



GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, April 7, 2011

TIME: 10:00 a.m.

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

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

AGENDA

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|----|---|--------|
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VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MARCH 30, 2011

ITEM II-A - CONSENT

MINUTES OF THE MARCH 3, 2011 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the March 3, 2011 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

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

Thursday, March 3, 2011
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:06 a.m.

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative
Jimmie Yee, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento

Member Absent:

Bonnie Pannell, Councilmember, City of Sacramento

- Introduction of New Board Member: Councilman Schenirer was welcomed to the board.

Mr. Nottoli requested a motion to continue Item III-A-2 to the April 7 meeting. Ms. Kossick stated that this will provide staff additional time to complete the revisions.

Moved/Scherman, second/Schenirer, to continue this item to the April 7.

Voice Vote: Unanimous approval.

II. Consent Items

- A. Minutes of the February 3, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension

The consent calendar was reviewed; no questions or comments.

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

- A. Approve the minutes of the February 3, 2011 meeting.
- B. Approve the claims and warrants for the period 1/27/11 through 2/24/11.
- C. Approve the temporary reclassification of Ira Ayers to Workforce Development Professional 3 through May 27, 2011.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2011

Ms. Loretta Su reviewed this item.

Moved/Schenirer, second/Scherman Receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2011.

Voice Vote: Unanimous approval.

2. Approval of Revisions to Classifications: Item continued to April 7 meeting.

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Workforce Development Analyst, Workforce Development Analyst Supervisor, Workforce Development Professional Supervisor and Workforce Development Quality Control Supervisor Classifications and Related Salary Ranges

Mr. Rod Nishi distributed a table showing the various classifications. Part of the contract negotiation agreement was to have classification studies done. This study was completed in 2010, and a number of revisions are being requested for approval. Classifications that are no longer in use in the agency are being recommended to be abolished. This is Phase 2 of the job classification study.

Mr. Nishi reviewed the classifications that are being recommended that will create new analyst and supervisor positions within the Workforce Development Professional classification.

Mr. Nottoli opened a public hearing.

Moved/Yee, second/Scherman, to close the public hearing, approve the new classifications of Workforce Development Analyst, Workforce Development Analyst Supervisor, Workforce Development Professional Supervisor, and Workforce Development Quality Control Supervisor, and approve the salary ranges for the newly created classifications.

Voice Vote: Unanimous approval.

Items 4-6 were taken as a block.

4. Approval of Reallocation of Employment and Training Analysts and Management Information Analyst into the Workforce Development Analyst Deep Classification and Abolishment of Employment and Training Analyst I, II and III and Management Information Analyst I, II and III

- and -

5. Approval of Reallocation of Incumbents in the Six Classifications of Employment and Training Analyst Supervisor, Labor Market Information Supervisor, Employment Services Supervisor, Youth Services Supervisor, Eligibility Supervisor and Management Information Analyst Supervisor into Workforce Development Quality Control Supervisor, Workforce Development Analyst Supervisor and Workforce Development Professional Supervisor and Abolishment of the Six Classifications

- and -
6. Approval to Reallocate Marketing Specialist Incumbents to Workforce Development Professional and Abolish the Classifications of Marketing Specialist I, II, and III (Rod Nishi)

Mr. Nishi reviewed incumbent staff to be reallocated into new positions.

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

Item 4: Reallocate 14 Employment Training Analysts and 1 Management Information Analyst into the Workforce Development Analyst series; approve the abolishment of Employment and Training Analyst and Management Information Analyst classification series.

Item 5: Approve the reallocation of three Employment and Training Analyst Supervisors, one Management Information Analyst Supervisor, one Employment Services Supervisor, and one Youth Services Supervisor as noted above; approve the abolishment of the classifications of Employment and Training Analyst Supervisor, Labor Market Information Supervisor, Employment Services Supervisor, Youth Services Supervisor, Eligibility Services Supervisor, and Management Information Analyst Supervisor.

Item 6: Approve the reallocation of the 7 (seven) incumbents of the Marketing Specialist series into the Workforce Development Professional classification as depicted above, and approve the abolishment of the classifications of Marketing Specialist I, II, and III.

Voice vote: Unanimous approval.

Items 7-9 were taken as a block.

7. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Senior Accountant Classification and Related Salary Range and Revision to the Accountant II (Supervisory) Classification

- and -
8. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Payroll Specialist, Senior Payroll Specialist, and Payroll Operations Supervisor Classifications, Reallocation of Payroll Clerks and Accountant II (Supervisor) to New Classifications, and Abolishment of the Payroll Clerk and Accountant II (Supervisory) (Unrepresented) Classifications

- and -

9. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Information Technology Services Facilitator and Information Technology Engineering Analyst Classifications and Reallocation of Incumbents of Information Technology Analyst II to New Classifications

Mr. Nottoli opened a public hearing.

Mr. Nishi reviewed the modified classifications.

Moved/Yee, second/Schenirer, to close the public hearing and approve the following:

Item 7: Approve the Senior Accountant classification and related salary range and approve the revisions to the Accountant II (Supervisory) classification.

Item 8: Approve the Payroll Specialist, Senior Payroll Specialist, and Payroll Operations Supervisor classifications, and reallocate the three incumbent employees as depicted in the chart above. Abolish the classifications of Payroll Clerk and Accountant II (Supervisor) (Unrepresented)

Item 9: Approve the new classifications of Information Technology Services Facilitator and Information Technology Engineering Analyst; and reallocate 4 Information Technology Analyst II incumbents as depicted above into new classifications.

Voice Vote: Unanimous approval.

10. Approval of Revision and Re-Titling of Database Developer Classification

Mr. Nishi stated that this is a retitling of the data base developer. This position has evolved so the modified title needs to be changed to Programmer Analyst.

Moved/Scherman, second/Schenirer, to approve revisions to the job classification of Database Developer, including the re-titling to Programmer Analyst.

Voice Vote: Unanimous approval.

➔ Speaker before the board: Donna Hubbs, Program Coordinator

B. WORKFORCE INVESTMENT ACT

1. Approval to Release a Request for Proposals for FY 2012 – 2016 Under the Workforce Investment Act (WIA) Title I, for On-the-Job Training/Subsidized Employment (OJT/SE) Services

Ms. Michelle O’Camb reviewed this item. Staff has included \$2,000,000 in CalWORKS funds in this Request for Proposals, for a total available amount of \$2,890,000.

Moved/Scherman, second/Schenirer, to approve the release of the Request for Proposals (RFP) for FY 2012 – 2016 under the WIA for On-the-Job Training/Subsidized Employment (OJT/SE) services.

Voice Vote: Unanimous approval.

2. Approval to Ratify the Addition of a Second Mandatory Bidders' Conference to the Workforce Investment Act (WIA) Youth Services Request for Proposals

Ms. Christine Welsch stated that the Youth RFP required the mandatory attendance of proposing organizations at the WIA Youth Services Bidders' Conference. Some program operators did not attend the mandatory conference. Staff is requesting the addition of a second mandatory bidders' conference.

Moved/Schenirer, second/Yee, to ratify the addition of a second mandatory bidders' conference for the 2012-2016 Youth Services Request for Proposals (RFP), which was held on Wednesday, February 23, 2011 at 9:30 a.m. in the SETA Board Room, retaining the requirement that failure to attend one of the bidders' conferences, either on February 17, 2011 or February 23, 2011, will disqualify a respondent's application. All other provisions of the Youth RFP shall continue to apply.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval to Submit a Request to Carryover Program Year 2009-10 Head Start and Early Head Start, COLA, and Quality Improvement Funds

Ms. Denise Lee reviewed this item which offers the Agency an opportunity to request carryover funds. Underspent items were in large part due to programs starting three months later than expected. The Head Start Policy Council reviewed and approved this carryover request.

Mr. Yee requested a breakdown on the benefit amount which Ms. Kossick provided.

Moved/Scherman, second/Schenirer, to approve the submission of a carryover request for Program Year 2009-2010, Head Start Expansion funds up to \$42,702; and approve the submission of a carryover request for Program Year 2009-2010, Early Head Start Expansion funds up to \$382,524; and approve the submission of a carryover request for Program Year 2009-2010, COLA/Quality Improvement funds up to \$93,468.

Voice Vote: Unanimous approval.

Mr. Nottoli left the meeting.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

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

IV. **Information Items**

A. Fiscal Monitoring Reports: No questions or comments.

B. Head Start Reports: No questions or comments.

C. Dislocated Worker Update: No report.

D. Employer Activity Report: Mr. William Walker reviewed some additional information to the dislocated worker update.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: No report.

C. Deputy Directors: No reports.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: Speakers before the board:

- Mr. David DeLuz, President & CEO of Greater Sacramento Urban League: Thanked staff for their support over the years.
- Jeffery Tardaguila, Advocate: Requested that a public copy of board packets be made available at the front reception desk.

VI. **Adjournment:** The meeting was adjourned at 11:36 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 2/25/11 through 3/30/11, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 2/25/11 through 3/30/11.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 1 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR SACRAMENTO
SAFE COMMUNITY PARTNERSHIP STREET OUTREACH SERVICES

BACKGROUND:

SETA is partnering with the City of Sacramento Police Department and Area Congregations Together (ACT) to develop and implement the City of Sacramento's Safe Community Partnership strategy using the Operation Ceasefire model. Both SETA and the City of Sacramento were awarded funding to focus on the Sacramento Safe Community Partnership (SCP) Initiative. Safe Community Partnership is an evidence-based community and law-enforcement driven concept that encourages youth to step away from violence by providing successful alternatives. The City contracted with SETA to coordinate the procurement and delivery of most of the direct services including training, employment services and case management; Street Outreach; mentoring and life coaching; and substance abuse and mental health counseling.

A Request for Proposals (RFP) for Street Outreach services was developed in partnership with the City of Sacramento Police Department and the technical assistance advisors.

A copy of the RFP will be sent under separate cover.

RECOMMENDATION:

Approve the release of a Request for Proposals for Sacramento Safe Community Partnership Street Outreach services.

STAFF PRESENTER: Christine Welsch

ITEM III-A – 2 - ACTION:

APPROVAL TO EXTEND THE PAYROLL SERVICES CONTRACT WITH THE CALIFORNIA COMMUNITY COLLEGE FOUNDATION

BACKGROUND:

In May 2009, this Board approved the sole source/non-competitive contract with the California Community College Foundation for youth payroll services. The approval stipulated use of Workforce Investment Act (WIA), Recovery Act funds and other non-WIA funding sources. The Community College Foundation provides the payroll services and acts as the employer of record for SETA's work experience activity. Work experience provides a valuable entry into the workforce for under-served populations. This activity is routinely used in many of SETA employment and training programs, including non-WIA programs. SETA currently administers contracts for employment services with a variety of funding sources including WIA, US Department of Justice, California Employment Development Department, California Department of Corrections and Rehabilitation, and Sacramento County Department of Human Assistance.

The current contract with the California Community College Foundation expires June 30, 2011 and authorizes the Board to extend it for two (2) additional one-year terms. Staff is recommending that the current contract be extended at this time for an additional one year period, retaining the further option to extend for an additional year, if desired.

RECOMMENDATION:

Approve the contract extension with the California Community College Foundation's Payroll Services contract for one year, retaining the further option to extend for an additional year, if desired.

STAFF PRESENTER: Christine Welsch

ITEM III-A – 3 - ACTION

APPROVAL OF REVISED JOB CLASSIFICATIONS

BACKGROUND:

In 2007 the Agency agreed to complete a Classification Study by the end of the term of the labor agreement (June, 2010) between the Agency and the American Federation of State, County, and Municipal Employees (AFSCME) Local 146.

An extensive Classification Study has been completed. The purpose of the study is to:

- Review of all classifications and identify those to be eliminated
- Identify classifications which may be grouped or combined into tiered or deep classifications
- Prioritize individual classifications and tiered or deep classifications or clusters to review
- Gather input on responsibilities, tasks, and skills necessary for the classifications by forming groups of staff performing work in those classifications.

The Classification Study Report 2010 is the product of the collection of data on the classifications and the factors used were:

- Supervision received and given
- Complexity of the work
- Knowledge, skill, and ability required for the work
- Consequences of error and
- Percentage of time spent on each significant task.

The process included sending a survey to all employees. From the 555 employee surveys, 294 responses were gathered and analyzed. The analysis resulted in 92 classifications proposed to be modified. As per Section 1.2 of the Labor Agreement with AFSCME, revised classifications require Governing Board and Head Start Policy Council approval. The Agency has submitted to the Union the proposed revisions to the job descriptions prior to this meeting as required. The major changes include initial updating for essential functions and physical requirement statements, and elimination of references to organizational structures that no longer exist. No changes to pay ranges are proposed.

The proposed list of classifications to be modified is attached that depicts the original listing as well as subsequent actions taken by your Board. Also attached is information regarding the Physical Demands/Qualifications sections of the job classifications. Sent to you under separate cover is each of the classifications with modifications identified in **bold print** or ~~strikeouts~~.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 3 – ACTION (continued)
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On February 3, 2011, the Board raised questions regarding the physical needs for the various classifications. The Board postponed their decision to the next meeting. Staff was directed to address issues raised by the Board. On March 3, 2011, the Board postponed their decision based upon a request from staff.

RECOMMENDATION:

Approve the revisions to the classifications identified in the attachment.

STAFF PRESENTER: Rod Nishi

Class Code	Job Title		Physical Demands Groups
	Minor Revisions	Actions	
5008	ACCOUNT CLERK II		Group 1
5001	ACCOUNTANT I		Group 1
5002	ACCOUNTANT II		Group 1
1068S	ACCOUNTANT II (SUP)		Group 1
1068U	ACCOUNTANT II (SUP)	abolished by Governing Board action on March 3, 2011	
5006	ACCOUNTING TECHNICIAN		Group 1
6055	ASSOCIATE TEACHER		Group 2
	ASSOCIATE TEACHER/INFANT TODDLER	established by Head Start Policy Council action on March 22, 2011	Group 2
7016	BILINGUAL AIDE		Group 1
1021S	CLERICAL SUPERVISOR		Group 1
1001	CLERK OF BOARDS		Group 1
7021	DATA BASE DEVELOPER PROGRAMMER ANALYST	retitled by Governing Board action on March 3, 2011	Group 1
1002U	DEPARTMENT SECRETARY		Group 1
7004	EARLY HEAD START EDUCATOR	revised by Head Start Policy Council acton on March 22, 2011	Group 2
4002S	ELIGIBILITY SUPERVISOR	abolished by Governing Board action on March 3, 2011	
3005	EMPLOYMENT AND TRAINING ANALYST II	abolished by Governing Board action on March 3, 2011	
3006	EMPLOYMENT AND TRAINING ANALYST III	abolished by Governing Board action on March 3, 2011	
3006S	EMPLOYMENT AND TRAINING ANALYST SUPERVISOR	abolished by Governing Board action on March 3, 2011	
1024S	EMPLOYMENT SERVICES SUPERVISOR	abolished by Governing Board action on March 3, 2011	
1045	HEAD START CHILDCARE TEACHER ASSISTANT		Group 2
6048	HEAD START CLINICAL SOCIAL WORKER		Group 1
6024	HEAD START COOK/DRIVER		Group 3
1074S	HEAD START COORDINATOR (EDUCATION) (SUP)		Group 1
1076S	HEAD START COORDINATOR (FOOD SRVC) (SUP)		Group 3
6002	HEAD START COORDINATOR (HEALTH/MENTAL HEALTH)		Group 1
S	HEAD START COORDINATOR (HEALTH) (SUP)		Group 1
6046	HEAD START COORDINATOR (HEALTH) (NON-SUP)		Group 1
6004S	HEAD START COORDINATOR (NUTRITION)		Group 1
1055S	HEAD START COORDINATOR (SOCIAL SERVICES/PARENT I) (SUP)		Group 1
6005	HEAD START COORDINATOR (SOCIAL SERVICES/PARENT I) (NON-SUP)		Group 1
6006S	HEAD START COORDINATOR (SPECIAL EDUCATION)		Group 1
6039	HEAD START COURIER/MAINTENANCE		Group 4
1053S	HEAD START EDUCATION/SPECIAL ED SPECIALIST (SUP)		Group 1
6042S	HEAD START EDUCATION SPECIALIST (SUPERVISORY)		Group 2
6042	HEAD START EDUCATION SPECIALIST (NON-SUP)		Group 2
6011	HEAD START EDUCATION/SPECIAL EDUC. SPECIALIST (NON-SUP)		Group 1

Class Code	Job Title		Physical Demands Groups
	Minor Revisions	Actions	
1029	HEAD START FACILITIES ANALYST		Group 1
1054S	HEAD START FACILITIES SPECIALIST (SUP)		Group 1
1071	HEAD START FAMILY PLACEMENT WORKER		Group 1
6025	HEAD START FAMILY SERVICES WORKER		Group 1
1070S	HEAD START FOOD SERVICES SPECIALIST (SUP)		Group 1
6010	HEAD START HEAD COOK		Group 3
6014	HEAD START HEALTH/NUTRITION SPECIALIST		Group 1
1042S	HEAD START HOME BASE SPECIALIST (SUP)		Group 2
6037	HEAD START HOME VISITOR		Group 2
1050	HEAD START NUTRITION SPECIALIST (SOP) (NON-SUP)		Group 1
1028S	HEAD START NUTRITION SPECIALIST (SUP)		Group 1
1073	HEAD START PARENT INTERN		Group 1
6034	HEAD START RESOURCE TEACHER/CDA ADVISOR		Group 1
1043S	HEAD START SOCIAL SERVICES/PARENT INVOLVEMENT SP (SUP)		Group 1
1049	HEAD START SOCIAL SERVICES/PARENT INVOLVEMENT SP (NON SUP)		Group 1
1027S I	HEAD START SOCIAL SERVICES SPECIALIST (SUP) I, II, III		Group 1
1051 I	HEAD START SOCIAL SERVICES SPECIALIST (NON-SUP) I, II, III		Group 1
6026	HEAD START SPECIAL EDUCATION FIELD TECHNICIAN		Group 1
1039	HEAD START SPEECH THERAPIST		Group 1
6032	HEAD START TEACHER	revised by Head Start Policy Council acton on March 22, 2011	Group 2
6033	HEAD START TEACHER ASSISTANT		Group 2
1056	HEAD START TEACHER ONE		Group 2
6023	HEAD START TYPIST CLERK II		Group 1
6022	HEAD START TYPIST CLERK III		Group 1
7018	INFORMATION TECHNOLOGY ANALYST I		Group 1
7019	INFORMATION TECHNOLOGY ANALYST II		Group 1
7028	INFORMATION TECHNOLOGY ENGINEERING ANALYST	established by Governing Board action on March 3, 2011	Group 1
7029	INFORMATION TECHNOLOGY SERVICES FACILITATOR	established by Governing Board action on March 3, 2011	Group 1
3025S	LABOR MARKET INFORMATION PROJECT SUPERVISOR	abolished by Governing Board action on March 3, 2011	
3007	MANAGEMENT INFORMATION ANALYST-I	abolished by Governing Board action on March 3, 2011	
3008	MANAGEMENT INFORMATION ANALYST-II	abolished by Governing Board action on March 3, 2011	
3009	MANAGEMENT INFORMATION ANALYST-III	abolished by Governing Board action on March 3, 2011	
7020S	MANAGEMENT INFORMATION ANALYST (SUP)	abolished by Governing Board action on March 3, 2011	
3040	MARKETING SPECIALIST-I	abolished by Governing Board action on March 3, 2011	
3044	MARKETING SPECIALIST-II	abolished by Governing Board action on March 3, 2011	
3042	MARKETING SPECIALIST-III	abolished by Governing Board action on March 3, 2011	
1034	OFFICE SUPPLY AND ADMINISTRATION SUPPORT CLERK	abolished by Governing Board action on March 3, 2011	Group 4

Class Code	Job Title		
	Minor Revisions	Actions	Physical Demands Groups
1057U	PAYROLL CLERK	abolished by Governing Board action on March 3, 2011	
1060U	PAYROLL OPERATIONS SUPERVISOR	established by Governing Board action on March 3, 2011	Group 1
1057U	PAYROLL SPECIALIST	established by Governing Board action on March 3, 2011	Group 1
7024U	PERSONNEL ANALYST		Group 1
1012U	PERSONNEL CLERK		Group 1
7007U	PROGRAM COORDINATOR		Group 1
7015S	PROGRAM OFFICER		Group 1
7012U	PURCHASING ANALYST -- NO MATRIX INCLUDED		Group 1
4010S	REFUGEE SERVICES SUPERVISOR		Group 1
5009	SENIOR ACCOUNTANT	established by Governing Board action on March 3, 2011	Group 1
1058U	SENIOR PAYROLL SPECIALIST	established by Governing Board action on March 3, 2011	Group 1
7022U	SENIOR PERSONNEL ANALYST (SUP)		Group 1
6056S	SITE SUPERVISOR	revised by Head Start Policy Council acton on March 22, 2011	Group 2
1014	STAFF SUPPORT OFFICER		Group 1
7003	STUDENT INTERN		Group 1
1064U	TRAINING/STAFF DEVELOPMENT OFFICER		Group 1
1006	TYPIST CLERK I		Group 1
1005	TYPIST CLERK II		Group 1
1010	TYPIST CLERK III (Confidential)		Group 1
1004	TYPIST CLERK III		Group 1
3005	WORKFORCE DEVELOPMENT ANALYST I, II, III	established by Governing Board action on March 3, 2011	Group 1
3006S	WORKFORCE DEVELOPMENT ANALYST SUPERVISOR	established by Governing Board action on March 3, 2011	Group 1
1023	WORKFORCE DEVELOPMENT PROFESSIONAL I, II, III	established by Governing Board action on March 3, 2011	Group 1
1024S	WORKFORCE DEVELOPMENT PROFESSIONAL SUPERVISOR	established by Governing Board action on March 3, 2011	Group 1
7020S	WORKFORCE DEVELOPMENT QUALITY CONTROL SUPERVISOR	established by Governing Board action on March 3, 2011	Group 1
6051S	YOUTH SERVICES SUPERVISOR	abolished by Governing Board action on March 3, 2011	

Physical Demands/Qualifications

There are seven physical attributes that have been assessed in the performance of SETA job classifications. Each job classification specification describes duties which demand the use of one or more of these physical attributes. The revised **Physical Demands/Qualifications** section of the updated specifications is structured around the seven attributes. All seven are addressed in each specification. Those needed to perform Essential Duties are listed as Essential Physical Attributes. Those not needed to perform Essential Duties are listed as Non-essential Physical Attributes. Exemplary tasks for which an essential physical attribute is required appear directly below the listed essential physical capacity.

