State Government	113,800	111,600	111,900	111,900	0.0%	-1.7%
State Government Education	28,600	27,400	27,300	27,300	0.0%	-4.5%
State Government Excluding Education	85,200	84,200	84,600	84,600	0.0%	-0.7%
Local Government	116,700	117,100	117,800	118,300	0.4%	1.4%
Local Government Education	67,300	71,700	72,100	72,000	-0.1%	7.0%
County	21,900	19,700	19,600	19,600	0.0%	-10.5%
City	11,600	10,600	10,500	10,800	2.9%	-6.9%
Special Districts plus Indian Tribes	15,900	15,100	15,600	15,900	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.

June 18, 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

	May 09	Mar 10	Apr 10 Revised	May 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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**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 May 2010 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	685,300	602,500	82,900	12.1%	1.000000	1.000000
Arden Arcade CDP	57,000	50,200	6,800	12.0%	0.083249	0.082638
Carmichael CDP	29,400	26,600	2,800	9.4%	0.044196	0.033389
Citrus Heights city	50,600	46,300	4,300	8.5%	0.076838	0.052031
Elk Grove CDP	35,400	31,900	3,500	9.8%	0.052995	0.042014
Fair Oaks CDP	17,200	16,100	1,100	6.6%	0.026690	0.013634
Florin CDP	12,900	10,500	2,400	18.8%	0.017414	0.029215
Folsom city	27,100	25,600	1,500	5.5%	0.042525	0.018086
Foothill Farms CDP	9,800	8,200	1,600	16.4%	0.013648	0.019477
Galt city	11,100	8,900	2,100	19.4%	0.014787	0.025876
Gold River CDP	4,800	4,700	100	2.4%	0.007807	0.001391
Isleton city	400	400	100	15.9%	0.000606	0.000835
La Riviera CDP	7,000	6,500	500	7.3%	0.010764	0.006121
Laguna CDP	20,500	19,200	1,400	6.6%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	4,900	500	8.6%	0.008082	0.005565
North Highlands CDP	22,900	18,600	4,300	18.6%	0.030952	0.051475
Orangevale CDP	15,900	14,600	1,300	8.3%	0.024229	0.015860
Parkway South Sacramento CD	16,300	12,900	3,400	20.9%	0.021400	0.041180
Rancho Cordova City	31,200	26,900	4,300	13.8%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	4.0%	0.003619	0.001113
Rio Linda CDP	5,900	4,800	1,100	18.8%	0.007917	0.013356
Rosemont CDP	14,000	12,600	1,400	10.2%	0.020867	0.017251
Sacramento city	218,000	187,200	30,800	14.1%	0.310678	0.371731
Vineyard CDP	5,900	5,500	400	6.3%	0.009185	0.004452
Walnut Grove CDP	500	300	100	28.7%	0.000569	0.001669
Wilton CDP	2,800	2,500	200	8.3%	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.

REPORT 400 C
Monthly Labor Force Data for Counties
May 2010 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,231,400	16,059,400	2,172,000	11.9%
ALAMEDA	18	754,500	670,600	83,900	11.1%
ALPINE	51	400	330	70	17.6%
AMADOR	27	18,040	15,770	2,270	12.6%
BUTTE	30	105,200	91,200	14,000	13.3%
CALAVERAS	37	20,440	17,390	3,060	14.9%
COLUSA	54	12,230	10,030	2,200	18.0%
CONTRA COSTA	15	521,300	464,300	57,100	10.9%
DEL NORTE	29	11,550	10,050	1,500	13.0%
EL DORADO	28	92,400	80,500	11,900	12.8%
FRESNO	46	449,600	377,900	71,600	15.9%
GLENN	38	13,130	11,170	1,970	15.0%
HUMBOLDT	12	61,700	55,100	6,600	10.7%
IMPERIAL	58	76,100	55,200	21,000	27.5%
INYO	4	9,770	8,890	880	9.0%
KERN	45	367,800	310,100	57,700	15.7%
KINGS	41	63,200	53,500	9,700	15.3%
LAKE	48	25,800	21,400	4,400	17.1%
LASSEN	33	13,420	11,540	1,880	14.0%
LOS ANGELES	25	4,841,900	4,253,900	588,000	12.1%
MADERA	38	68,700	58,400	10,300	15.0%
MARIN	1	130,300	120,100	10,300	7.9%
MARIPOSA	13	9,770	8,720	1,050	10.8%
MENDOCINO	13	43,660	38,940	4,720	10.8%
MERCED	55	108,200	88,600	19,600	18.1%
MODOC	35	3,830	3,280	550	14.4%
MONO	21	8,550	7,560	990	11.6%
MONTEREY	16	222,200	197,700	24,500	11.0%
NAPA	4	75,600	68,800	6,800	9.0%
NEVADA	21	50,770	44,890	5,880	11.6%
ORANGE	6	1,602,000	1,455,300	146,700	9.2%
PLACER	19	178,100	158,200	19,900	11.2%
PLUMAS	50	9,370	7,730	1,640	17.5%
RIVERSIDE	33	909,400	782,400	127,100	14.0%
SACRAMENTO	25	685,300	602,500	82,900	12.1%
SAN BENITO	51	25,900	21,300	4,600	17.6%
SAN BERNARDINO	32	863,000	744,400	118,700	13.8%
SAN DIEGO	9	1,566,300	1,409,300	157,000	10.0%
SAN FRANCISCO	6	454,300	412,700	41,600	9.2%
SAN JOAQUIN	47	308,500	258,600	49,800	16.2%
SAN LUIS OBISPO	8	137,000	124,000	13,000	9.5%
SAN MATEO	3	370,300	337,600	32,700	8.8%
SANTA BARBARA	2	224,300	205,700	18,600	8.3%
SANTA CLARA	16	873,000	777,000	96,000	11.0%
SANTA CRUZ	20	150,600	133,200	17,400	11.5%
SHASTA	42	85,500	72,300	13,200	15.4%
SIERRA	36	1,680	1,430	250	14.7%
SISKIYOU	44	20,250	17,090	3,160	15.6%
SOLANO	24	213,900	188,700	25,200	11.8%
SONOMA	9	256,300	230,700	25,600	10.0%
STANISLAUS	49	239,800	198,400	41,400	17.3%
SUTTER	57	43,200	34,600	8,600	20.0%
TEHAMA	40	25,740	21,840	3,900	15.1%
TRINITY	53	5,100	4,190	910	17.8%
TULARE	43	213,600	180,400	33,200	15.5%
TUOLUMNE	31	26,380	22,830	3,560	13.5%
VENTURA	11	435,100	390,700	44,400	10.2%
YOLO	23	98,500	87,000	11,500	11.7%
YUBA	56	28,700	23,500	5,200	18.2%