Physical Attributes

1. Sufficient Speech
2. Sufficient Hearing
3. Sufficient Vision
4. Sufficient Sensitivity of Touch
5. Sufficient Ability to Taste
6. Sufficient Ability to Smell
7. Sufficient Strength and Conditioning

Physical Demands/Qualifications, Group 1

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

Physical Demands/Qualifications, Group 1 Classes

ACCOUNT CLERK II
ACCOUNTANT I
ACCOUNTANT II
ACCOUNTANT II (SUPERVISORY)
ACCOUNTING TECHNICIAN
BILINGUAL AIDE
CLERICAL SUPERVISOR
CLERK OF BOARDS
DEPARTMENT SECRETARY
HEAD START CLINICAL SOCIAL WORKER
HEAD START COORDINATOR (EDUCATION) (SUPERVISORY)
HEAD START COORDINATOR (HEALTH/MENTAL HEALTH)
HEAD START COORDINATOR (HEALTH) (SUPERVISORY)
HEAD START COORDINATOR (HEALTH) (NON-SUPERVISORY)
HEAD START COORDINATOR (NUTRITION)
HEAD START COORDINATOR (SOCIAL SERVICES/PARENT INVOLVEMENT)
(SUPERVISORY)
HEAD START COORDINATOR (SOCIAL SERVICES/PARENT INVOLVEMENT)
(Non-Supervisory)
HEAD START COORDINATOR (SPECIAL EDUCATION)
HEAD START EDUCATION-SPECIAL EDUCATION SPECIALIST (Supervisory)
HEAD START EDUCATION/SPECIAL EDUCATION SPECIALIST
(NON-SUPERVISORY)
HEAD START FACILITIES ANALYST
HEAD START FACILITIES SPECIALIST (Supervisory)
HEAD START FAMILY PLACEMENT WORKER
HEAD START FAMILY SERVICES WORKER
HEAD START FOOD SERVICE SPECIALIST (SUPERVISORY)
HEAD START HEALTH/NUTRITION SPECIALIST
HEAD START NUTRITION SPECIALIST (SOP) (NON-SUPERVISORY)
HEAD START NUTRITION SPECIALIST (SOP) (Supervisory)
HEAD START PARENT INTERN
HEAD START RESOURCE TEACHER/CDA ADVISOR
HEAD START SOCIAL SERVICES/PARENT INVOLVEMENT SPECIALIST
(SUPERVISORY)
HEAD START SOCIAL SERVICES/PARENT INVOLVEMENT SPECIALIST
(NON-SUPERVISORY)
HEAD START SOCIAL SERVICES SPECIALIST (Supervisory)
HEAD START SOCIAL SERVICES SPECIALIST (Non-Supervisory)
HEAD START SPECIAL EDUCATION FIELD TECHNICIAN
HEAD START SPEECH THERAPIST
HEAD START TYPIST CLERK II

HEAD START TYPIST CLERK III
INFORMATION TECHNOLOGY ANALYST I
INFORMATION TECHNOLOGY ANALYST II
INFORMATION TECHNOLOGY ENGINEERING ANALYST
INFORMATION TECHNOLOGY SERVICES FACILITATOR
PAYROLL OPERATIONS SUPERVISOR
PAYROLL SPECIALIST
PERSONNEL ANALYST
PERSONNEL CLERK
PROGRAM COORDINATOR
PROGRAM OFFICER
PROGRAMMER ANALYST
PURCHASING ANALYST
REFUGEE SERVICES SUPERVISOR
SENIOR ACCOUNTANT
SENIOR PAYROLL SPECIALIST
SENIOR PERSONNEL ANALYST (SUPERVISORY)
STAFF SUPPORT OFFICER
STUDENT INTERN
TRAINING/STAFF DEVELOPMENT OFFICER
TYPIST CLERK I
TYPIST CLERK II
TYPIST CLERK III (c)
TYPIST CLERK III
WORKFORCE DEVELOPMENT ANALYST
WORKFORCE DEVELOPMENT ANALYST SUPERVISOR
WORKFORCE DEVELOPMENT PROFESSIONAL
WORKFORCE DEVELOPMENT PROFESSIONAL SUPERVISOR
WORKFORCE DEVELOPMENT QUALITY CONTROL SUPERVISOR

Physical Demands/Qualifications, Group 2

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversations with children, parents and staff;
 - Lead educational activities.
2. Sufficient Hearing to:
 - Supervise children;
 - Engage in conversations with children, parents and staff;
 - Hear sounds of the environment.
3. Sufficient Vision to:
 - Supervise children;
 - Observe the environment for health and safety.
4. Sufficient Sensitivity of Touch or Dexterity to:
 - Tie children's shoes;
 - Check children's health.
5. Sufficient Ability to Smell to:
 - Monitor the environment;
 - Check children's health;
6. Sufficient Strength and Conditioning to:
 - Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;
 - Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.

Non-essential Physical Attributes:

1. Ability to Taste.

Physical Demands/Qualifications, Group 2 Classes

ASSOCIATE TEACHER
ASSOCIATE TEACHER/INFANT TODDLER
EARLY HEAD START EDUCATOR
HEAD START CHILD CARE TEACHER ASSISTANT
HEAD START EDUCATION SPECIALIST (SUPERVISORY)
HEAD START EDUCATION SPECIALIST (NON-SUPERVISORY)
HEAD START HOME BASE SPECIALIST (Supervisory)
HEAD START HOME VISITOR
HEAD START TEACHER
HEAD START TEACHER ASSISTANT
HEAD START TEACHER I
SITE SUPERVISOR

Physical Demands/Qualifications, Group 3

Essential Physical Attributes

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Communicate safety issues in a hazardous environment;
 - Give or relay directions.
2. Sufficient Hearing to :
 - Hear safety warnings;
 - Receive verbal directions.
3. Sufficient Vision to:
 - Receive a license to drive;
 - View and judge the condition of food under preparation.
4. Sufficient Sensitivity to Touch:
 - To determine that kitchen items are at a hazardous temperature.
5. Sufficient Ability to Taste to:
 - Prepare food.
6. Sufficient Ability to Smell to:
 - Determine food freshness;
 - Detect Kitchen hazards.
7. Sufficient Strength and Conditioning to:
 - Reach with hands and arms, stoop, kneel, bend, crouch, walk and stand while moving and storing kitchen supplies and food stuffs;
 - Lift and move up to (50) pounds of food stuffs and kitchen items;
 - Operate a motor vehicle.

Physical Demands/Qualifications, Group 3 Classes

HEAD START COOK/DRIVER
HEAD START COORDINATOR (FOOD SERVICES) (SUPV)
HEAD START HEAD COOK

Physical Demands/Qualifications, Group 4

Essential Physical Attributes

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing
 - To obtain verbal information from others.
3. Sufficient Vision to:
 - Receive a license to drive.
4. Sufficient Sensitivity to Touch to:
 - Operate and adjust office equipment.
5. Sufficient Strength and Conditioning to:
 - Climb ladders, stairs and ramps; stoop, kneel, crouch, reach and pull when storing and retrieving supplies and files;
 - Lift up to 60 pounds during any workday when moving objects such as supplies, furniture and equipment;
 - Pull loaded transport cart weighing over 100 pounds;
 - Sit or stand for extended periods of time;
 - Walk in order to distribute supplies and materials from one physical location to another;
 - Insert and retrieve documents from a manual filing cabinet;
 - Work outside in various types of weather including extreme heat and exposure to dust and other office fumes;
 - Operate a motor vehicle.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

Physical Demands/Qualifications, Group 4 Classes
HEAD START COURIER/MAINTENANCE
OFFICE SUPPLY & ADMINISTRATIVE SUPPORT CLERK

ITEM III-A -4 - ACTION

APPROVAL TO REALLOCATE SIX ACCOUNTING TECHNICIAN
INCUMBENTS TO ACCOUNTANT I

BACKGROUND:

The Executive Director is proposing that six (6) incumbents of the Accounting Technician classification be reallocated to the Accountant I classification. As part of the recent classification study it was determined that over an extended period of time, the Accounting Technicians performing in the Fiscal Department have focused on the duties and responsibilities on professional accounting work and less upon the statistical recordkeeping assignments and the processing of reports. There will still be one Accounting Technician incumbent working in the Head Start department.

Accounting Technician duties:

1. receives and processes participant claims and contract records
2. processes and insures proper reimbursement
3. sets up and maintains contractor files
4. posts information to sub-grantee records
5. assists with preparation of a variety of financial and special reports and statements
6. performs general financial records and files
7. operates office equipment and computer systems
8. responds to a variety of requests for information about SETA financial and contracting functions

Accountant I duties:

1. makes journal entries, posts ledgers, takes trial balances and reviews claims
2. assists with the preparation, review, and analysis of financial reports and statements
3. gathers data for financial reports that require application of accounting and auditing principles and judgment
4. compiles financial reports
5. assists with the installation of revisions to the fiscal system
6. assists with fiscal preparation and monitoring for sub-grantee and delegate agency contracts
7. assists with maintenance of internal fiscal controls
8. serves as resource on accounting methods and fiscal procedures for Account Clerk staff

STAFF PRESENTER: Rod Nishi

Incumbents:

Amparo Bacon	Joan Kidwell
Allen Brock	Franklin Mammoliti
LaShaun Burke	Marsha Mohtes-Chan

The Agency and representatives of the American Federation of State, County, and Municipal Employees (AFSCME) have met to arrive at consensus of this reallocation.

Wage rates for both classes are identical.

Financial Impact: \$0

RECOMMENDATION:

Approve the reallocation of six (6) incumbents of the Accounting Technician classification to Accountant I.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 5 - ACTION

APPROVAL OF RE-TITLING OF DEPARTMENT SECRETARY CLASSIFICATION

BACKGROUND:

The Agency Executive Director is proposing a revision to the classification of Department Secretary and to re-title to Executive Assistant. As part of the recent classification study the current classification title no longer accurately describes the work of the incumbent. The re-titling is more typically used in the industry for the type of work performed by this classification.

This classification is exempt confidential and serves at the pleasure of the Executive Director.

Financial Impact: \$0

RECOMMENDATION:

Approve the re-titling of the Department Secretary classification to Executive Assistant.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 6 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF ASSOCIATE
TEACHER/INFANT TODDLER CLASSIFICATION AND ADOPTION OF THE RELATED
SALARY RANGE**

BACKGROUND:

The Agency Executive Director is proposing the establishment of a new classification of Associate Teacher/Infant Toddler to provide for the care of the infant/toddlers (ages birth to 3) in the Early Head Start program. At this time, the care of infant/toddlers is provided in part by Associate Teachers who have the requirements in their job classification of:

*“A minimum of twelve (12) college units in core courses in Early Childhood Education (ECE); or
A minimum of one (1) year of successful work experience as a teacher or a teacher assistant in a child development program in an educational or recreational setting, and possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing.”*

The basis of the need for this new classification is as follows:

Each Head Start classroom in center-based programs must have a teacher who has, among six (6) options, a Child Development Associate (CDA) credential that is appropriate to the age of the children being served¹. In California, a CDA is not offered by the State Department of Education; however, a Child Development Associate Teacher Permit is offered and obtainable. The California Head Start Association requested a determination of compliance by the Office of Head Start and such was granted in a letter dated July 26, 2010. The letter states:

“...the Office of Head Start has determined that the Child Development Associate Teacher Permit as an acceptable alternative to the CDA when it includes a minimum of six units in infant toddler course work as part of the core units.”

The element of the new class beyond that of the current Associate Teacher is the designation that six (6) of the twelve (12) college units, *“...must be in courses directly related to the care and development of Infants and Toddlers.”* Attached is the new job classification.

STAFF PRESENTER: Rod Nishi

¹ ACF-IM-HS-08-12, 08/19/2008, Office of Head Start, Classroom staff qualifications

ITEM III-A – 6 – ACTION (continued)
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The Agency has prepared and submitted to the American Federation of County, Municipal and State Employees (AFSCME) the proposed description and proposed pay range as required by Section 1.2 of the Labor agreement for the Head Start bargaining unit. The Agency and Union have met and have come to consensus on this item.

Step A	Step B	Step C	Step D	Step E
\$12.69	\$13.33	\$13.99	\$14.71	\$14.35

On March 22, 2011 the Head Start Policy Council met and approved this item.

RECOMMENDATION:

Open a public hearing, take public testimony, close the public hearing, and approve the establishment of the new classification of Associate Teacher/Infant Toddler and the related salary range.

STAFF PRESENTER: Rod Nishi

ASSOCIATE TEACHER/INFANT TODDLER

ORGANIZATIONAL RESPONSIBILITIES

An Associate Teacher/Infant Toddler is responsible to the Site Supervisor.

DEFINITION

Under general supervision, conduct activities for children birth to 3 years old in an Early Head Start Infant Toddler program; supervise and assist children with learning activities; work with parents; provide direction to parent volunteers and substitutes; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to provide a variety of educational activities at a program site for the Infant Toddler Early Head Start Program operated by the Sacramento Employment and Training Agency. Responsibilities include educational activity planning, teaching, and promotion of parent involvement in site activities.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Under general supervision, conducts classroom activities which provide individual developmental experiences for children;
2. Performs classroom teaching duties;
3. Responsible for the health, safety, and personal welfare of assigned children,
4. Assists in planning and implementing educational activities in an Early Head Start classroom;
5. Assists with observing and assessing the progress of children;
6. Supervise children in outdoor activities and field trips;
7. Participates in parent and staff meetings;
8. Assists children with basic needs;
9. Provides some direction for parent volunteers;
10. Promotes parent involvement in the classroom;
11. Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Child Care programs and functions,
- Developmental stages and needs of infants to toddlers;
- Problems and needs of low-income families;
- Teaching methods and techniques;
- Some word processing software.

AND

Ability to:

- Perform care-giving routines for children from 6 months to 3 years in a child care program operated by SETA;
- Provide developmentally appropriate center-based activities for infants/toddlers;

- Provide guidance for the parent volunteers and substitutes;
- Promote the SETA program within the community it serves;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

AND

MINIMUM QUALIFICATIONS

Education: Possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing, including a minimum of six (6) units infant/toddler development coursework.

OR

- I. An Associate, Bachelor's or advanced degree in early childhood education and three (3) units of infant/toddler development coursework;

OR

- II. An Associate degree in a field related to early childhood education and possession of a Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus six (6) units of infant/toddler development coursework;

OR

- III. A Bachelor's or advanced degree in any field and possession of a Child Development Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus six (6) units of infant/toddler development coursework.

Experience: At least one (1) year of successful work experiences as a Teacher Assistant.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

1. Sufficient Speech to:
 - Engage in conversation with parents and staff;
 - Lead circle time;
 - Supervise children.
2. Sufficient Hearing to:
 - Supervise Children;
 - Engage in conversation with parents and staff.
3. Sufficient Vision to:
 - Supervise children.
4. Sufficient Sensitivity of Touch to:
 - Tie children's shoes;

- Check children's health.
- 5. Sufficient Ability to Taste:
 - Prepare snacks.
- 6. Sufficient Ability to Smell to:
 - Maintain a clean environment;
 - Check children's health;
 - Prepare snacks.
- 7. Sufficient Strength and Conditioning to:
 - Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;
 - Move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.

ITEM III-A – 7 - ACTION

APPROVAL OF REVISED EARLY HEAD START
EDUCATOR CLASSIFICATION

BACKGROUND:

The Agency Executive Director is proposing to modify the job classification of Early Head Start Educator in an effort to comply with the Public Law 110-134 “Improving Head Start for School Readiness Act of 2007”.

By September 30, 2010, all Early Head Start teachers must have, at a minimum, a Child Development Associate (CDA) credential and have been trained in early childhood development or an equivalent credential that addresses comparable competencies.

In California, a CDA is not offered by the State Department of Education; however, a Child Development Associate Teacher Permit is offered and obtainable. The California Head Start Association requested a determination of compliance by the Office of Head Start and such was granted in a letter dated July 26, 2010. The letter states:

“...the Office of Head Start has determined that the Child Development Associate Teacher Permit as an acceptable alternative to the CDA when it includes a minimum of *six units in infant toddler course work* as part of the core units.”

The Agency has determined that 19 of the 24 incumbents in the Early Head Start Educator classification currently meet the requisite educational standards. It is anticipated that the incumbents will have met the standard by the end of the year.

Attached is the revised job classification.

The Agency has prepared and submitted to the American Federation of County, Municipal and State Employees (AFSCME) the proposed revisions as required by Section 1.2 of the Labor agreement for the Head Start bargaining unit. The Agency and Union have met and have come to consensus on this action.

On March 22, 2011 the Head Start Policy Council met to act upon this recommendation for their approval. Staff will report the action taken.

Financial Impact: \$0

RECOMMENDATION:

Approve the revised classification of Early Head Start Educator.

STAFF PRESENTER: Rod Nishi

EARLY HEAD START EDUCATOR

ORGANIZATIONAL RESPONSIBILITY

An Early Head Start Educator is responsible to the ~~Early Head Start~~ **Head Start** Coordinator (**Education**) (**Supervisory**) or designee.

DEFINITION

Under general supervision, the Early Head Start Educator is responsible for the planning, and implementation of individualized home based and center based programs for a specific number of infants/toddlers and their families.

DISTINGUISHING CHARACTERISTICS

This classification is designed to combine all the skill of a Tier III Head Start Associate Teacher with an educational outlook that transcends the classroom environment.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

Administrative –

1. Maintains close contact with ~~Early Head Start~~ Coordinator (**Education**) (**Supervisory**), other Early Head Start staff, and community resource persons;
2. Responsible for preparation and maintenance of infants/toddlers, family file;
3. Responsible for the proper use and maintenance of equipment and supplies;
4. Responsible for recording child attendance, sign-in/sign-out sheet, parent and volunteer time, parent meeting attendance, and home visit documentation;
5. Responsible for reviewing and signing all forms to be turned in;
6. Performs related duties as assigned.

Home Visiting/Center Based Teaching –

1. Provides high quality, early education services;
2. Develops plan for each family, taking into consideration the individual needs of the total family;
3. Spends one and one-half to two hours per week with each individually enrolled family performing education, nutrition, health and safety activities;
4. Develops a daily schedule and prepares learning areas in the classroom;
5. Conducts a socialization for all enrolled children once per week,
6. Works with children individually and in groups on activities which promote language, cognitive, social, emotional and physical development;
7. Plans and implements field trips;
8. Develops an Individual Development Plan for each infant/toddler within 45 days of enrollment;
9. Assist parents in developing ways of using household resources for educational activities with their children;
10. Provides developmentally appropriate center-based activities for infants/toddlers.

Health and Safety –

1. Obtain children’s health histories and ensures that physical examinations are obtained from the family doctor, Child Health Disability Prevention Programs, or the Health Component at the time of enrollment;
2. Works with parents and the Health Component staff to ensure that all immunizations and other medical and dental follow-up is completed;
3. Serves as a role model for health, safety and hygiene practices, providing first aid when necessary.

Family Development –

1. Make referrals to component specialists and/or outside agencies as necessary in order to meet family needs;
2. Plans and participates in parent meetings and group activities for parents;
3. Completes Individual Family Development Plan.

Continuing Education –

The Educator participates in ongoing staff training taking related courses when necessary or when directed as a program recommendation.

MINIMUM QUALIFICATIONS

~~Education: Twelve (12) units in Early Childhood Education. At least three (3-6) of the twelve (12) units must be related to the care of infants/toddlers,~~ **and staff must have Possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing, including a minimum of six (6) units infant/toddler development coursework.**

OR

- I. **An Associate, Bachelor’s or advanced degree in early childhood education and three (3) units of infant/toddler development coursework;**

OR

- II. **An Associate degree in a field related to early childhood education and possession of a Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus six (6) units of infant/toddler development coursework;**

OR

- III. **A Bachelor’s or advanced degree in any field and possession of a Child Development Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus six (6) units of infant/toddler development coursework.**

Knowledge of:

- Child Development principles;

- Developmentally - appropriate curriculum for infants/toddlers;
- Positive guidance techniques;
- Health and safety for infants/toddlers;
- Parent education techniques;
- Community resources;
- **Some word processing software.**

AND

Ability to:

- Read and write effectively;
- Maintain accurate records;
- Work effectively with infants/toddlers including children with disabilities;
- Set up classroom environment and provide developmentally appropriate center-based activities;
- Administer developmental assessments;
- Prepare Individual Development Plans and lesson plans;
- Relate to persons from diverse cultures and to persons from low-income families;
- Conduct home visits and parent meetings.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. At least one (1) year of successful work experience in an infant/toddler program or in a Head Start program.

SPECIAL REQUIREMENTS

Possession of a current First Aid Certificate and CPR Training Certificate (may be obtained within three (3) months of employment). Possession of, or ability to obtain, a valid Class C Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Readily available transportation and minimum insurance as required by law.

PHYSICAL DEMANDS/QUALIFICATIONS

~~While performing the duties of this job, the employee is regularly required to:~~

- ~~• Talk and hear, see, taste and/or smell, to sit on floor and low chairs, reach with hands and arms, and stoop, kneel, crouch, bend or crawl;~~
- ~~• Stand, walk, run and climb or balance each workday.~~

~~The employee must regularly lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds. The job involves lifting and holding children **ages birth through three years.**~~

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

- 1. Sufficient Speech to:**
 - **Engage in conversations with children, parents and staff;**
 - **Lead educational activities.**
- 2. Sufficient Hearing to:**
 - **Supervise children;**
 - **Engage in conversations with children, parents and staff;**
 - **Hear sounds of the environment.**
- 3. Sufficient Vision to:**
 - **Supervise children;**
 - **Observe the environment for health and safety.**
- 4. Sufficient Sensitivity of Touch or Dexterity to:**
 - **Tie children's shoes;**
 - **Check children's health.**
- 5. Sufficient Ability to Smell to:**
 - **Monitor the environment;**
 - **Check children's health;**
- 6. Sufficient Strength and Conditioning to:**
 - **Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;**
 - **Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.**

Non-essential Physical Attributes:

- 1. Ability to Taste.**

ITEM III-A- 8 - ACTION

APPROVAL OF REVISED SITE SUPERVISOR AND HEAD START TEACHER
CLASSIFICATIONS AND SALARY SCHEDULES

BACKGROUND:

The Agency Executive Director is proposing to modify the job classifications of Site Supervisor and Head Start Teacher in an effort to comply with the Public Law 110-134 “Improving Head Start for School Readiness Act of 2007”. This law requires the following:

October 1, 2011
Each Head Start classroom in center-based programs have a teacher who has at least one of the following: <ul style="list-style-type: none">○ An associate, baccalaureate or advanced degree in early childhood education;○ An associate degree in a field related to early childhood education and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children;○ A baccalaureate or advanced degree in any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children;
September 30, 2013
At least 50 percent of Head Start teachers nationwide in center-based programs have: <ul style="list-style-type: none">○ A baccalaureate or advanced degree in early childhood education; or○ A baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

Attached are the revised job classifications.

STAFF PRESENTER: Rod Nishi

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Further, the Agency has determined that approximately 35% of the current Site Supervisors and Head Start Teachers have obtained the above requirements. In an effort to provide incentive to the current Site Supervisors and Head Start Teachers, the Agency proposes the following revision (2.5% increase) to the salary schedule as an incentive to obtain a baccalaureate or advanced degree in early childhood education.

	Step A	Step B	Step C	Step D	Step E
Site Supervisor current	\$20.23	\$21.25	\$22.30	\$23.42	\$24.60
Site Supervisor proposed education incentive	\$20.74	\$21.78	\$22.86	\$24.01	\$25.22
Head Start Teacher current	\$18.30	\$19.21	\$20.18	\$21.19	\$22.24
Head Start Teacher proposed education incentive	\$18.76	\$19.69	\$20.68	\$21.72	\$22.80

The Agency has prepared and submitted to the American Federation of County, Municipal and State Employees (AFSCME) the proposed modifications and pay ranges as required by Section 1.2 of the Labor agreement for the Supervisory and Head Start bargaining units. The Agency and Union have met and have come to consensus on these actions.

On March 22, 2011 the Head Start Policy Council met and approved this action.

Financial Impact: Annualized Wages and Fringe \$49,878

RECOMMENDATION:

Approve the revised job classifications of Site Supervisor and Head Start Teacher, including salary schedules with a pay differential for meeting education requirements.

STAFF PRESENTER: Rod Nishi

SITE SUPERVISOR

ORGANIZATIONAL RESPONSIBILITY

The Site Supervisor is responsible to a Program Officer, for the daily activities at a Child Development Site.

DEFINITION

Under general direction, to coordinate educational activities, enrollment and community outreach activities; to provide work direction for site staff and parent volunteers; to conduct staff and parent meetings.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to provide a variety of assistance with the outreach, social service, and health components of the Child Development Program operated by the Sacramento Employment and Training Agency. Responsibilities include assisting with outreach and enrollment programs, assisting families with the use of community resources, health screenings, maintenance of health records, supervising and overseeing a child care site that may include infant/toddler child care and/or preschool and/or school age.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Coordinates program activities at a Child Development site;
2. Plans daily learning activities;
3. Encourages parent involvement in site activities;
4. Performs classroom teaching functions;
5. Observes and assesses the progress of children;
6. Conducts home visits;
7. Coordinates field trips;
8. Conducts fire and evacuation drills;
9. Orders supplies;
10. Disseminates information from the SETA central office to site staff;
11. Conducts orientations for new and substitute personnel;
12. Assists with identifying and working with children and families with mental health problems and Special Education needs;
13. Insures that site activities are operated in accordance with Head Start and/or State Department of Education standards and regulations;
14. Insures a health and safe environment for children, parents, and staff;
15. Prepares new sites for licensing and maintains licensing requirements of existing sites;
16. Assists with enrollment and community outreach programs;
17. Conducts home visits and discusses programs and problems with parents and families;
18. Assists families in locating and using community resources;
19. Accumulates health immunization and emergency information for children at a Child Development Program site;
20. Assists with health screenings and follow-up procedures;

- 21. Maintains inventory of health supplies;
- 22. Assists with presenting health information to students and parents;
- 23. Coordinates work assignments with other staff;
- 24. Works with parent advisory groups and organizations.

MINIMUM QUALIFICATIONS

Knowledge of:

- Child Development programs and functions;
- Early childhood development;
- Basic knowledge of health problems and communicable diseases;
- Problems and needs of infant, pre-school and school age children;
- First aid;
- Problems and needs of low-income families;
- Staff development and training;
- Principles of supervision;
- Some word processing software.

AND

Ability to:

- Coordinate and direct activities at a child care site operated by SETA;
- Promote training for parent volunteer and site staff;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Insure site compliance with Head Start regulations and standards, California State Department of Education and California State Community Care Licensing regulations;
- Maintain records and prepare reports (such as assessments, screenings and individual education plans);
- Assist with a variety of community outreach, parent involvement, enrollment and health activities of the child development program;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships;

AND

~~**Training and Experience:** Any combination of training and experience which would likely provide the required knowledges and abilities would be:~~

- ~~I. At least three (3) years of successful teaching experience as a teacher in a day care program; or one (1) year of successful supervisory experience in a similar program assisting the early childhood development of young children; experience working in infant/toddler care is preferred.~~

EDUCATION

I. An Associate, Bachelor's or advanced degree in early childhood education;

OR

II. An Associate degree in a field related to early childhood education and possession of a Child Development Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing.

OR

III. A Bachelor's or advanced degree in any field and possession of a Child Development Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing.

AND

Possession of or eligibility for a Child Development Site Supervisor Permit as verified by the State of California Commission on Teacher Credentialing. At least three (3) semester units above must be related to the care of infants. ~~An Associate of Arts degree or a Bachelor of Arts degree in Early Childhood Education preferred.~~

AND

~~**Training and Experience:** Any combination of training and experience which would likely provide the required knowledges and abilities would be:~~

I. At least three (3) years of successful teaching experience as a teacher in a day care program; or one (1) year of successful supervisory experience in a similar program assisting the early childhood development of young children; experience working in infant/toddler care is preferred.

AND

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class C Driver's License will be evaluated on a case by case basis.

PHYSICAL DEMANDS/QUALIFICATIONS

~~While performing the duties of this job, the employee is regularly required to:~~

- ~~• Talk and hear, taste and/or smell, to sit on floor and low chairs, reach with hands and arms, and stoop, kneel, crouch, bend or crawl;~~
- ~~• Stand, walk, run and climb or balance each workday.~~

The employee must regularly lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds. The job involves lifting and holding children ages **birth through three years**.

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. **Sufficient Speech to:**
 - **Engage in conversations with children, parents and staff;**
 - **Lead educational activities.**
2. **Sufficient Hearing to:**
 - **Supervise children;**
 - **Engage in conversations with children, parents and staff;**
 - **Hear sounds of the environment.**
3. **Sufficient Vision to:**
 - **Supervise children;**
 - **Observe the environment for health and safety.**
4. **Sufficient Sensitivity of Touch or Dexterity to:**
 - **Tie children's shoes;**
 - **Check children's health.**
5. **Sufficient Ability to Smell to:**
 - **Monitor the environment;**
 - **Check children's health;**
6. **Sufficient Strength and Conditioning to:**
 - **Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;**
 - **Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.**

Non-essential Physical Attributes:

1. **Ability to Taste.**

HEAD START TEACHER

ORGANIZATIONAL RESPONSIBILITY

A Head Start Teacher is responsible to a ~~Head Start~~ Site Supervisor.

DEFINITION

Under general direction, to plan and conduct classroom activities which provide individual developmental experience for Head Start Children; to perform classroom teaching duties; to be responsible for the health, safety, and personal welfare of assigned children; to provide direction for Head Start Associate Teachers, substitutes and parent volunteers; to conduct home visits and promote parent involvement in Head Start programs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to provide a variety of educational activities at a program site for the Head Start Program operated by the Sacramento Employment and Training Agency. Responsibilities include educational activity planning, teaching, and promotion of parent involvement in site activities.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans and implements educational activities in a Head Start classroom; performs classroom teaching duties;
2. Provides guidance to Head Start Associate Teachers, substitutes and parent volunteers;
3. Conducts home visits to discuss child development and goals;
4. Maintains daily attendance and enrollment systems;
5. Maintains a high quality learning environment as measured on standard rating scales, observes and assesses the progress of children;
6. Assists with identifying and working with children and families with Mental Health concerns and Special Education needs; insures that educational activities are operated in accordance with Head Start guidelines;
7. Responsible for providing highly effective teaching strategies including the areas of emotional support, classroom management, and concept development;
8. Provides classroom services that meet Head Start, State and licensing requirements;
9. Encourages parent involvement in site activities; participates in parent and staff meetings;
10. Conducts fire and evacuation drills; insures the safety and supervision of children.

SPECIAL REQUIREMENTS

Must meet requirements in one of the following options:

- I. An Associate, Bachelor's or advanced degree in early childhood education;
- II. An Associate degree in a field related to early childhood education and possession of a Child Development Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing;
- III. A Bachelor's or advanced degree in any field and possession of a Child Development Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing.

~~Possession of a Children's Center Instructional Permit, issued by the State of California, or a Child Development Associate Credential, or an Associate of Arts degree or a Bachelor of Arts degree in Early Childhood Education.~~ Possession of, or ability to obtain, a valid Class C Driver's License is required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Head Start programs and functions;
- Early childhood development;
- Challenges and needs of low-income families;
- Effective teaching methods and techniques.

Ability to:

- Plan and implement daily classroom educational and child development activities at a Head Start site operated by SETA;
- Provide guidance for parent volunteers and Head Start Associate Teachers;
- Promote parent involvement with Head Start programs;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- I. At least one year of successful work experience as a Head Start Associate Teacher or one year of successful work experience in teaching young children in a comparable program.

PHYSICAL DEMANDS/QUALIFICATIONS

~~While performing the duties of this job, the employee is regularly required to:~~

- ~~• Talk and hear, see, taste and/or smell, to sit on floor and low chairs, reach with hands and arms, and stoop, kneel, crouch, bend or crawl;~~
- ~~• Stand, walk, run and climb or balance each workday.~~

~~The employee must regularly lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds. The job involves lifting and holding children **ages birth through three years.**~~

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:

- Engage in conversations with children, parents and staff;***
- Lead educational activities.***

2. Sufficient Hearing to:

- Supervise children;***
- Engage in conversations with children, parents and staff;***
- Hear sounds of the environment.***

3. Sufficient Vision to:

- Supervise children;***
- Observe the environment for health and safety.***

4. Sufficient Sensitivity of Touch or Dexterity to:

- Tie children's shoes;***
- Check children's health.***

5. Sufficient Ability to Smell to:

- Monitor the environment;***
- Check children's health;***

6. Sufficient Strength and Conditioning to:

- Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;***
- Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.***

Non-essential Physical Attributes:

1. Ability to Taste.

ITEM III-B – 1 - ACTION

APPROVAL OF FUNDING AUGMENTATION FOR WORKFORCE INVESTMENT
ACT (WIA) ADULT AND DISLOCATED WORKER ON-THE-JOB
TRAINING PROVIDERS

BACKGROUND:

In April, 2009 the SETA Governing Board approved releasing a Request for Proposals (RFP) for employment, training, and job creation activities targeting adults and dislocated workers through the Workforce Investment Act and the American Recovery and Reinvestment Act of 2009. One of the activities funded by the Board was on-the-job training (OJT), which provides job seekers with work experience and skills training needed to successfully obtain and retain employment. OJT is “hire first” program that provides a 50% to 100% reimbursement of the wages paid by an employer to an employee for up to six months of training. The percentage of the wage reimbursement and the length of training are based on the occupation, the elements of training, the experience and work readiness of the trainee, the difficulty of the job, and the funding source.

In October, 2010 the Sacramento County Department of Human Assistance allocated \$1,200,000 in CalWORKS funds to augment the Workplace Training activity by subsidizing wages for job seekers who are on Temporary Assistance for Needy Families (TANF).

The SETA Governing Board approved extending contracts for the following On-the-job-training contractors:

Asian Resources, Inc. Bach Viet Association, Inc. Folsom Cordova Community Partnership La Familia Counseling Center	Lao Family Community Development, Inc. North State Building Industry Association Sacramento Chinese Community Service Center
--	---

Staff has identified unspent WIA funds allocated in the Resource Allocation Plan to Talent Marketing activities and has reviewed the performance of the OJT providers. Staff recommends that the Board approve augmentations for providers that have met or exceeded program performance, as identified on the attached chart. Funds will be used to increase the number of OJT slots per provider. Funds must be spent by June 30, 2011.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 1 – ACTION (continued)
Page 2

Staff is also recommending an augmentation for La Familia Counseling Center to reimburse an employer for wages earned by a former CalWORKs client who was mistakenly determined eligible for the OJT program by DHA. The error was discovered well after the OJT contract with the employer was approved and the client began training.

RECOMMENDATION:

Augment OJT providers with WIA Adult and Dislocated Worker funds as identified in the attached chart.

Sacramento Employment and Training Agency
Workforce Investment Act and CalWORKs
WORKPLACE LEARNING/JOB CREATION Funding Modification Recommendations
FY2010-2011

Service Provider	Current Funding, FY2010-2011	Funding Modification Recommendations, FY2010-2011									
		NEG	WIA DW	WIA Adult	CW	Total	Number to Serve				
							NEG	WIA DW	WIA Adult	CW	Total
Asian Resources, Inc.	\$401,588	\$52,588	0	\$73,000	\$276,000	401,588	11	0		46	57
Folsom Cordova Community Partnership	244,416	96,016	26,186	43,000	105,400	270,602	11	3		17	31
Bach Viet Association	413,250	68,250	24,818	92,000	253,000	438,069	11	4		46	61
La Familia Counseling Center	415,781	164,681	0	66,392	189,100	420,173	23	0	1	31	55
Lao Family Community Development	265,171	71,171	23,724	50,000	144,000	288,895	12	4		27	43
North State Building*	259,380	198,858	86,460		0	285,318	23	10		0	33
SCCSC	261,710	0	0	80,000	181,710	261,710	0	0		30	30
	\$2,261,296	\$651,564	\$161,188	\$404,392	\$1,149,210	\$2,366,354	91	21	1	197	310

*Includes \$60,522 to serve 7 DWs previously allocated through funding extension approval on 10/7/10.

ITEM III-B – 2 - ACTION

APPROVAL TO SUPPORT, PARTICIPATE IN, AND SUBMIT
REGIONAL PROPOSALS TO THE U.S. DEPARTMENT OF LABOR

BACKGROUND:

The U.S. Department of Labor (DOL), Employment and Training Administration (ETA) has announced the availability of three Requests for Proposals for Federal Grants. Each of these grants requires support or coordination from local Workforce Investment Boards. Staff has been contacted by several providers requesting that Sacramento Works, Inc. participate in and support their proposals.