Notes

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

ITEM IV-G- INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2009/2010

The following is an update of information as of June 16, 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
Unofficial	7/20/2009	COUNTY OF SACRAMENTO SACRAMENTO, CA	9/23/2009	417	Ongoing
Official	8/4/2009	USAA 2201 Harvard St. Sacramento, CA 95815	10/5/2009	261	10/7/2009 Ongoing
Unofficial	8/10/2009	Health Net, Inc. 12033 Foundation Place Rancho Cordova, CA 95670	10/1/2009	25	9/09 Ongoing
Official	8/12/2009	Calpine Corporation 1180 Iron Point Rd Folsom, CA 95630	11/4/2009	88	10/1/2009
Official	8/12/2009	Crossmark 4541 Florin Rd Sacramento, CA 95823	10/31/2009	15	Declined Services
Unofficial	8/14/2009	SMUD 6210 Street Sacramento, CA 95817	4/1/2010	120	On-Going
Unofficial	8/17/2009	Kaiser Permanente Sacramento, CA	10/15/2009	50	11/12/2009
Unofficial	10/6/2009	Safe Credit Union 12519 Folsom Blvd Rancho Cordova 95652	10/28/2009	20	10/28/2009
Unofficial	10/15/2009	Twin Rivers USD 5115 Dudley Blvd McClellan, CA 95660	1/10/2010	150	4/12/2010
Official	11/4/2009	Centerplate 400 Ballpark West Sacramento, CA 95691	1/14/2010	342	Coordinating Services West Sacramento
Official	11/19/2010	Worley Parsons 2330 E. Bidwell Folsom, CA 95630	12/30/2010	1	Declined Services
Official	12/18/2010	ATT Sacramento, CA	12/30/2010	333	12/30/2010
Official	12/22/2009	CDG Management, LLC 1215 Del Paso Blvd. Sacramento, CA 95815	12/31/2010	101	Declined Services
Official	1/10/2010	Sam's Club 3571 North Freeway Blvd Sacramento, CA 95834	1/22/2010	151	1/21/2010
Official	1/14/2010	Matheson 9780 Dino Drive Elk Grove, CA 95624	2/1/2010	74	1/25/2010
Official	1/22/2010	CVS Caremark 1625 West National Sacramento, CA 95834	3/26/2010	92	3/26/2010
Official	2/1/2010	JC Penney 4801 Urbani McClellan, CA 95834	3/20/2010	55	Declined Services

Dislocated Worker Information PY 2009/2010

The following is an update of information as of June 16, 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	2/1/2010	Bank of America 10850 White Rock Road Rancho Cordova, CA 95670	2/9/2010	60	2/9/2010
Official	2/28/2010	Twin Rivers USD 5115 Dudley Blvd McClellan, CA 95660	3/9/2010	250	5/25/2010 Ongoing
Official	3/1/2010	Elk Grove USD 9510 Elk Grove-Florin Road Elk Grove, CA 95670	3/15/2010	1,125	4/19/2010 Ongoing
Official	3/1/2010	Comcast 1242 National Drive Sacramento, CA 95834	3/3/2010	57	5/1/2010
Official	3/5/2010	Regional Transit 1400 29th St Sacramento, CA 95815	3/15/2010	60	April 2010 Ongoing
Unofficial	3/3/2010	Hard Rock Cafe 545 Downtown Plaza Sacramento, CA 95815	3/3/2010	45	3/27/2010
Official	3/3/2010	Sacramento Unified SD 5735 47th Ave Sacramento, CA	3/8/2010	560	5/27/2010
Unofficial	3/9/2010	AAA 8687 Weyand Ave Sacramento, CA	3/3/2010	100	5/13/2010 Ongoing
Official	3/16/2010	Wells Fargo 2860 Gateway Oaks Dr Sacramento, CA	3/18/2010	415	4/20-27/2010
Unofficial	3/28/2010	Washoe Tribe 3831 North Freeway Blvd Sacramento, CA	4/11/2010	34	5/22/2010
Official	4/23/2010	Bridges Behavioral Language Systems 6060 Sunrise Vista Dr. Citrus Heights, CA 95621	6/30/2010	100	Delivered Packets
Unofficial	5/21/2010	SAEH Sacramento, CA	6/1/2010	10	Pending
Official	5/26/2010	HAVI Logistics 826 National Drive Sacramento, CA 95834	7/28/2010	103	Pending
Official	6/4/2010	Child Action Sacramento, CA	7/28/2010	70	Pending
			Total # of Affected Workers	5,284	

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.