•**Green Jobs Innovation Fund (GJIF)**

DOL has announced that approximately \$40 million in grant funds authorized by the Workforce Investment Act of 1998 will be used for the Green Jobs Innovation Fund (GJIF). The GJIF will increase the number of individuals completing training programs that receive industry-recognized credentials and will increase the number of individuals completing training programs for employment in green jobs. DOL intends to fund approximately five to eight grants to national and statewide organizations with local affiliates with existing career training programs to provide technical and basic skills training that lead to green job opportunities in at least six communities per grant. Applicants are eligible under one of three categories: 1) national labor-management organizations with local affiliates; 2) national non-profit entities with local affiliates; or 3) statewide non-profit organizations or state Workforce Investment Act administering agencies with local affiliates. The purpose of these grants is to develop green career pathways by: 1) forging linkages between Registered Apprenticeship and pre-apprenticeship programs, and/or 2) integrating the delivery of technical and basic skills training through community-based partnerships.

A proposal in response to the Green Jobs Innovation Fund is being submitted by a statewide collaboration which includes the California Labor Federation, Employment Development Department, California Workforce Investment Board and the California State Building & Construction Trades Council. The Sacramento region is being included in the grant as one of six local affiliates. If funded, SETA will receive up to \$1.5 million to continue providing pre-apprenticeship training programs for green building.

•**Career Pathways Innovation Fund (CPIF)**

DOL also announced the availability of up to \$122 million in grant funds to be awarded under the Career Pathways Innovation Fund (CPIF) Solicitation for Grant Applications. DOL intends to fund approximately 40 to 50 grants ranging from \$1 million to \$5 million.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 2 – ACTION (continued)

Page 2

The grants awarded under this Solicitation will support successful applicants in developing and implementing career pathway programs in partnership with employers and other relevant organizations in the community. The overarching goals are to: 1) increase the number of individuals who earn credentials that enable them to compete for employment in in-demand and emerging industries and occupations; 2) lead to employment for program participants; 3) articulate and ease academic and employment transitions; 4) establish multiple entry and exit points for students along the post-secondary education continuum; and, 5) create systemic change.

A proposal is being submitted by the Los Rios Community College District, in partnership with Yuba Community College District, Sierra College, Lake Tahoe Community College, and Butte College and the five Workforce Investment Boards in Northern California. If funded, SETA will receive up to \$900,000 to contract with the regional WIBs and provide recruitment, eligibility determination, enrollment, coaching and job placement assistance to students enrolled in the program.

• **Enhanced Transitional Jobs Program** (ETJ)

DOL announced the availability of approximately \$40 million in grant funds to support successful applicants in providing enhanced transitional jobs (ETJ) programs, as well as other activities and services, to increase the workforce participation of low-income, hard-to-employ populations, specifically non-custodial parents and/or ex-offenders reentering their communities.

Sacramento Employment and Training Agency/Sacramento Works Inc. is seeking approval to submit on behalf of a partnership including Elk Grove Unified School District, Asian Resources, Inc., Greater Sacramento Urban League, Sacramento County Probation Department, California Department of Corrections, Sacramento County Office of Education, Crossroads Diversified Services, and Sacramento City Unified School District. If funded, SETA will receive up to \$6 million over 2 years to provide services to ex-offenders and non-custodial parents.

RECOMMENDATION:

Approve support and collaboration for the Green Jobs Innovation Fund and the Career Pathways Innovation Fund proposals, and

Approve SETA to submit a proposal and act as fiscal agent for the Enhanced Transitional Jobs Program.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 3- ACTION

APPROVAL TO ACCEPT FUNDS FROM THE CITY OF SACRAMENTO FOR THE GOVERNOR'S GANG REDUCTION INTERVENTION AND PREVENTION INITIATIVE (CALGRIP) PROGRAM SERVICES AND SACRAMENTO SAFE COMMUNITY PARTNERSHIP AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO EXECUTE ANY SUBGRANT AGREEMENTS, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

SETA, along with the City of Sacramento Police Department and Area Congregations Together (ACT), is one of the primary partners engaged in the implementation of the City of Sacramento's Safe Community Partnership strategy using the Operation Ceasefire model. Safe Community Partnership is an evidence-based community and law-enforcement driven concept that encourages youth to step away from violence by providing successful alternatives. This board approved the submission of grant applications and the subsequent receipt of funding to serve youth engaged in or at risk of gang involvement. SETA has been awarded several EDD CalGRIP grants to provide academic, vocational training and employment services to youth engaged in the Sacramento Safe Community Partnership Initiative.

As previously reported, the City of Sacramento also received separate CalGRIP and Safe Community Partnership funding and included SETA in those grant applications. SETA is responsible for the coordination and/or procurement of most of the direct services for these grants. Services include employment and training services and case management; Street Outreach; mentoring and life coaching; and substance abuse and mental health counseling. The City of Sacramento was recently awarded a WIA 15% CalGRIP grant and SETA was included to act as the fiscal agent; to perform customer tracking; and continue the coordination of direct services. As of this date, the City has not received the final award amount. However, the amount for the SETA contracted services is estimated to be \$490,000.

RECOMMENDATION:

- Approve acceptance of funds from the City of Sacramento for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) program services and Sacramento Safe Community Partnership and;
- authorize the SETA Executive Director to execute any subgrant agreements, modifications and any other documents required by the funding source.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 4 - ACTION

APPROVAL TO AUGMENT SOIL BORN FARMS WITH WIA 15% GREEN JOBS CORPS FUNDS FOR CONTINUATION OF PROGRAM SERVICES OF THE GREEN JOBS CORPS PROGRAM AND EXTEND THE CONTRACT THROUGH JUNE 30, 2011

BACKGROUND:

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

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

In Sacramento, the original partners included Soil Born Farms, American River College, Sacramento Tree Foundation, the Center for Land-based Learning, and the California Conservation Corps. In February 2011, the Employment Development Department increased SETA's allocation for the Green Jobs Corps. Since the Green Jobs Corps are American Recovery and Reinvestment Act funds, all funds must be expended by June 30, 2011. With the increased allocation, SETA is increasing the work experience hours for the enrolled youth to extend into June 2011.

Soil Born Farms offers education and training in one of those five Green Jobs Corps career clusters - environmental sustainability (agriculture, land and water management) and currently engages 15 youth in work experience and community service projects. SETA staff is recommending augmenting Soil Born Farms to continue staffing and program support for work experience and community service activities to the enrolled youth through June 30, 2011.

RECOMMENDATION:

Augment Soil Born Farms with \$7,600 in WIA 15% Green Jobs Corps funds to continue providing services in the Green Jobs Corps program and extend the contract through June 30, 2011.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 5 - ACTION

APPROVAL TO SUBMIT A PROPOSAL FOR VETERANS' EMPLOYMENT-RELATED ASSISTANCE FUNDS (VEAP) AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT AGREEMENT AND ANY MODIFICATIONS OR ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

On March 22, 2011, the Employment Development Department, in coordination with the California Workforce Investment Board and the California Labor and Workforce Development Agency announced the availability of up to \$6 million in Workforce Investment Act Governor's Discretionary 15 Percent funds in a Veteran's Employment-Related Assistance Program (VEAP) Solicitation for Proposal.

The goal of this solicitation is to promote the use of industry sector strategies as a framework for addressing the need for recently separated veterans to transition into high-wage, high-growth occupations.

The Sacramento Employment and Training Agency's (SETA) role under this grant application will be to act as the fiscal agent for Sacramento Veterans Resource Center (SVRC) whose role is to provide the case management, sector-related training and job development/placement activities. SVRC will use its network of veteran resources, which includes the Employment Development Department and the Sacramento Works Career Center (SWCC) system. The regional partnership under this grant application will also include the Los Rios Community College District, local training providers, public/private employers, community based organizations.

Staff is requesting approval to once again collaborate with SVRC and submit a proposal seeking \$500,000 in WIA 15% funds to continue serving veterans transitioning into the workforce.

RECOMMENDATION:

Approve the submission of a proposal for the Veterans' Employment-Related Assistance Program and authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: Michelle O'Camb

ITEM III-C – 1 - ACTION

APPROVAL OF PROGRAM SELF-ASSESSMENT FOR 2010-2011

BACKGROUND:

In November 2010, SETA Head Start underwent a two-week program self-evaluation to ensure quality services continue to be provided to children and families of the Head Start/Early Head Start program. The Head Start Deputy Director, managers, staff, Board members, center parents and community partners were involved in the process. The program Self-Assessment is an annual requirement by the Office of Head Start (OHS) to determine if a program is in compliance with the Head Start Performance Standards. If it is found that a program area is out of compliance, a corrective plan of action will be devised to correct the area of concern. The tools used to determine program compliance were the *OHS Monitoring Protocol* and *Your Foundation for Building Program Excellence*. The assessment included reviewing documentation, interviewing staff and parents, and performing classroom observations at SETA Head Start Early Learning Centers and administration building. Please see attached program self-assessment results and Program Improvement Plan.

Ms. Denise Lee, Children and Family Services Deputy Director, will be available to share information and answer questions.

RECOMMENDATION:

Approve the Program Self-Assessment for 2010-2011.

STAFF PRESENTER: Denise Lee

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self Assessment Program Improvement Plan (PIP)
2010-2011**

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>FAMILY AND COMMUNITY PARTNERSHIP</i>				
<i>Goal: Increase parent/child participation</i>				
Increase parent participation in PC and PAC board activities and sub-committees. Ensure all parent representatives are trained in their governance responsibilities, including approval processes.	Marie Deshe, SS/PI Coordinator PAC/PC Executive Committee SS/PI Specialists	February 2011	PAC/PC Orientation took place in January which included approval processes. Survey's were sent to parents to see how the program can improve overall parent participation.	
Increase child daily attendance in each center. Develop a program to educate parents on the importance of attending school as it relates to school readiness and encourage their daily participation.	Lisa Carr, Manager SS/PI Supervisors and FSWs	March 2011	A subcommittee is in place and in the process of designing a new system.	
Ensure monthly parent meetings are well documented, organized and available to all parents at each center. Ensure parent officers have been chosen so that parents can run their own meeting.	Lisa Carr, Manager SS/PI Specialists	April 2011		
Ensure that parent orientation is occurring at all centers and that the parent handbook is being reviewed.	Lisa Carr, Manager SS/PI Specialists	June 2011		
Increase parent participation at home base socializations and field trips.	Karen Gonzales, Manager Sudhira Mahajan, Education Coordinator	April 2011		
<i>HEALTH, NUTRITION AND MENTAL HEALTH</i>				
<i>Goal: Update health tracking system to include lead blood tests</i>				
Revise procedures on obtaining blood lead tests for HS children. Begin to track blood lead tests on ChildPlus Report #3035 for staff to	Brenda Campos, Manager Health/Nutrition Specialists	March 2011		

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self Assessment Program Improvement Plan (PIP)
2010-2011**

follow-up on missing tests.				
<i>EDUCATION/SPECIAL EDUCATION</i>				
<i>Goal: Continue to strengthen internal monitoring systems to ensure high quality teacher-child interactions and developmentally appropriate practices</i>				
Diversify the teaching staff to ensure the children/families' home language and culture are represented. Ensure the classroom environment reflects the cultures of the children served.	Karen Gonzales, Manager Program Officers (ED)	January 2011		
Create a system whereby teaching teams have planning time to prepare for classroom activities.	Karen Gonzales, Manager Program Officers (ED)	March 2011		
Increase disabilities awareness in the classrooms (i.e. books, puzzles, posters, etc.)	Program Officers (ED)	April 2011		
<i>RECORD KEEPING AND REPORTING</i>				
<i>Goal: Improve efficiency and effectiveness of record-keeping and reporting systems</i>				
Schedule and monitor centers for cleanliness and appropriate levels of inventory. Reduce clutter and over-stocking of supplies/materials.	Program Officers (ED)	April 2011		
Improve follow-up documentation regarding health, social services, and education in the child's file. Ensure routine monitoring of files to reduce risk of children falling through the cracks and/or incomplete documentation.	Program Officers (ED) Program Officers (SS/PI)	January 2011		
Ensure ChildPlus data entry matches the data in the child's file. Ensure checks and balances are in place for monitoring data entry and ensuring timeliness of data entry in all contents.	Health/Nutrition Specialists Education Specialists SS/PI Specialist (Sups) Elsie Bowers, SS/PI Coordinator	February 2011	System have been designed and staff are being trained on new monitoring protocols within each unit.	
Secure PC and PAC approval on the Conflict of Interest Code	Marie Deshe, SS/PI Coordinator Denise Lee, Deputy Director	January 2011		January 23, 2011

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self Assessment Program Improvement Plan (PIP)
2010-2011**

Secure SETA Governing Board approval on recent revisions to the Selection Criteria	Elsie Bowers, SS/PI Coord. Marie Desha, SS/PI Coord.	January 2011		February 7, 2011
Create new checklist sheets in the child's file and consistent accurate filing (education).	Karen Gonzales, Manager Program Officers (ED)	January 2011		January 15, 2011
Develop a system to ensure all independent unit monitoring findings (and strengths) are rolled up into one agency report; synthesized; discussed routinely at staff meetings; and followed up on corrective plans of action.	Denise Lee, Deputy Director HS Managers Melanie Nicolas, PO	February 2011	The new format is being designed. Reports should be available to the Boards in March	
Revise monthly Family Case Management systems to ensure consistent systems are in place and staff are routinely engaged and documenting the outcomes	HS Managers	April 2011		
Ensure consistent and orderly files. Ensure all paperwork is accurate and complete.	Program Offices (ED) Program Officers (SS/PI)	January 2011		

HUMAN RESOURCES/STAFF DEVELOPMENT

Goal: Ensure the program is fully staffed at all times and is providing up-to-date and relevant staff development opportunities on a regular basis

Prepare succession planning for key staff ready to retire (fiscal)	Roy Kim, Fiscal Chief Roger Bartlett, Manager	December 2010		December 2010
Develop staff training sessions to ensure Family Partnership Agreements are completed. Provide strategies for FSWs to build on parents intended goals and to set appropriate time lines. Highlight how to use existing goals and continue family development.	Lisa Carr, Manager Program Officers (SS/PI)	May 2011	Staff development strands are being designed and implemented for the 2011-2012 program year.	
Create staff development opportunities for teaching staff to ensure more independent children's art activities; how the curriculum is used; creative math and literacy activities; music and movement.	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	December 2010	Training on Art Activities took place in January. Other topics are being scheduled through Regional training series.	
Ensure the hiring of new teaching staff represents the cultures and home language of the children/families served.	Karen Gonzales, Manager Program Officers (ED)	January 2011		

**Sacramento Employment and Training Agency
 Heads Start/Early Head Start
 Self Assessment Program Improvement Plan (PIP)
 2010-2011**

Ensure continuous training for FSWs regarding CDE and HS enrollment paperwork. Reduce error rate and increase thoroughness.	Elsie Bowers, SS/PI Coordinator Lisa Carr, Manager	January 2011		
Develop and provide staff development home visitors regarding music and movement.	Karen Gonzales, Manager Sudhira Mahajan, Education Coordinator	May 2011		

Self-Assessment Summary of Results 2010-2011

Project Background:

Planning for the 2010-2011 self-assessment commenced during the summer of 2010. SETA Head Start/Early Head Start developed a plan for a comprehensive self-assessment that included parents, administrative and field staff, as well as management. Orientation meetings for team leaders and team members were held in October 2010. The thorough self-assessment process resulted in an in-depth review of the quality and compliance of the SETA Head Start/Early Head Start program.

To conduct the self-assessment, the teams utilized the *2011 OHS Monitoring Protocol*, the *Head Start Self-Assessment: Your Foundation for Building Program Excellence* tool and the *SETA Head Start/Early Head Start Monitoring Tool*. Each team developed an in-depth, cross-combination tool for their use and team leaders trained all staff, parents and volunteers to ensure they were clear on the protocols. The teams all conducted site visits during November 1st – 12th.

All Early Learning Centers were visited by at least one self-assessment team, but most centers were visited by a few teams. Team reviews included, but were not limited to the following: children's files, on-going monitoring reports, program information reports, policies and procedures manuals, monthly reports, *Childplus* reports, self-assessment results, goals and objectives, classroom observations, home visit observations, etc. Additionally, many teams performed interviews with staff, parents, and community partners for the self-assessment. Results were analyzed in early January and resulted in a detailed Self-Assessment Program Improvement Plan (PIP).

Team Composition:

For the self-assessment, a total of eighteen teams were assembled. Each team was guided by a team leader and was composed of parents and staff. Some parents and staff may have served on more than one team. The teams were as follows:

- Program Governance
- Planning
- Communication
- Record Keeping & Reporting
- Ongoing Monitoring
- Human Resources
- Fiscal
- Prevention & Early Intervention

Tracking & Follow-up
Individualization
Disabilities
Family Partnerships
Parent Involvement
Community Partnerships
ERSEA
Safe Environments
Child Outcomes
Curriculum & Assessment

Summary of Program Strengths: The SETA Head Start/Early Head Start program has many notable strengths. Some highlights include the following:

- Long standing, strong community partnerships, including, but not limited to:
 - UC Davis – Healthy Kids Project
 - California State University, Sacramento – ACES, substitutes, Healthy Kids Project, BA Cohort Program
 - UC Berkeley – Math Project
 - Western Career College – dental screening program
 - Elks Lodge – no-cost vision screening program
 - California Department of Education – full day, wrap-round services
 - Sacramento County Office of Education – Full Inclusion Program
 - SETA One-Stop Career Centers
 - Health Education Council, Soil Born Farms and First 5 – on-site farm stands
- Diverse staff who reflect the cultures and languages of the children/families served.
- Comprehensive and well documented program planning process that includes parents, board members, staff, content experts, and management.
- Decisions regarding program options and site locations are driven by community data.
- There is ongoing regular communication regarding program planning during the weekly Manager meetings and weekly Leadership meetings.
- Nearly all enrolled children are income eligible (96% in HS & 97% in EHS).
- Center based staff (teachers and FSWs) have good rapport with families and parents feel comfortable at the center.
- Staff is knowledgeable of the systems that are in place.
- Strong partnerships with SCOE, River Oak, and local school districts facilitate service delivery to students with disabilities.
- Strong evidence of in-depth individualization for all children in lesson plans and in the children's files.
- Staff can articulate how, and why, they individualize for children.
- A team approach to family support gives families a network of resources.
- The new Enrollment Verification Form is being used consistently.

- Efficient, computer-based recordkeeping system in the areas of ERSEA, Health and Nutrition, screenings, DRDP Assessment, and degree attainment and staff development, which generates feedback for program planning, training, identification of trends and program strengths, and areas of immediate correction, as needed.
- Multi-level, ongoing monitoring process for content areas allows for immediate identification of concerns and follow-up.
- Regular communication between site staff and parents via daily exchanges and monthly parent meetings; parents feel well connected.
- Parents receive information frequently and in their home language.
- Smooth transition for children from Early Head Start to Head Start.
- Effective communication between program staff and fiscal staff.
- Strong system of internal fiscal controls.
- Parents can easily articulate the services their children receive and are very satisfied with the quality of these services.
- Strong meal service provided to children.
- Parents have a variety of options for volunteering and participating in decision making.
- PC and PAC representatives are actively engaged in program decisions, parent committees and center representation.
- Various program options to serve the needs of the community are offered (i.e. full day, part, year-round, home base, full inclusion and therapeutic preschool).
- Classrooms are full of rich activities in all eight domains of learning and development and have safe, appropriate furniture.
- Strong parent-staff partnerships to provide optimal learning and development.
- In Early Head Start, daily information exchanges are consistent.
- Home Visitors demonstrate individualized relationships with children/families. Home Visits reflect that all areas of development are covered.
- On-going (formal and informal) communication between staff and parents; management and staff; supervisors and employees.

Summary of Program Improvement Opportunities: Areas for improvement and opportunities for growth were identified by the self-assessment teams. Below are a few highlighted areas. A full Program Improvement Plan (PIP) with action steps, time lines and staff responsible is attached.

- Inconsistency on cleaning and sanitizing toys/equipment, as well as cleaning of the playgrounds.
- Some centers were cluttered and supplies were overstocked.
- Art activities could be strengthened, with more emphasis on child-directed art.
- More incorporation of music into the classroom.
- Documentation in children's file is sometimes inconsistent, missing, inaccurate and/or out of order.
- Center-based staff can't always identify how the curriculum is used.
- Math activities for toddlers and preschoolers could be strengthened.

- Height/weight screenings are not always completed within 45 days.
- Inconsistent monitoring of blood lead testing.
- Attendance at home base socializations could be strengthened.
- Not all enrollment applications were completed accurately.
- Fragmented documentation regarding parent meetings.
- Parent involvement on Board and committees.
- Case management is not occurring regularly with proper documentation.
- Data from the content-area monitoring systems are not integrated into one program report.
- Inconsistent and or untimely follow-up on families stated goals on the FPA.
- Delayed responses from some school districts in getting services to children with disabilities.
- Limited disabilities literature and equipment displayed in some classrooms.

Detailed team reports are on file and available.

ITEM III-C - 2 – ACTION

APPROVAL OF COMMUNITY ASSESSMENT FOR 2011-2014

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the triennial Community Assessment for 2011-2014.

On January 6, 2011, a Sacramento County Head Start/Early Head Start Three-year Goals and Objectives meeting was held at the Sacramento Employment and Training Agency (SETA) to review Community Assessment findings, to develop, discuss and prioritize county-wide three-year goals for the period 2011-2014. The following goals were selected:

- Goal 1: Increase prevention and intervention strategies that promote health and wellness for Head Start/Early Head Start staff, children, and families.
- Goal 2: Increase school readiness, develop the roles of parents, students, and staff in implementing effective strategies for classroom organization, instructional support and emotional support that lead to a high-quality learning experience, both at home and at school.
- Goal 3: Use existing and additional services and systems to increase the awareness of, and participation in, activities and services which contribute to family, child, and staff mental wellness.

Participants at the January 6 planning meeting included the Deputy Director, delegate agency directors, managers, program coordinators/specialists, and parents.

SETA Head Start and delegate agencies will develop their three-year objectives to support each goal.

Ms. Denise Lee, Deputy Director, will provide a mini presentation on the Sacramento County Head Start/Early Head Start Three-Year Goals and Objectives which will include an overview of the recent Community Assessment results (sent under separate cover).

RECOMMENDATION:

Approve the Community Assessment for 2011-2014.

STAFF PRESENTER: Denise Lee

ITEM III-D – 1 – ACTION

APPROVAL TO RATIFY THE SUBMISSION OF AN APPLICATION TO THE STATE DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT (CSD) FOR COMMUNITY SERVICES BLOCK GRANT (CSBG) DISCRETIONARY TARGETED INITIATIVES FUNDING

BACKGROUND:

On March 4, 2011, the State Department of Community Services and Development released a Request for Application (RFA) for Community Services Block Grant (CSBG) targeted Initiatives and Innovative Projects. One million dollars (\$1,000,000) is available for programs that will benefit low-income individuals, families and communities and demonstrate strong partnerships, innovation and sustainability. The program period is for thirteen months with a maximum award of \$100,000. The application due date was April 4, 2011.

Key target categories noted in the Request for Application included Foster Youth Development, Youth Development, and Food and Nutrition. Your approval is requested to submit an application in the Food and Nutrition category, with a focus on the subcategory of Obesity Prevention, targeting former foster youth, probationary youth, and Head Start youth and their families. SETA's Workforce Development and Child and Family Services Departments will collaborate on a Healthy Futures project that promotes wellness, better nutrition, and healthy living choices to two target groups at high risk of obesity and unhealthy lifestyle choices. The project will provide 85 participants and their families with case management and the skills, resources, and experiences necessary to avoid or overcome obesity and obesity-related health conditions. Two distinct groups will be served:

1. Head Start youth and their families residing in the Galt community, which has been identified as having the greatest percentage of overweight or obese children among the county's Head Start sites, and the least amount of available community resources. Youth selected will have been assessed as being overweight and at the highest risk for obesity.
2. Former foster youth and probationary youth who may not have positive family or other personal support systems available to support them in making healthy lifestyle choices and behaviors. Participants will be referred from partner organization, Linkage to Education, which provides assistance to foster and probation youth as they transition from institutional custody and care and into Sacramento area colleges. Individuals that participate in Linkage to Education's Smart Chicks project will be specifically targeted, including those who are single parents.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-D -1 - ACTION (continued)

Page 2

The project will be comprised of nutrition education, case management, physical activity and overall wellness components. Each participant family will receive the services of a registered dietician who will develop an individualized family nutrition plan and follow-up services, participate in a variety of low-cost, fun, physical activity options, be encouraged to attend monthly events where they will learn various strategies to promote wellness within their family, and participate in preparing and enjoying a nutritious meal. Monthly events for the Head Start families will be conducted at the Galt Head Start site or at a local church. Events for the Linkage to Education participants will be conducted primarily at faith based sites. Field trips to farmers markets and incentives in the form of gift cards and necessary household supplies will be offered to all participants for attendance at monthly events, achieving planned individual benchmarks, and program completion.

Outcomes of the project include:

- Better overall physical wellness, which will be measured by weight loss and lowered blood pressure.
- Increased awareness of healthy food options, which will be measured by the number of events attended, pre- and post-tests, and changes in diet.
- Decreased social isolation, as measured by increased participation in project events.
- Improved mental health, which will be measured by increased self-esteem, confidence, and improved body image, as noted by follow-up case management sessions.
- Greater awareness of community resources.

RECOMMENDATION:

Ratify the submission of the Healthy Futures grant application to the State Department of Community Services and Development in the amount of \$100,000.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-D – 2 - ACTION

APPROVAL OF RESOLUTION TO APPLY FOR PROGRAM YEAR 2011 COMMUNITY SERVICES BLOCK GRANT (CSBG) DISCRETIONARY TARGETED INITIATIVE FUNDING AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO COMPLETE AND EXECUTE ANY DOCUMENTS NECESSARY FOR COMPLETION OF THE APPLICATION

BACKGROUND:

The State Department of Community Services and Development (CSD) has released a Request for Application (RFA) for Community Services Block Grant Discretionary Targeted Initiatives and Innovative Projects. CSD requires a resolution from the SETA Governing Board that authorizes the SETA Executive Director to apply for CSBG Discretionary Targeted Initiative funding and complete and execute all documents necessary. The resolution is required to be submitted with the grant application.

RECOMMENDATION:

Review and approve the attached resolution.

STAFF PRESENTER: Cindy Sherwood-Green

RESOLUTION

WHEREAS, the Sacramento Employment and Training Agency is the designated Community Action Agency for Sacramento County;

WHEREAS, the State Department of Community Services and Development has issued a Request for Application for Community Services Block Grant Discretionary Targeted Initiative funding;

WHEREAS, the Sacramento Employment and Training Agency will submit an application in the amount of \$100,000 for the targeted initiative;

WHEREAS, The State Department of Community Services and Development requires a resolution from the Governing Board in order to accept an application for funds;

BE IT RESOLVED THAT, the Governing Board of the Sacramento Employment and Training Agency hereby adopts this resolution authorizing the SETA Executive Director to apply for CSBG Discretionary Targeted Initiative Funding through the State Department of Community Services and Development and complete and execute any documents necessary for completion of the application.

BE IT FURTHER RESOLVED THAT, the Executive Director of the Sacramento Employment and Training Agency shall sign the application for targeted initiative funds and other necessary documents, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

Attest:

Clerk of the Boards

Chairperson of the Governing Board

Date: April 7, 2011

ITEM IV-A – INFORMATION

OFFICE OF REFUGEE RESETTLEMENT MONITORING REVIEW

BACKGROUND:

For your review, attached please find the report of the Office of Refugee Resettlement onsite monitoring review of the SETA Anti-Trafficking in Persons Rescue and Restore Regional Program. The review took place September 15-17, 2010 at SETA.

STAFF PRESENTER: Mary Jennings



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Mr. Roy Kim
County Refugee Coordinator
Sacramento Employment and Training Agency
925 Del Paso Blvd.
Sacramento, CA 95815

Dear Mr. Kim:

The purpose of this letter is to transmit the findings and recommendations of the ACF/ORR on-site monitoring review of the Anti-Trafficking in Persons Rescue and Restore Regional Program. The review took place September 15-17, 2010 in Sacramento, California.

I appreciate your participation and assistance as well as that of your staff in making this an extremely useful and informative visit for ORR staff. My office looks forward to working with you and your staff as Sacramento Employment and Training Agency continues its work under the grant.

Your responses to the recommendations and corrective actions contained in this monitoring report should be sent to me within 30 days of receipt of this report. A copy of your responses should be sent to Maggie Wynne, Director, Anti-Trafficking in Persons Division. If you have any questions with regard to the monitoring report, please contact Ms. Robin Jones at (202) 205-5842.

Sincerely,

Eskinder Negash
Director
Office of Refugee Resettlement

Enclosure

I. MONITORING REPORT COVER

Name of Monitoring Team Lead: Sarah Pamperin

Name(s) of Monitoring Team Members: Robin Jones

Date(s) of Monitoring: September 15-17, 2010

Program(s) Monitored: Rescue & Restore Regional Program

Last Time Grantee was Monitored: N/A

Grantee Name	Grant Number	Project Period	Grantee Location (City and State)	ORR Funding
Sacramento Training and Employment Agency	90ZV0078	(04/30/2009 - 04/29/11)	Sacramento, CA	Total amount: \$476,000 Year 1 – \$238,000 Year 2 – \$238,000

II. BODY/CONTENT/SUMMARY

I. Purpose of Visit

The purpose of this monitoring visit was to review the performance of this grant, including a thorough review of supporting documentation for grant activities; progress in meeting performance objectives; and financial, subawardee, and coalition management. The performance objectives and goals listed in the application are as follows:

Objective 1: To implement a targeted outreach and public awareness campaign with a minimum of 240 specific outreach messages and contacts over the two-year funding period. At least 60 percent of funds awarded will be subawarded to regional organizations engaged in outreach and emergency services for victims. (Objectives 6 and 7 of the funding opportunity.)

Objective 2: To implement an emergency first responder service delivery system that will rescue a minimum of 20 victims and connect them to regional services.

At least 60 percent of funds awarded will be subawarded to regional organizations engaged in outreach and emergency services for victims. (Objectives 1 and 6 of the funding opportunity.)

Objective 3: To build the Sacramento Rescue and Restore Coalition's capacity to identify and serve victims throughout the region, by increasing the membership by a minimum of 50 percent from 50 to 75 organizations. (Objectives 2, 3, 4, 5 and 8 of the funding opportunity.)

II. NARRATIVE SUMMARY

1. Introduction/Background

ORR/ATIP awarded Sacramento Employment and Training Agency (SETA) a two-year cooperative agreement under its Rescue and Restore Victims of Human Trafficking Regional Program on April 30, 2009. SETA was formed in 1978 as a joint powers agency of the City and County of Sacramento and is governed by a five-member Board of Directors. SETA works to connect job-seekers to potential employment and to provide education, nutrition, and assistance to children and refugees. SETA serves over 45,000 clients annually. As a Rescue and Restore Regional Program grantee, SETA is responsible for identifying victims and connecting them to services, conducting outreach activities and trainings, participating in task forces, and subawarding at least 60 percent of grant funds (\$142,800) to local organizations. SETA made three subawards in Sacramento to community-based organizations. Responsibilities of the subawardees include identifying and assisting potential victims of trafficking, and promoting public education and awareness on the issue of human trafficking. SETA covers the geographic area of Sacramento, San Joaquin, Placer, El Dorado, Yolo, Sutter, and Amador counties.

On-Site Program Monitoring

ORR/ATIP conducted an on-site monitoring of this program from September 15-17, 2010. The ORR monitoring team met with the following SETA staff:

1. Mary Jennings – Project Coordinator
2. Michelle O'Camb – Program Officer
3. Roy Kim – Fiscal Chief
4. Robin Purdy – Deputy Director

On the first day of the monitoring trip, the monitoring team toured the office facilities, conducted an entrance interview, and began a review and discussion of documentation supporting the objectives of this Cooperative Agreement, including daily activities, material distribution, coalition member recruitment, emergency response protocols, and the dynamics of collaboration among many organizations working on various aspects of trafficking in persons. Ms. Jennings provided the project officers with a copy of SETA's Rescue and Restore policies and guidelines manual. The grantee also provided an overview of the greater Sacramento region covered under this Cooperative Agreement.

The overview included an ethnic breakdown of neighborhoods and regions as well as a look at major forms of employment in the area. The Sacramento region is home to one of the largest populations of Ukrainians and inhabitants of the former USSR in the United States. As a preferred resettlement community, the Sacramento region receives many refugees and is a preferred location for secondary migration.

The second day of the monitoring trip included a meeting at My Sister's House, a subawardee, and attendance at the Rescue and Restore Coalition meeting. It concluded with meetings with SAGE, Inc. and SETA's financial department. During the final day of the trip, the ORR monitoring team met with subawardees Opening Doors, Inc. and WEAVE at their respective office locations and toured the WEAVE domestic violent shelter, which includes emergency bed space for victims of trafficking. The monitoring trip concluded with an exit interview. Mary Jennings, Michelle O'Camb, Roy Kim, and Rachel Purdy were present for the exit interview.

Fiscal Management Findings

The financial management review occurred on the first and second day of the monitoring trip. As a multimillion dollar agency supported almost exclusively by federal, state, and county funding, SETA uses a sound and coherent financial management system with policies and procedures ensuring appropriate checks and balances on all financial expenditures. The policy and procedure manual includes information pertaining to petty cash, mileage, tolls, and other reimbursements. SETA is audited annually by an accredited agency and the ORR monitoring team reviewed the findings of the audit, which stated that SETA is in good financial standings.

In regard to subawardee payments, SETA uses financial documents and reports to evaluate the subawardees, which each subawardee submits directly to SETA's financial department. The financial department reviews the financial report, including expenditures and salaries, for compliance and ensures each subawardee stays within its approved budget. The ORR monitoring team reviewed the internal system by which SETA issues payment to subawardees. Under SETA's financial management system, the subawardees are classified as vendors. SETA met the requirement of this cooperative agreement to subaward at least 60 percent of grant funds, as evidenced by a review of the general ledger.

Subawardee Management Findings

As stated in the funding opportunity announcement (FOA), grantees must work to build capacity by providing financial assistance to existing programs that conduct direct outreach and provide services to populations among which victims of human trafficking may be found in order to support and expand these programs' ability to identify, serve, and seek certification for trafficking victims. Under this cooperative agreement, SETA must subaward at least 60 percent of the grant funds to other organizations. SETA budgeted grant funds to the following three organizations:

1. Opening Doors, Inc. - \$50,000
2. WEAVE - \$50,000
3. My Sister's House - \$45,254

All three organizations are deeply rooted in the respective communities in which they work. The ORR monitors were impressed with the work and accomplishments of each organization to incorporate human trafficking awareness and outreach into the programs.

Opening Doors, Inc. (ODI) works with refugees, immigrants, and underserved people to develop their social and economic skills, wellness, and personal and financial assets to successfully assimilate into society while respecting their cultural identity and individual goals. The ORR monitoring team met with three members of ODI staff and found the organization to be active in the community and dedicated to serving vulnerable populations. The ODI staff displayed knowledge of human trafficking and its existence in the Sacramento area. Some of the work conducted under this cooperative agreement includes trainings on December 5, 2009 with over 160 attendees and an appearance on a local television show to discuss human trafficking in Sacramento and the Rescue and Restore Regional campaign. ODI and SETA reported immediate results from these public awareness activities. One outcome was that Vic Bucher, an owner of a local storage company, donated three storage units and a variety of furniture to ODI staff and clients.

The mission of My Sister's House is to identify and address the unique needs of women and children impacted by domestic violence in the Central Valley's highly diverse Asian and Pacific Islander community. The staff is uniquely poised to work with victims of human trafficking given their experience with domestic violence which provides them with expertise in cycles of victimization, safety planning, taking a victim-centered approach in working with clients, and assisting an individual move past an affinity or reliance on the abuser. The organization provides culturally and linguistically appropriate services for victims of domestic violence and human trafficking, including a six-bed shelter, 24-hour multilingual crisis line, and women-to-work program. The ORR monitors met with Nilda Valmores, Director, and Eloisa Rivera, Outreach Advocate. Both Ms. Valmores and Ms. Rivera displayed extensive knowledge on human trafficking. They provided numerous materials and training documents including the client intake and assessment form, presentation evaluation forms from participants in human trafficking trainings, agendas from trainings, and an information sheet on free human trafficking resources.

WEAVE provides crisis intervention services to women, men, and children in Sacramento County who have experienced domestic violence or have been sexually assaulted, including victims of sex trafficking. WEAVE's mission is to bring an end to domestic violence and sexual assault via partnerships with the community. The ORR monitors met with Ms. Margaux Rooney, Director of Programs, other staff members, including the trafficking case manager, finance director, and Executive Director. During this meeting Ms. Rooney stated that they are in the process of becoming a USCCB per capita grantee. Following this meeting, Ms. Rooney provided a tour of the safe house in

which potential victims of trafficking are identified and reside. The case manager at the safe house stated that there were residents of the shelter that were in the process of being screened for human trafficking. WEAVE has incorporated identification and screening of victims of trafficking into its numerous programs and trained its staff, including the staff the partners with other community members and organizations, such as hospital staff.

In regard to monitoring the subawardees, Ms. Jennings stated that she meets with all subawardees on a weekly basis and frequently conducts on-site reviews. Additionally, each subawardee must submit a monthly report of programmatic activities and outcomes with the financial report for review and approval.

Grant Objective Findings

Objective 1: To implement a targeted outreach and public awareness campaign with a minimum of 240 specific outreach messages and contacts over the two-year funding period. At least 60 percent of funds awarded will be subawarded to regional organizations engaged in outreach and emergency services for victims.

Since the beginning of the project period, SETA and its subawardees have distributed well over the 240 specific outreach messages and contacts. Ms. Jennings stated that while SETA does not keep a database with each message and contact, Rescue and Restore public awareness materials were disseminated at all presentations, trainings, and coalition meetings. Additionally, ODI mailed over 200 human trafficking information packets and held a meeting earlier in the year with over 120 participants. SETA designed and created a public service announcement in five languages that was aired from February through April, 2010 on a multi-cultural television station to an estimated 464,000 viewers. The PSA will continue to air for six months during the second project year of this cooperative agreement. The ORR monitors viewed the PSA and noted that SETA used the Rescue and Restore logo and the National Human Trafficking Resource Center toll-free number.

Ms. Jennings discussed her relationship with various government agencies and the human trafficking trainings and other public awareness events she has conducted. These agencies include the California Department of Social Services Refugee Program, the California Department of Public Health, the California Department of Labor, the California Emergency Management Agency, the Employment Equal Opportunity Commission, the Asian Peace Officers Association, Child Protective Services, Sacramento County of Mental Health, and the County Health Inspector's office. Ms. Jennings provided a copy the PowerPoint training created by ODI, which is used during presentations. The ORR monitors noted the benefit of SETA's location in California's capital, allowing for ideal access to state and federal agencies.

Objective 2: To implement an emergency first responder service delivery system that will rescue a minimum of 20 victims and connect them to regional services. At least 60

percent of funds awarded will be subawarded to regional organizations engaged in outreach and emergency services for victims.

The primary emergency first responder delivery systems are the three subawardees. Ms. Jennings stated that all potential human trafficking referrals are discussed with her and must be approved. SETA has a policy and agreement with the subawardees on how to respond when a potential victim is identified.

At the time of the monitoring trip, only two victims of human trafficking had been certified during the course of the Rescue and Restore grant. Ms. Jennings discussed the frustration with the often lengthy process of victim disclosure, rapport building, and T Visa or Continued Presence application. Ms. Jennings stated that the hotline staff based out of WEAVE is well-trained on human trafficking and well-versed in the appropriate questions to screen potential victims. Following each airing of the PSA, the National Human Trafficking Resource Center almost always has an increase in the volume of calls.

The ORR monitors spent a significant amount of time reviewing and discussing with Ms. Jennings, Ms. O'Camb, and subawardee staff the difficulties in identifying and certifying victims. In its proposal and reports, SETA stated that it would certify twenty victims of trafficking over the course of the two-year cooperative agreement. At the time of the monitoring trip, SETA had only received letters for two individuals. Ms. Jennings stated that SETA and its subawardees have found that T Visas often take many months to be approved, if at all. For this reason attorneys, law enforcement, and service providers often recommend that potential victims apply for a U Visa, which has proven to be a much faster process and which they believe to be in the best interest of the client. Ms. Jennings reported that she has experienced difficulties working with law enforcement, primarily because of a lack of training and lack of resources spent on human trafficking in the Sacramento area. Ms. Jennings has noticed that some lawyers, law enforcement, and other organizations do not have knowledge of the legal definition of human trafficking stated in the Trafficking Victims Protection Act (TVPA). However, a new FBI agent has been very helpful and shown interest in working closely with emergency first responder agencies.

SETA has experienced challenges working with some lawyers and attorneys because of the lack of funding for legal services for potential victims of trafficking. Ms. Jennings stated that many are interested in the issue of human trafficking, but do not have the time or resources to dedicate to the issue given the lengthy process for a obtaining T visa for a client. SETA has recently experienced success in obtaining a network of pro bono attorneys by working with the California Rural Legal Assistance Foundation (CRLAF), Legal Services of Northern California, and Women Lawyers of Sacramento. In November 2009 SETA provided training to family violence prevention advocates from these organizations.

In April, 2010 SETA hosted a training for local attorneys. It has also created a protocol for program legal assistance. CAST provided a follow-up training to the three legal

organizations in September, 2010. All trainings materials were provided to the ORR Project Officer prior to the monitoring trip. SETA expressed a belief that the training and recruitment of pro bono attorneys will help the agency fulfill its goal of certifying twenty victims of trafficking. This belief is based on the potential victims of trafficking that SETA and the subawardees have identified.

Objective 3: To build the Sacramento Rescue and Restore Coalition's capacity to identify and serve victims throughout the region, by increasing the membership by a minimum of 50% from 50 to 75 organizations.

In 2007, ORR/ATIP launched a Rescue and Restore Coalition in Sacramento. At that time, Opening Doors, Inc. was the primary agency responsible for recruiting and organizing member organizations and conducting quarterly meetings, as well as the only USCCB per capita service provider in the Sacramento region. With this grant announcement, Opening Doors, Inc. approached SETA about taking over the coalition management portion of the grant and serving as the primary agency for the Rescue and Restore Victims of Trafficking Regional grant. When ODI handed over coalition management to SETA, SETA looked at a number of ways to structure and organize the coalition and decided upon a subcommittee model. SETA stated and the ORR monitors observed that this model has been beneficial and increased engagement and focus. The Coalition is comprised of four subcommittees: outreach, legal, children, and direct services. Membership in the direct services subcommittee is restricted to subawardees.

SETA reports quarterly coalition meetings throughout the grant. The ORR monitors attended a quarterly coalition meeting held at SETA offices with approximately thirty representatives, including officials from the FBI, State Refugee Coordinator's Office, subawardees, SAGE, and other community and faith-based organizations in the region. Under this cooperative agreement, SETA proposed to expand the coalition by 65-75 members over the two-year period. To date, SETA has not met this goal in part because it has not required new members to sign an official form indicating that they are members of the coalition. Secondly, SETA is exploring whether or not growth at the proposed level is actually sustainable and if the Coalition can provide continual opportunities for that many organizations. SETA expressed concern that if it cannot continuously engage such a high volume of participant organizations, the Coalition may lose members as interest wanes. The ORR monitors discussed with SETA this dilemma of sustained and engaged growth, and ultimately encouraged SETA to begin requesting organizations to formerly sign-up as Coalition members in order to meet the proposed outcomes stated in this cooperative agreement.

Overall Assessment

SETA produces on-time quarterly reports and participates in phone and email conversations calls with the PO to discuss questions and concerns and seek guidance and approval from the ORR Project Officer. SETA efficiently implemented many of the activities and project objectives as stated in the original grant application. SETA's largest achievement has been its ability to organize the membership of a strong coalition.

The most significant failing has been SETA's inability to identify and certify foreign victims of human trafficking.

III. SUMMARY OF ISSUES AND CORRECTIVE ACTIONS

Issue	Discussion	Recommendation(s)	Corrective Action(s)
<i>Issue No. 1: Victim Certification</i>	At the time of the ORR monitoring trip, SETA was not on track to meet its goal of certifying twenty victims of trafficking.	SETA should consider alternative methods of identifying potential victims of trafficking in an effort to reach the goal of certifying twenty victims of trafficking	
<i>Issue No. 2: Coalition Management</i>	SETA proposed that it would increase membership of the coalition to 60-75 member organizations. However, SETA came to recognize that a membership of that size creates an obstacle to keeping the organizations involved and active, so SETA has not met this goal.	SETA should request organizations to sign-up as a member of the Coalition.	SETA can revise its target to meet the goal of building the Coalition's capacity, but must define the new target and develop strategies appropriate to meet the new target and overall goal, including avenues by which it will keep member organizations engaged in the Coalition.

ITEM IV-B – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee and Roger Bartlett

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, February 22, 2011
10:30 a.m.

- I. Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Coventry St. Mary called the meeting to order at 10:35 a.m. Ms. Mary Brown read the thought of the day. Ms. Lisa Daniels called the roll.

The following board member was seated Ms. Kristen Hendricks. Ms. Desha explained that Mr. Samih Shehadeh was holding a seat now being filled by Ms. Hendricks. Ms. St. Mary thanked Mr. Shehadeh for his participation on the Policy Council. Mr. Shehadeh is termed out.

Members Present:

Willie Jean Peck, Elk Grove Unified School District
Ekuah Ramsey, Twin Rivers Unified School District
Michela Barbosa, Twin Rivers Unified School District
Lisa Daniels, WCIC/Playmate Child Development Center
Delia Ramirez, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program
David Quintero, SETA-Operated Program
Haley Joslin, SETA-Operated Program
Rebecca Lewis, Grandparent Representative
Dina Patterson, Foster Parent Representative (arrived at 11:09 a.m.)
Electa Broussard, Past Parent
Tamara Knox, Past Parent
Coventry St. Mary, Early Head Start
Kristen Hendricks, Early Head Start (SOP)
Samih Shehadeh, Early Head Start (SOP)

Members Absent:

Lora Tellez, Elk Grove Unified School District (unexcused)
Manuel Cano, Sacramento City Unified School District (unexcused)
Arisdelcy Ornelas, Sacramento City Unified School District (unexcused)
Brianna Mitchell, Sacramento City Unified School District (unexcused)
Brandy Krueger, San Juan Unified School District (unexcused)
Darlene Low, San Juan Unified School District (unexcused)
Marybell Barron, Home Base Option (resigned)
Moses Barron, Home Base Option (resigned)
Troy Luna, CAMP (excused)
Michelle Burgess, SETA-Operated Program (excused)
Gloria Juarez, Child Health & Disability Prevention Program (resigned)

II. Information Items

A. Standing Information Items

- AB 1234 Ethics Training: Mr. Victor Bonanno provided ethics training required for all boards receiving stipends and/or federal funds.

III. Consent Item

A. Approval of the Minutes of the January 25, 2011 Regular Meeting

Moved/Barbosa, second/Quintero, to approve the January 25, 2011 regular meeting.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 2 (Brown and St. Mary)

IV. Action Items

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

Ms. Campos is not present to share information. Ms. St. Mary read the background for this appointment. Ms. Desha stated that according to the new bylaws, there is no maximum on the number of committee board members can participate on.

Those interested Kristen Hendricks and Rebecca Lewis. Members spoke of their interest in this position.

Moved/Knox, second/Daniels, to ratify the appointment of the Representative and Alternate for the Maternal Child and Adolescent Health Advisory Board.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 2 (Brown and St. Mary)

Votes: Kristen: 5, Rebecca: 6 (Ekuah Ramsey abstained.)

Ms. Lewis will serve as representative, and Ms. Hendricks will serve as alternate.

B. Appointment of Representative and Alternate to the Children's Dental Task Force

Ms. St. Mary reviewed the board item.

Moved/Lewis, second/Barbosa, to ratify the appointment of a representative and an alternate to the Children's Dental Task Force.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 2 (Brown and St. Mary)

Those interested in serving on this committee: Michela Barbosa, Kristen Hendricks, and Haley Joslin.

Votes: Michela: 4, Kristen: 5, Haley: 3

Ms. Hendricks will serve as the representative and Ms. Barbosa will serve as the alternate.

Ms. Desha reported that the first children's dental clinic has opened in Oak Park; there will be five more. Ms. Desha will report back on other openings.

II. Information Items (continued)

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. St. Mary reviewed upcoming meetings. The County-wide Parent Conference is Wednesday. PC/PAC Budget/Planning Committee meeting scheduled for March 22 will be canceled.
- Parent/Family Support Unit Events and Activities: No comments.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett stated that the budget is 45% spent for the year; personnel is running around 40% of the budget. The in-kind is exceeding the requirement of the Federal government. Close to \$130,000 has been spent on the credit card. Mr. Bartlett encouraged board members to attend the upcoming budget/planning committee meetings.
- National Head Start Association (NHSA) Parent Training Conference Reports: Ms. Lisa Daniels provided an oral report on the recent parent training conference. Ms. Rebecca Lewis reported on her participation at the conference. Her written report will be in next month's agenda packet. Ms. Barbosa also spoke of her experience at the conference.
- Officer Training Report: Ms. St. Mary stated that this was a very informative training. Ms. Daniels spoke of her participation in this training. Ms. Lewis was surprised that there were quite a few absences; she hopes that those that could not attend see Ms. Desha for the important information that was distributed. Ms. Brown suggested to Ms. Desha that this training be considered for the entire Policy Council since the training was so in-depth; it would be helpful if every board member received this training.
- Community Resources-Parents/Staff: Ms. Lewis reported that free health care is available at the Oak Park Community Center on Saturdays; you have to get there very early. Ms. Daniels received information from the YMCA for basketball classes beginning on March 1. There are scholarships available for those unable to pay. Ms. Knox reminded board members of Second Saturday which is a great opportunity to bring family and friends together. She showed the cover of a paper called "Express". Ms. Brown advised the board that Ms. Knox recently won the Soroptomist Award for her accomplishments.

B. Governing Board Minutes for the January 6, 2011 Meeting: No questions or comments.

C. Fiscal Monitoring Reports: No questions or comments.

V. Committee Reports

A. Executive Committee: Ms. St. Mary read the critique of last month's meeting.

B. Budget/Planning Committee: Ms. Brown reported that the first committee meeting was held earlier in February; Mr. Bartlett already reported everything that occurred in the meeting. There are a lot of meetings during the month of March all for the reapplication. Any board member wishing to have input on the program are urged to attend these meetings.

C. Male Involvement Committee/Community Advocating Male Participation: Ms. Daniels attended the last CAMP meeting. There was a good turnout and attendees discussed the classes offered by the Center for Fathers and Families; these classes are provided for a nominal fee.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick acknowledged the participation of the Policy Council and all staff for getting through a very rigorous review. The board's support of the program makes this outstanding program possible. Policy Council members need to be aware of what is happening regarding potential funding cuts. Staff will be forwarding information to board members as the information becomes available.

B. Head Start Deputy Director's Report: Ms. Denise Lee thanked the board for interviewing with the federal review team. The Governing Board was interviewed immediately after the Policy Council. The federal team was impressed with the parents' involvement in the program. The review was successfully completed. This was SETA's 10th federal review. One thing that came out loud and clear was how impressed the reviewers were with our parent involvement and classroom procedures. Some of the strengths and areas of improvement were reviewed. There were about 2,000 Performance Standards reviewed during the federal review. Three areas of improvement: 1) in-kind (volunteering to help at a field trip, doctors/dentists that provide services at no charge). The way the in-kind is reported must be more descriptive; staff is working on a new form. 2) Health screenings, specifically a lead blood test is needed. Staff need to ensure that the new families enrolled will be provided this blood test. 3) Track system; SETA has been running on a track system to provide year-round services for families and children. Washington is reviewing this process as to whether changes need to be made. The findings were turned in to Washington, D. C. and it will be decided whether the findings can be thrown out. The blood test will be required of new families enrolled into the program. The in-kind must be 25% for the entire program budget; for every \$46 million dollars received, there must be \$.25 raised

for each dollar. There is a House bill that has Head Start “on the block” which would affect over 200,000 families. Staff cannot lobby elected officials but can point board members in the direction. The California Head Start Association and the National Head Start Association have been tracking congressional progress. Two web sites: www.nhsa.org and www.caheadstart.org to get information regarding the congressional hearings. These web sites offer parents an opportunity to provide testimony on Head Start. The Sacramento program is serving about 20% of the eligible families. Ms. Lewis inquired whether there was anything in particular she can bring to the table to the Health Services Advisory Committee; this will be discussed at the next meeting. There are a lot of physicians in the community that will not provide the blood test being required. Staff can provide information to assist parents to write letters. Board members can also call Rick Mockler, Executive Director of the California Head Start Association at (916) 444-7760, to get the most up-to-date information on the budget issues. Ms. Lewis asked about across-the-board budget cuts. Ms. Lee stated that the list is long of potential cuts; there are severe cuts in the child programs.

- C. Head Start Managers’ Reports: Ms. Lisa Carr reported that the County-wide Parent Conference is scheduled for Wednesday, April 20, 8:00 am – 3:30 p.m. at the Lemon Hill Skills Center. There will be a Grand Parent strand, Male Involvement strand, resumes, and music for children. Mayor Kevin Johnson has agreed to keynote this event. Board members will be sent a ‘save the date’ flyer. Board members are asked to call for reservations as well as child care. All of the information will be provided in the ‘save the date’ flyer. Center pieces are parent and grandparent success stories. Anyone having a success story is asked to contact Ms. Lisa Carr at 263-8123 and the board member can dictate their statement to staff. There are two parents that will speak after Mayor Johnson about the Head Start program. Ms. Carr stated that staff acknowledges that many of the board members are on spring break that week but the Lemon Hill Skills Center gave us their venue for free. Ms. Brown stated that some of the planners for the parent conference could not attend due to their participation in Officer training. Ms. Carr stated that the next parent conference planning meeting is scheduled for March 18 at 9:00 a.m. in the Redwood Room.
 - D. Open Discussion and Comments: Ms. Barbosa said that Ms. Hawkins did a ‘laughing’ workshop and everyone enjoyed it very much. Ms. St. Mary thanked Ms. Brown for her assistance during the meeting.
 - E. Public Participation: No comments.
- VII. Adjournment: The meeting was adjourned at 12:21 p.m.

"Spring Ahead"



Monthly Head Start Report March 2011

SETA Operated Program

Upcoming 1st Annual Parent Conference

Last year during budget planning, the Head Start parents on the planning committee voted to host a countywide parent conference here in Sacramento. They redistributed funds from out-of-State travel and created a budget for this event. We are pleased to announce the 1st Annual Sacramento Countywide Parent Conference "*Families Coming Together*" will be held on April 20th at the Charles Jones/Lemon Hill Career Center from 8:00 a.m. - 4:00 p.m. Former Head Start alum, Mayor Kevin Johnson, will be the keynote speaker. The conference will feature a series of workshops and activities that promote positive parenting and child development skills, life skills, health/nutrition/fitness activities and much more. The conference is hosted in partnership with *Agency on Aging, Sacramento City USD, Lilliput Children's Services, Twin Rivers USD, San Juan USD, and River Oak Center for Children*. Child care will be provided.

Elk Grove Unified School District

Education Services Update

This month, teachers assessed the progress of their students with the School Readiness Screening. This screening assesses name writing, alphabet recognition, shapes recognition, counting, and one-to-one correspondence.

Vanessa Ham of EGUSD's Risk Management Department certified all of the teachers in CPR at the January in-service.

Enrollment

The Head Start program is fully enrolled with 380 students in the regular Head Start classrooms and 40 students in the expansion classrooms. Average daily attendance in the regular Head Start classrooms was 87% and 93% in the expansion classrooms.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the Pre-K special education program specialist and the consulting psychologist to place students with an active IEP into the Head Start program. There are currently 52 students (14%), with active IEPs in the program. This number exceeds the 10% minimum required by Head Start.

Health Services Update

Representatives from the Smiles Keepers Program visited each class this month to provide fluoride treatments and discuss dental health. Height and weight measurements for each child were completed by the paraeducators for the second time this year. Program Educators are in the process of graphing each child's information and contacting parents with health concerns related to underweight and overweight issues.

A total of 9092 meals were served to Head Start students this month.

Family and Community Partnerships Update

"Latino Family Literacy," a class for Spanish speaking parents to learn strategies for working with their children in the area of literacy, was held on February 2, 16, and 23, at Samuel Kennedy Elementary School. An average of three parents attended these classes.

"Discover Art," a class presented in partnership with KVIE, Sacramento, was held at Charles Mack Elementary School on February 13. This class is designed to help parents learn the importance of art as a form of expression, creativity and problem solving in their child's life. Thirteen parents attended this class.

"Making Parenting A Pleasure," a class for helping parents build their parenting skills, was held February 3, 10, 17, and 24, at Prairie Elementary School and at Charles Mack Elementary School on February 2, 9, 16, and 23. An average of two parents attended the classes at Prairie Elementary and an average of fourteen parents attended the classes at Charles Mack.

Recruitment

Registrations for the 2011-2012 school year began for each of EGUSD's three regions. Region I registered 57 families, Region II registered 66 families, and Region III registered 62 families. A calendar with registration dates for February through June has been developed to ensure full enrollment by the end of June for the 2011 - 2012 school year.

Sacramento City Unified School District

Education and Child Development

February Staff Development: Two speakers from KVIE presented a “Celebrating Diversity” workshop and brought lots of free materials on related topics.

Health

Nurses participated in the District’s Preschool Case Management Meetings which began this month after a year-long hiatus. These meetings are being held to help identify and support preschoolers with academic, behavioral and health concerns in the State and Head Start Preschool programs. This multidisciplinary meeting is chaired by Special Needs Coordinator, Ginny Condon, and includes Resource Teachers, Preschool Social Workers, and Nurses.

Nurses also continued to stay busy preparing for the State and SETA reviews that followed the Federal

Nurses also continued to stay busy preparing for the State and SETA reviews that followed the Federal Review.

The spring Dental Screening /Dental Varnish clinics began March 1st and will continue through May. All three Nurses actively participate in this program and follow-up on the dental needs of SCUSD’s preschoolers.

Sensory screenings continued at preschool sites this month, and parent health talks were given at the school sites on the subjects of hand-washing and nutrition.

Mental Health

28 people attended a movie night on Relationship Enhancement; and seven couples completed a **Six Week Workshop on Building A Healthy Family By Strengthening Parent Communication Skills**. Some of the feedback from couples that completed the course were “*We learned that if we took time to listen and understand one another things work out better!*” and “*We are communicating better with one another and we are doing more family outings!*” Many of the couples are planning to attend a follow-up Child Discipline Workshop in April.

Disabilities

Sac-City is pleased to announce that the federal review team did not issue any findings for the Disabilities Content Area. The reviewer was especially impressed with SCUSD’s referral and tracking systems which result in timely and appropriate services for children with special needs. Although the reviewer said he typically does not visit classrooms, SCUSD staff was able to talk him into visiting one of the newest full-inclusion sites. He was impressed by how well the staff worked together and how engaged all children were in the classroom activities.

San Juan Unified School District

Education Services Update

Two members of the SJUSD Head Start staff attended the Education CHSA Conference in San Francisco. Staff brought back many resources on Dual Language Learners, CLASS, and the new HS kit called “Getting Ready for School”. This is a wonderful tool for monthly parent education and provides materials for the family to be their child’s teacher as they

support language, literacy, and math through scope and sequence of activities through the year. This kit must be requested through ECLCK.

Disabilities Services Update

February brought the end of the Federal Review for the agency. SJUSD was well prepared in the area of Disabilities, as SJUSD was in all areas. The reviewers seemed to be impressed and satisfied. News was brought about newly designated HS Collaborative State preschool sites to begin next year. These classes are already fully functional, but will become HS Collaborative classes in the upcoming school year. Several more children have been added to the growing list of those with active IEPs and several more have been referred for assessment. The Disabilities Specialist has been in contact with Norma McNamera from SCOE and is faxing her updated registration information.

Mental Health Services Update

The Mental Health Therapist has been participating in parent-teacher conferences to both address specific social-emotional needs of identified children, as well as to provide community resources/mental health referral information. The Therapist also training counseling interns on the topic of Parent/Child Attachment styles.

Health Services Update

Health has started the second round of dental screenings with Kate Varanelli from Smile Keepers. SJUSD is following up with children needing dental care. Health staff members are continuing to screen children in the centralized screening room one day a week. The Nurse continues to train staff and put health plans in place for children to be able to attend school. Follow-up screenings on children in the classroom are continuing as well.

Family and Community Partnerships Update

This past month two parents attended the CHSA Conference in San Francisco, which offered a variety of interesting and informative workshops. The Federal Review was also completed in February with the executive board participating in an interview with a reviewer. Other opportunities for parents to participate included helping to create objectives for the new three-year goals, as well as interviewing candidates and applying for jobs with the program.

Transition Services Update

San Juan preschool fliers have been updated and sent to SCOE for potential families who will be enrolling their kindergarten children. Two kindergarten transition events for families are scheduled for Howe Ave. and Dyer-Kelly preschool classes. This is a collaboration event with the First Five School Readiness Program. The event will help parents understand the process for getting their children enrolled into kindergarten and will provide preparation activities for kindergarten. Administration from each school will be present to answer parent questions. Pre-kindergarten Summer Camp fliers are being created for community distribution. The target sites for this program will be Dyer-Kelly, Howe Ave, and Whitney.

Program Support/Staff Training Update

In lieu of February training, teachers visited other preschool classroom to focus on various subjects such as environment and curriculum implementation. The feedback from the teachers was very positive as they were able to take with them a different viewpoint about their own teaching style.

Fiscal Update

Head Start and Early Head Start Fiscal has experienced a very fast January and February 2011. In the midst of submitting the entire fiscal reports by the 10th of each month to SETA, all Head Start and Early Head Start budgets stayed within the proposed FY 10-11 Budgets.

Fiscal staff also went through a HS/EHS Federal Review in which only one issue dealing with in-kind was noted. This was a countywide issue. This did not have any monetary effect on our programs.

At the same time, fiscal staff was in the process of budget development for SJUSD's Head Start and Early Head Start Grant Application which is due to SETA on March 1, 2011. Approval for the grant application will be brought before the PC on March 10th and the District's Board of Education on April 12th.

Early Head Start

The short month of February was busy with the Federal Review, establishment of the three year goals and objectives, budget committee meetings and grant writing. It ended with a State Review.

Twin Rivers Unified School District

Events

February was a very busy and exciting month for Twin Rivers Unified School District's Head Start programs. The programs celebrated Black History Month with a variety of classroom activities and events that increased the knowledge of both students and parents. At Morey Avenue School this included a historic tour in which large posters of great African American inventors, artists, politicians, sports athletes and people of honor were displayed throughout the school campus for everyone to read. The informational posters were changed daily and students took the historic tour everyday to learn about different influential people.

The cultural celebration included a fantastic program on February 17th filled with student performance, parent book reading and lots of fun. Students recited historical poems, danced to African music and participated in yoga with a community partner agency.

Teachers and families completed the second home visit during the week of February 7th.

Professional Development

Two parent trainings on mental wellness were held in collaboration with the SETA Training Unit. Parents were provided information about how to reduce stress and learned relaxation techniques.

Components

Component Leaders continued implementing the Plan of Action steps following the Federal Review. The Education Component Leader assisted with the scheduling of the home visits for all teaching staff in early February. The Speech Language Pathologist continued to provide direct services to students who were identified with speech concerns. The Nutrition and Health Components continued to follow-up on all identified health concerns. The School Social Worker continued to complete Family Partnership Agreements for families and started the Friendship Social Skills groups. The Leadership Team of Component Leaders worked on the revising the policy manual.

Policy and Parent Committees

Parent Committees meetings were held at both Kohler and Woodridge school sites. The Policy Committee meeting was held on February 15, 2011. Members discussed the results of the Federal Review Site Visit, Dr. Seuss Read to Achieve Day and rescheduled future meetings for the Expansion sites. The next meeting is scheduled for March 15, at Morey Avenue and will included Ethics training.

Parenting

The TRUSD Bilingual Department is still in the process of organizing the ESL classes at Morey Avenue School. The classes were tentatively scheduled to begin February 7th. This will be a collaborative project with the TRUSD Bilingual Department and possibly Child Action, as childcare will be provided.

Fiscal

Teachers' are placing their final order for this school year. Per the district policy, orders must be submitted no later than April 15th.

WCIC

Special Events

WCIC's 75th Anniversary Celebration Planning Committee met on February 23, 2011. The weeklong in August will include: an art show, a children's literacy program, poetry, banquet, a house party, and a concluding reception at WCIC. The weeklong activities are scheduled at WCIC, 3555 3rd Avenue.

During the month of February, WCIC/Playmate Head Start Program's community friends have been promoting the Head Start Stroll-In to Congress by calling and writing Representatives, due to the National Budget's impact on Head Start's future.

Three of WCIC/Playmate's teaching team members enjoyed a great free luncheon with Lakeshore (Educational supply vendor) on February 23, 2011 at the Sheraton Grand Sacramento Hotel: Mrs. Wong-Acorda, Head Teacher; Ms. Thao, Teacher; and Ms. Jackson, Teacher.

Program Design and Management:

WCIC continues to value team leadership, education, team-building, and stability of diverse quality staff. During the month of February, the WCIC/Playmate team members, including parents, have been busy developing the 2011-2012 Head Start Grant Application.

Family and Community Partnerships

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

Board of Directors and Policy Committee Training:

Victor Bonanno, ETA Supervisor from SETA, facilitated the "Ethics Training" for the WCIC Board of Directors and Policy Committee on February 16, 2011.

Fiscal:

WCIC and the Playmate Head Start Program's audit exit took place on February 24, 2011.

CONGRATULATIONS UNQUALIFIED AUDIT!!!

**Sacramento County Head Start/Early Head Start
Delegate Monthly Enrollment Report
February, 2011
Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	380 380		100	329	87
Elk Grove ARRA Expansion	40 40		100	37	93
Sacramento City USD	1,272	1,302 102		1,130	89
Sac City ARRA Expansion	20 20		100	20	100
Sacramento Employment and Training Agency	1,860 (2,778)	1,878 101		1,468	79
Sacramento Employment Training Agency AARA Expansion	18 20		111	11	55
San Juan USD	680 686		101	540	79
San Juan ARRA Expansion	20 20		100	16	80
Twin Rivers USD	179 179		100	172	96
Twin Rivers ARRA Expansion	32 33		103	33 103	
WCIC/Playmate Head Start	100 100		100	79	79
WCIC ARRA Expansion	20 20		100	18	90

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	115 115		100	70	61
Sac City ARRA Expansion	32 31		97	25	78
Sacramento Employment and Training Agency	213 218		102	162	76
Sacramento Employment Training Agency AARA Expansion	132 131		99	84	64
San Juan USD	129 130		101	91	71
San Juan ARRA Expansion	32 33		103	21	66

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

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

(c) Attendance on the last day of month

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 02/28/11)

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (%AFE)</u>	
Twin Rivers USD (211)	22	(10%)	N/A	
Elk Grove USD (420)	60	(14%)	N/A	
Sacramento City USD (1292)(147)	124	(10%)	12	(8%)
San Juan USD (700) (161)	75	(11%)	21	(13%)
WCIC (120)	13	(11%)	N/A	
SETA (2796) (345) (1878 Tracks)	229	(12%)	43	(12%)
County (4621)* (653)*	523	(11%)	76	(11.5%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

Seta Head Start

Food Service Operations Monthly Report

*February 2011

February 1st - 4th - Federal Review Continues

February 4th - WCIC Kitchen was used for the Women Civic Improvement Club
Annual Crab Feast

February 9th - Phone Calls / Messages Memo given to all staff, by Head Cook
Cheryl Barton

February 21st - Presidents Day Holiday

February 22nd - Vineland Center Closed due to School District Schedule.

Meetings and Trainings:

Leadership Meeting attended by Connie Otwell February 16th

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
38,248	24,296	26,120	0

Total Amount of Meals and Snacks Prepared 88,664

Purchases:

Food \$32,799.62

Non - Food \$13,442.25

Building Maintenance and Repair: \$556.79

Kitchen Small Wares and Equipment: \$280.57

Vehicle Maintenance and Repair : \$2,820.07

Vehicle Gas / Fuel: \$1,840.60
Normal Delivery Days 19

ITEM IV-C- INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2010/2011

The following is an update of information as of March 10, 2011 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	5/26/2010	HAVI Logistics 826 National Drive Sacramento, CA 95834	7/28/2010	103	Retained jobs
Official	6/4/2010	Child Action Sacramento, CA	7/28/2010	85	8/9/2010
Official	6/28/2010	McDonough Holland & Allen PC's 500 Capitol Mall Sacramento, CA	8/31/2010	106	Declined Services
Unofficial	7/1/2010	U.S. Census Sacramento, CA	8/31/2010	50	8/3/2010
Official	7/1/2010	EdFund 10370 Peter A McCuen Blvd Mather, CA 95655	8/27/2010	18	Declined Services
Official	7/1/2010	Zip Realty Emeryville, CA	8/31/2010	39	Declined Services
Official	8/13/2010	O1 Communications, Inc. 1515 K street, Ste. 100 Sacramento, CA	9/30/2010	52	Declined Services
Official	9/7/2010	Beanstalk Sacramento, CA	11/1/2010	82	11/11/2010
Official	9/8/2010	HomeEq Servicing (Ocwen) 4837 Watt Ave North Highlands, CA	11/19/2010	902	10/25-27/2010
Official	9/8/2010	CLARCOR Air Filtration Products 3800 Pell Circle Sacramento, CA 95838	11/22/2010	80	9/28/2010
Official	9/15/2010	Freedom Debt Relief 3947 Lennane Drive Sacramento, CA 95838	3/15/2011	123	10/21/2010 1/4/11 3/2/11
Official	10/4/2010	Cost-U-Less Insurance Center, Inc 2721 Citrus Rd, Ste. B Rancho Cordova, CA 95742	11/30/2010	91	11/15-16/2010
Official	10/8/2010	Wells Fargo 11000 White Rock Rd Rancho Cordova, CA 95670	12/5/2010	123	11/10/2010
Official	10/8/2010	Child Action 9800 Old Winery Rd Sacramento	12/5/2010	80	Retained jobs
Official	11/29/2010	FedEx 9119 Elkmont Way Elk Grove, Ca 95624	1/29/2011	85	Declined Services
Official	12/9/2010	Sutter Medical Center-Sacramento Sacramento, CA	2/4/2011	112	Declined Services
Official	1/25/2011	JCPenney Sacramento, CA	3/28/2011	356	2/2/11 2/3/11 2/8/11 2/9/11
Unofficial	2/3/2011	CSEA/Alliance Printing 3947 Lennane Dr Sacramento, CA	2/3/2011	15	2/17/2011
			Total # of Affected Workers	2,502	

ITEM IV-D – INFORMATION

EMPLOYER RECRUITMENT ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Career Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employer Recruitment Activity Report

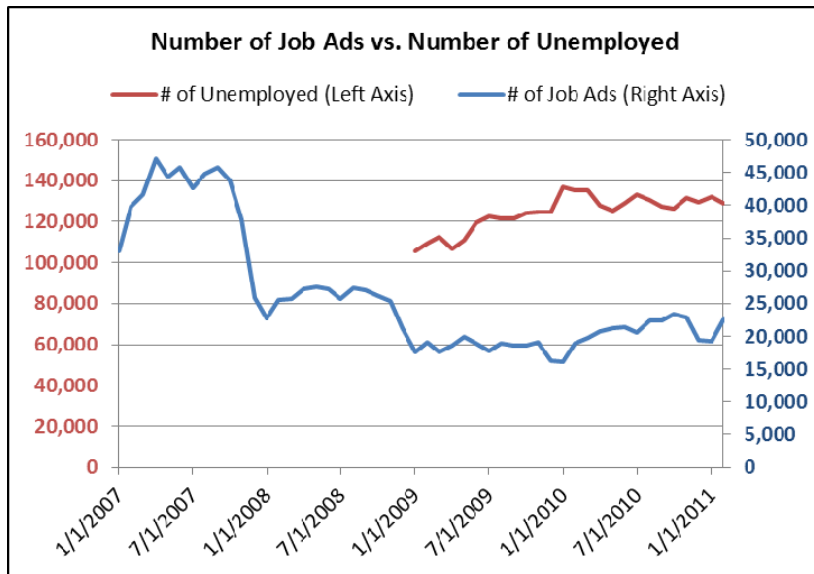
Employer	Jobs	No of Positions
AccentCare	Caregivers	9
Acrobat Staffing	Cooks, Servers, Dishwashers	13
Advance Call Center Technologies	Call Center Technical	70
Advantage Sales and Marketing, LLC	Assembly Person	10
Agile 1	PG&E Test Administrators	3
Agilent Technologies	Manufacturing Engineer Supervisor	1
Amerikit	Warehouse, Administrative Asst.	3
Appleone Employment Services	Various Positions	38
Beutler Corporation	Consolitrades/Flash Cool	70
California Energy Savers	Telemarketing	4
California Redevelopment Association	Member Service Associate	1
Campbell Soup	Maintenance Mechanics	67
Capital Autism Services	Behavioral Tutors	1
Capital Public Radio	Reporter	2
Cenveo	VH Adjuster	1
Child Abuse Prevention Center	Community Ed Training Mgr	1
Child Care Careers	Child Care Aide	10
Community Services Planning Council	Program Associate	1
Corestaff Services	Medical Collector	2
CSSC-Janitorial	Janitors	2
Delta Dental of California	Workforce Management Coordinator	1
Dome Printing	Truck Driver	1
Energyuy	Tier I Rater	10
General Produce Company	Outside Sales Representative, Retail Merchandiser	2
Goodwill	Manager Trainee	9
Grocery Outlet	Deli, Clerk, Cashier, Produce etc.	20
H & R Block	Office Managers	3
Hands-On Executive Services	Janitor Custodian	3
HMS Host	Cashiers, Cook, Attendants	12
Indecare in Home Care and Living Assistance	Caregivers	1
Intelligrated	Product Support Engineers	5
Kustum Steel Fabricators	Welders/ Welder Helper	3
Mainstay Business Solutions	Customer Service Manager	1
Manpower	Warehouse/Maintenance	10
N Solar Inc	Green Jobs	150
North Highlands Pharmacy Inc.	Pharmacy Clerk	2
North Western Mutual Financial Network	Assistant to Wealth Management Advisor	1
Oak Park Preschool	Teacher Associate	1
OPDE	Solar Photovoltaic	150

Employer Recruitment Activity Report

Employer	Jobs	No of Positions
Opening Doors Inc	Slavic Microenterprise Program Manager	1
Pacific Gas and Electric Company	Utility Worker	30
Panda Restaurant Group Inc.	Restaurant Manager	1
PG&E	Utility Equipment Mechanics	31
Planned Parenthood Affiliates of California	Administrative Assistant	1
Ranstad	Bilingual Customer Service Reps	15
Sacramento Business Journal	Advertising Sales Executive	10
Sacramento Employment and Training Agency	Analyst, Educator	2
Sacramento Public Library	On-Call Custodians	5
Salvation Army Emergency Shelter	Case Manager & Housing Specialist	2
Salvation Army Sac Metro	On-Call Personal Care Attendant	1
Salvation Army Sac Metro	On-Call Kitchen Aide	1
Sears	Seasonal Sales Associates/ Cashiers	12
Select Staffing	Customer Service Representative	25
Service Company	Kitchen Staff	15
Solar Power Inc	Solar Photovoltaic	50
St. Johns	Development Associate	1
Staffing Network	Various Positions	13
Support for Home	Caregivers	10
TeleDirect Call Centers	Customer Service Representative (CSR)	65
Turning Point Christian School	Pre-School Teacher	1
Utility Partners of America	SmartMeter Installers	40
Vacuum Process Engineering	Drafter/Designer & Technicians	10
Westtec Construction	Skilled Laborer, Welders, Carpenters, Operators	40
Total		1076

Recent Job Ads for Sacramento Arden Arcade Roseville MSA

February 2011

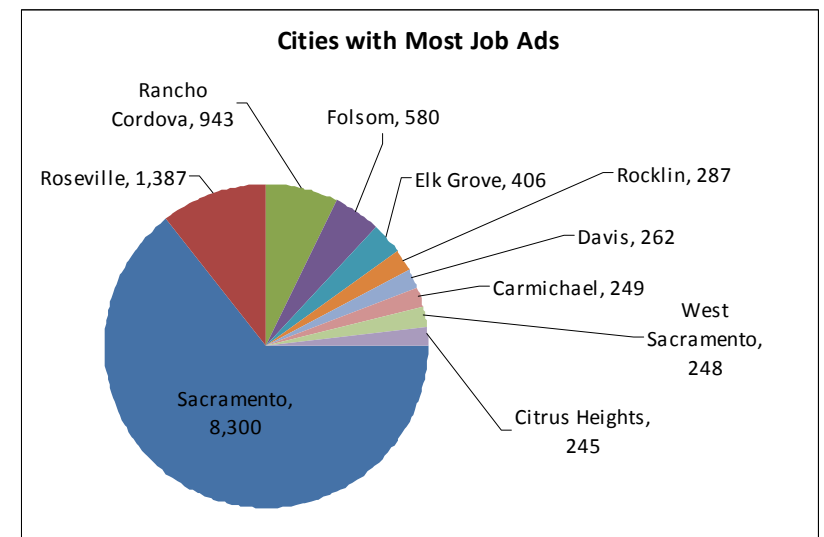


Employers with Most Job Ads

Kaiser Permanente	- 259
Sutter Health	- 169
Kaiser - Northern California	- 103
Wells Fargo	- 103
Hewlett-Packard Company	- 97
Allegis Group	- 87
Catholic Healthcare West	- 80
Health Net	- 73
Aerotek	- 66
Blockbuster Inc.	- 62

Occupations with Most Job Ads

Registered Nurses	- 838
Retail Salespersons	- 407
First-Line Supervisors/Managers of Retail Sales Workers	- 364
Customer Service Representatives	- 296
Computer Systems Analysts	- 284
First-Line Supervisors/Managers of Office and Administr...	- 252
Executive Secretaries and Administrative Assistants	- 251
Medical and Health Services Managers	- 248
Computer Support Specialists	- 240
Web Developers	- 236



Sources: Employment Development Department, Labor Market Information Division; Help Wanted Online from The Conference Board and WANTED Technologies

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

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

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.6 percent in February 2011, down from a revised 12.9 percent in January 2011, and below the year-ago estimate of 12.9 percent. This compares with an unadjusted unemployment rate of 12.3 percent for California and 9.5 percent for the nation during the same period. The unemployment rate was 12.9 percent in El Dorado County, 11.4 percent in Placer County, 12.6 percent in Sacramento County, and 15.0 percent in Yolo County.

Between January 2011 and February 2011, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 1,400 to reach 798,800 jobs.

- Government gained 1,700 jobs, which compares to an average gain of 1,900 jobs over the prior 21 years. State government added 1,200 jobs, followed by local government (up 600 jobs). Federal government experienced a slight decline (down 100 jobs).
- Professional and business services grew by 1,500 jobs, higher than its typical 900-job increase. Administrative and support and waste management and remediation services gained 900 jobs, professional, scientific, and technical services added 700 jobs, and management of companies lost 100 jobs.
- Leisure and hospitality saw a boost of 400 jobs, with an increase of 300 jobs in food services and drinking places and a gain of 100 jobs in accommodation.
- Trade, transportation, and utilities experienced a loss of 1,900 jobs, which is more than its average loss of 1,400 jobs. Retail trade made up most of the decline (down 1,800 jobs).

Between February 2010 and February 2011, total wage and salary employment in the region dropped by 13,000 jobs or 1.6 percent.

- Government employment shed 4,800 jobs, with decreases in local government (down 5,900 jobs) and federal government (down 300 jobs). State government increased by 1,400 jobs.
- Financial activities contracted by 3,300 jobs due to losses in finance and insurance (down 2,900 jobs) and real estate, rental, and leasing (down 400 jobs).
- Construction lost 2,500 jobs due to cutbacks in specialty trade contractors (down 1,600 jobs), construction of buildings (down 600 jobs), and residual construction (down 300 jobs).
- Four industries gained employment including professional and business services (up 700 jobs), total farm (up 600 jobs), private education and health services (up 300 jobs), and manufacturing (up 200 jobs).

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2010 Benchmark

Data Not Seasonally Adjusted

	Feb 10	Dec 10	Jan 11	Feb 11	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,050,600	1,026,200	1,026,400	1,020,900	-0.5%	-2.8%
Civilian Employment	915,300	896,900	894,300	892,000	-0.3%	-2.5%
Civilian Unemployment	135,300	129,300	132,100	129,000	-2.3%	-4.7%
Civilian Unemployment Rate	12.9%	12.6%	12.9%	12.6%		
(CA Unemployment Rate)	12.8%	12.3%	12.7%	12.3%		
(U.S. Unemployment Rate)	10.4%	9.1%	9.8%	9.5%		

Total, All Industries (2)	811,800	810,400	797,400	798,800	0.2%	-1.6%
Total Farm	6,600	7,500	7,000	7,200	2.9%	9.1%
Total Nonfarm	805,200	802,900	790,400	791,600	0.2%	-1.7%
Total Private	573,200	576,300	564,900	564,400	-0.1%	-1.5%
Goods Producing	68,600	69,800	66,700	66,300	-0.6%	-3.4%
Mining and Logging	300	400	300	300	0.0%	0.0%
Construction	36,100	36,100	33,900	33,600	-0.9%	-6.9%
Construction of Buildings	8,700	8,600	8,300	8,100	-2.4%	-6.9%
Construction - Residual	3,700	4,200	3,500	3,400	-2.9%	-8.1%
Specialty Trade Contractors	23,700	23,300	22,100	22,100	0.0%	-6.8%
Building Foundation & Exterior Contractors	5,100	5,200	5,200	5,400	3.8%	5.9%
Building Equipment Contractors	10,000	9,900	9,800	9,700	-1.0%	-3.0%
Building Finishing Contractors	5,600	5,300	4,900	4,800	-2.0%	-14.3%
Specialty Trade Contractors - Residual	3,000	2,900	2,200	2,200	0.0%	-26.7%
Manufacturing	32,200	33,300	32,500	32,400	-0.3%	0.6%
Durable Goods	21,600	22,000	21,600	21,600	0.0%	0.0%
Computer & Electronic Product Manufacturing	6,900	6,900	6,900	6,900	0.0%	0.0%
Durable Goods - Residual	14,700	15,100	14,700	14,700	0.0%	0.0%
Nondurable Goods	10,600	11,300	10,900	10,800	-0.9%	1.9%
Food Manufacturing	4,000	4,400	4,400	4,300	-2.3%	7.5%
Non-Durable Goods - Residual	6,600	6,900	6,500	6,500	0.0%	-1.5%
Service Providing	736,600	733,100	723,700	725,300	0.2%	-1.5%
Private Service Producing	504,600	506,500	498,200	498,100	0.0%	-1.3%
Trade, Transportation & Utilities	130,700	135,300	131,000	129,100	-1.5%	-1.2%
Wholesale Trade	22,800	22,100	21,900	21,900	0.0%	-3.9%
Merchant Wholesalers, Durable Goods	11,900	11,500	11,400	11,400	0.0%	-4.2%
Merchant Wholesalers, Nondurable Goods	8,400	8,400	8,300	8,400	1.2%	0.0%
Wholesale Trade - Residual	2,500	2,200	2,200	2,100	-4.5%	-16.0%
Retail Trade	85,600	90,200	87,100	85,300	-2.1%	-0.4%
Motor Vehicle & Parts Dealer	10,000	10,000	9,900	9,900	0.0%	-1.0%
Building Material & Garden Equipment Stores	7,100	7,000	7,000	7,000	0.0%	-1.4%
Grocery Stores	16,200	16,500	16,400	16,300	-0.6%	0.6%
Health & Personal Care Stores	5,400	5,200	5,100	5,100	0.0%	-5.6%
Clothing & Clothing Accessories Stores	6,600	7,300	6,700	6,400	-4.5%	-3.0%
Sporting Goods, Hobby, Book & Music Stores	4,300	4,800	4,600	4,400	-4.3%	2.3%
General Merchandise Stores	18,700	20,600	19,300	18,700	-3.1%	0.0%
Retail Trade - Residual	33,500	35,300	34,500	33,800	-2.0%	0.9%
Transportation, Warehousing & Utilities	22,300	23,000	22,000	21,900	-0.5%	-1.8%
Information	17,700	16,800	16,600	16,600	0.0%	-6.2%
Publishing Industries (except Internet)	3,000	2,900	2,900	2,900	0.0%	-3.3%
Telecommunications	9,800	9,100	9,000	9,100	1.1%	-7.1%
Information - Residual	4,900	4,800	4,700	4,600	-2.1%	-6.1%
Financial Activities	49,500	46,700	46,300	46,200	-0.2%	-6.7%
Finance & Insurance	37,400	34,800	34,600	34,500	-0.3%	-7.8%
Credit Intermediation & Related Activities	13,800	12,500	12,400	12,500	0.8%	-9.4%
Depository Credit Intermediation	8,700	8,300	8,300	8,300	0.0%	-4.6%
Nondepository Credit Intermediation	3,100	2,200	2,200	2,200	0.0%	-29.0%
Credit Intermediation and Related Activities -	2,000	2,000	1,900	2,000	5.3%	0.0%
Finance and Insurance - Residual	5,100	4,400	4,500	4,400	-2.2%	-13.7%
Insurance Carriers & Related	18,500	17,900	17,700	17,600	-0.6%	-4.9%

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2010 Benchmark

Data Not Seasonally Adjusted

	Feb 10	Dec 10	Jan 11	Feb 11	Percent Change	
			Revised	Prelim	Month	Year
Real Estate & Rental & Leasing	12,100	11,900	11,700	11,700	0.0%	-3.3%
Real Estate	8,900	9,000	8,900	8,900	0.0%	0.0%
Real Estate and Rental and Leasing - Residual	3,200	2,900	2,800	2,800	0.0%	-12.5%
Professional & Business Services	100,400	101,400	99,600	101,100	1.5%	0.7%
Professional, Scientific & Technical Services	51,700	51,500	50,500	51,200	1.4%	-1.0%
Architectural, Engineering & Related Services	8,600	8,600	8,400	8,400	0.0%	-2.3%
Professional, Scientific, and Technical Services	43,100	42,900	42,100	42,800	1.7%	-0.7%
Management of Companies & Enterprises	9,500	9,600	9,700	9,600	-1.0%	1.1%
Administrative & Support & Waste Services	39,200	40,300	39,400	40,300	2.3%	2.8%
Administrative & Support Services	37,400	38,500	37,600	38,500	2.4%	2.9%
Employment Services	13,700	14,800	13,900	14,500	4.3%	5.8%
Services to Buildings & Dwellings	9,700	10,300	10,000	10,100	1.0%	4.1%
Administrative and Support Services - Residual	14,000	13,400	13,700	13,900	1.5%	-0.7%
Administrative and Support and Waste Management Services	1,800	1,800	1,800	1,800	0.0%	0.0%
Educational & Health Services	98,500	99,300	98,800	98,800	0.0%	0.3%
Education and Health Services - Residual	12,000	12,000	11,900	12,200	2.5%	1.7%
Health Care & Social Assistance	86,500	87,300	86,900	86,600	-0.3%	0.1%
Ambulatory Health Care Services	37,200	37,800	37,600	37,700	0.3%	1.3%
Hospitals	22,000	22,700	22,700	22,700	0.0%	3.2%
Nursing & Residential Care Facilities	14,200	14,500	14,400	14,400	0.0%	1.4%
Health Care and Social Assistance - Residual	13,100	12,300	12,200	11,800	-3.3%	-9.9%
Leisure & Hospitality	80,200	79,200	78,500	78,900	0.5%	-1.6%
Arts, Entertainment & Recreation	14,500	12,500	12,700	12,700	0.0%	-12.4%
Accommodation & Food Services	65,700	66,700	65,800	66,200	0.6%	0.8%
Accommodation	8,700	8,200	8,200	8,300	1.2%	-4.6%
Food Services & Drinking Places	57,000	58,500	57,600	57,900	0.5%	1.6%
Full-Service Restaurants	26,200	27,000	26,800	26,700	-0.4%	1.9%
Limited-Service Eating Places	28,200	29,000	28,500	28,800	1.1%	2.1%
Food Services and Drinking Places - Residual	2,600	2,500	2,300	2,400	4.3%	-7.7%
Other Services	27,600	27,800	27,400	27,400	0.0%	-0.7%
Repair & Maintenance	7,600	7,600	7,600	7,700	1.3%	1.3%
Other Services - Residual	20,000	20,200	19,800	19,700	-0.5%	-1.5%
Government	232,000	226,600	225,500	227,200	0.8%	-2.1%
Federal Government	13,800	13,700	13,600	13,500	-0.7%	-2.2%
Department of Defense	1,800	1,700	1,700	1,700	0.0%	-5.6%
Federal Government excluding Department of Defense	12,000	12,000	11,900	11,800	-0.8%	-1.7%
State & Local Government	218,200	212,900	211,900	213,700	0.8%	-2.1%
State Government	111,300	111,100	111,500	112,700	1.1%	1.3%
State Government Education	27,600	27,200	27,300	27,900	2.2%	1.1%
State Government Excluding Education	83,700	83,900	84,200	84,800	0.7%	1.3%
Local Government	106,900	101,800	100,400	101,000	0.6%	-5.5%
Local Government Education	61,700	59,000	57,700	58,300	1.0%	-5.5%
County	19,700	18,400	18,500	18,400	-0.5%	-6.6%
City	10,400	9,800	9,600	9,700	1.0%	-6.7%
Special Districts plus Indian Tribes	15,100	14,600	14,600	14,600	0.0%	-3.3%

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.

March 25, 2011
 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 2010 Benchmark

Data Not Seasonally Adjusted

	Feb 10	Dec 10	Jan 11 Revised	Feb 11 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

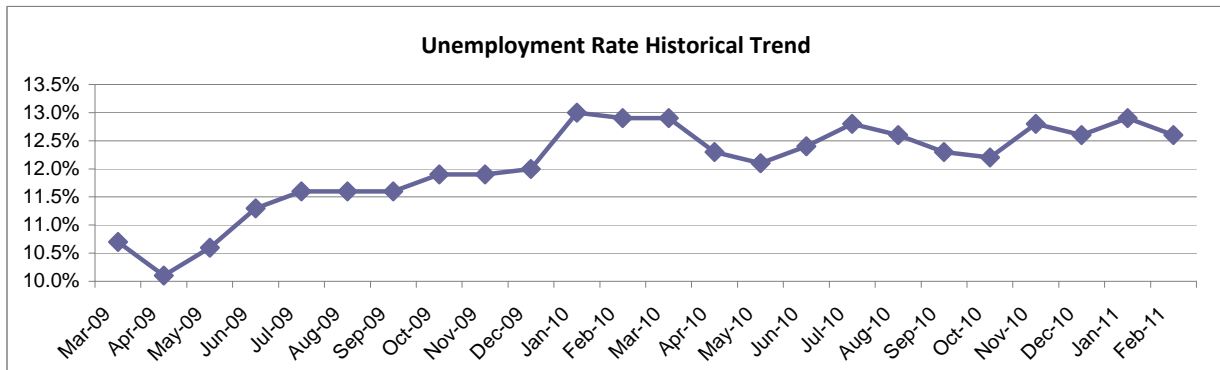
These data, as well as other labor market data, are available via the Internet
 at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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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 12.6 percent in February 2011, down from a revised 12.9 percent in January 2011, and below the year-ago estimate of 12.9 percent. This compares with an unadjusted unemployment rate of 12.3 percent for California and 9.5 percent for the nation during the same period. The unemployment rate was 12.9 percent in El Dorado County, 11.4 percent in Placer County, 12.6 percent in Sacramento County, and 15.0 percent in Yolo County.



Industry	Jan-2011	Feb-2011	Change		Feb-2010	Feb-2011	Change
	Revised	Prelim				Prelim	
Total, All Industries	797,400	798,800	1,400		811,800	798,800	(13,000)
Total Farm	7,000	7,200	200		6,600	7,200	600
Total Nonfarm	790,400	791,600	1,200		805,200	791,600	(13,600)
Mining and Logging	300	300	0		300	300	0
Construction	33,900	33,600	(300)		36,100	33,600	(2,500)
Manufacturing	32,500	32,400	(100)		32,200	32,400	200
Trade, Transportation & Utilities	131,000	129,100	(1,900)		130,700	129,100	(1,600)
Information	16,600	16,600	0		17,700	16,600	(1,100)
Financial Activities	46,300	46,200	(100)		49,500	46,200	(3,300)
Professional & Business Services	99,600	101,100	1,500		100,400	101,100	700
Educational & Health Services	98,800	98,800	0		98,500	98,800	300
Leisure & Hospitality	78,500	78,900	400		80,200	78,900	(1,300)
Other Services	27,400	27,400	0		27,600	27,400	(200)
Government	225,500	227,200	1,700		232,000	227,200	(4,800)

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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REPORT 400 C
Monthly Labor Force Data for Counties
February 2011 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,049,300	15,835,700	2,213,600	12.3%
ALAMEDA	14	744,600	665,200	79,400	10.7%
ALPINE	22	550	480	70	12.4%
AMADOR	26	17,100	14,770	2,340	13.7%
BUTTE	29	104,000	89,200	14,800	14.3%
CALAVERAS	35	19,550	16,400	3,150	16.1%
COLUSA	58	11,760	8,570	3,190	27.1%
CONTRA COSTA	15	517,400	460,400	57,000	11.0%
DEL NORTE	25	11,470	9,910	1,560	13.6%
EL DORADO	24	89,300	77,800	11,500	12.9%
FRESNO	47	435,800	356,600	79,200	18.2%
GLENN	43	12,410	10,180	2,240	18.0%
HUMBOLDT	18	60,300	53,300	7,000	11.6%
IMPERIAL	57	74,300	54,300	20,000	26.9%
INYO	12	9,510	8,520	990	10.4%
KERN	41	359,400	298,100	61,300	17.0%
KINGS	43	60,500	49,600	10,900	18.0%
LAKE	49	24,420	19,740	4,680	19.2%
LASSEN	34	13,420	11,340	2,080	15.5%
LOS ANGELES	21	4,886,000	4,286,400	599,600	12.3%
MADERA	37	66,200	55,400	10,900	16.4%
MARIN	1	129,800	119,700	10,100	7.8%
MARIPOSA	32	9,040	7,700	1,340	14.9%
MENDOCINO	19	41,860	36,780	5,080	12.1%
MERCED	55	107,000	84,200	22,800	21.3%
MODOC	38	4,010	3,350	660	16.5%
MONO	2	9,430	8,670	760	8.1%
MONTEREY	40	207,800	172,600	35,200	16.9%
NAPA	10	71,800	64,400	7,400	10.3%
NEVADA	16	50,180	44,500	5,680	11.3%
ORANGE	4	1,570,100	1,430,000	140,000	8.9%
PLACER	17	173,400	153,600	19,800	11.4%
PLUMAS	51	9,920	7,920	2,000	20.2%
RIVERSIDE	28	901,000	773,900	127,100	14.1%
SACRAMENTO	23	659,900	576,900	83,000	12.6%
SAN BENITO	54	27,000	21,300	5,600	20.9%
SAN BERNARDINO	26	843,700	728,500	115,200	13.7%
SAN DIEGO	8	1,553,600	1,396,900	156,700	10.1%
SAN FRANCISCO	5	452,400	411,300	41,100	9.1%
SAN JOAQUIN	42	307,100	253,000	54,100	17.6%
SAN LUIS OBISPO	7	136,000	122,800	13,300	9.8%
SAN MATEO	3	367,000	336,700	30,300	8.3%
SANTA BARBARA	6	217,100	196,200	20,900	9.6%
SANTA CLARA	10	869,700	780,500	89,100	10.3%
SANTA CRUZ	30	148,100	126,400	21,700	14.6%
SHASTA	39	82,500	68,700	13,800	16.7%
SIERRA	48	1,540	1,260	290	18.5%
SISKIYOU	53	18,820	14,930	3,890	20.7%
SOLANO	19	211,400	185,800	25,600	12.1%
SONOMA	9	253,000	227,200	25,800	10.2%
STANISLAUS	45	237,100	194,200	42,900	18.1%
SUTTER	56	42,100	32,700	9,400	22.4%
TEHAMA	36	24,690	20,670	4,020	16.3%
TRINITY	52	5,180	4,130	1,050	20.3%
TULARE	45	208,800	171,100	37,700	18.1%
TUOLUMNE	30	25,100	21,440	3,660	14.6%
VENTURA	12	428,500	383,900	44,600	10.4%
YOLO	33	98,300	83,600	14,700	15.0%
YUBA	50	27,400	22,000	5,300	19.5%

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 2010 benchmark and Census 2000 population controls at the state level.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 February 2011 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	659,900	576,900	83,000	12.6%	1.000000	1.000000
Arden Arcade CDP	54,900	48,000	6,900	12.5%	0.083249	0.082638
Carmichael CDP	28,300	25,500	2,800	9.8%	0.044196	0.033389
Citrus Heights city	48,600	44,300	4,300	8.9%	0.076838	0.052031
Elk Grove CDP	34,100	30,600	3,500	10.2%	0.052995	0.042014
Fair Oaks CDP	16,500	15,400	1,100	6.8%	0.026690	0.013634
Florin CDP	12,500	10,000	2,400	19.4%	0.017414	0.029215
Folsom city	26,000	24,500	1,500	5.8%	0.042525	0.018086
Foothill Farms CDP	9,500	7,900	1,600	17.0%	0.013648	0.019477
Galt city	10,700	8,500	2,100	20.1%	0.014787	0.025876
Gold River CDP	4,600	4,500	100	2.5%	0.007807	0.001391
Isleton city	400	400	100	16.5%	0.000606	0.000835
La Riviera CDP	6,700	6,200	500	7.6%	0.010764	0.006121
Laguna CDP	19,700	18,400	1,400	6.9%	0.031834	0.016416
Laguna West Lakeside CDP	5,100	4,700	500	9.0%	0.008082	0.005565
North Highlands CDP	22,100	17,900	4,300	19.3%	0.030952	0.051475
Orangevale CDP	15,300	14,000	1,300	8.6%	0.024229	0.015860
Parkway South Sacramento CD	15,800	12,300	3,400	21.7%	0.021400	0.041180
Rancho Cordova City	30,100	25,700	4,300	14.4%	0.044619	0.052031
Rancho Murieta CDP	2,200	2,100	100	4.2%	0.003619	0.001113
Rio Linda CDP	5,700	4,600	1,100	19.5%	0.007917	0.013356
Rosemont CDP	13,500	12,000	1,400	10.6%	0.020867	0.017251
Sacramento city	210,100	179,200	30,800	14.7%	0.310678	0.371731
Vineyard CDP	5,700	5,300	400	6.5%	0.009185	0.004452
Walnut Grove CDP	500	300	100	29.7%	0.000569	0.001669
Wilton CDP	2,700	2,400	200	8.7%	0.004225	0.002782

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

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

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

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

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

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

ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.