



**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

**KATHY KOSSICK**  
Executive Director

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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, August 4, 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](http://www.seta.net).

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- |    |  |    |
|----|--|----|
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**Youth Services:** None.

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**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, JULY 28, 2011**

ITEM II-A - CONSENT

MINUTES OF THE JULY 7, 2011 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the July 7, 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

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

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

Thursday, July 7, 2011  
10:00 a.m.

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

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors  
Jimmie Yee, Member, Board of Supervisors  
Jay Schenirer, Councilmember, City of Sacramento

Members Absent:

Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative  
Bonnie Pannell, Councilmember, City of Sacramento

Mr. Nottoli stated that Item III-A-3 will be continued to August 4; he requested a motion.

Moved/Yee, second/Schenirer, to move the Approval of New Classifications of Workforce System Analyst and Workforce System Administrator and Related Salary Ranges to the August 4 agenda.

Voice Vote: Unanimous approval.

- Recognition of Long-Term Employee: Ms. Cindy Sherwood-Green presented a 20 year service award to Mr. Mohsen Ghahremani for his outstanding work over the years.

- **Presentation:** Acknowledgement of Staff for Participation in the Volunteer Income Tax Assistance (VITA)/Earned Income Tax Credit (EITC) Project

Mr. Roy Kim stated that this item acknowledges staff that participated in the Volunteer Income Tax Assistance program. For the most recent tax year, the staff prepared a total of 2,121 returns with refunds totaling \$3.8 million. Over the past ten years, the partnerships have prepared 30,000 returns and generated over \$47 million for the community.

Allen Brock, Brigette Sullivan, Chi Cheng, Jennifer Fischer, Josie Werner, Keni Addison, Leticia Lujano, Lisa Flores, Magaly Wilson, Maria Steele, Marsha Mohtes-Chan, Mary Bonanno, Melanie Klinkamon, and Tammi

Kerch. Also recognized was Martee' Atkins for her administrative support for this program.

## **II. Consent Items**

- A. Minutes of the June 2, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Ratify the Submission of the Application for Discretionary Targeted Assistance Grant Funds to Serve Newly Arrived Refugees, PY 2011-2012
- D. Ratify the Submission of a Proposal to the California Employment Development Department for Workforce Investment Act High Concentration of Eligible Youth Funds and Authorize the SETA Executive Director to Execute any Subgrant Agreements, Modifications and any Other Documents Required by the Funding Source
- E. Approval to Ratify the Submission of the Disability Employment Initiative Proposal to Serve Individuals with Disabilities
- F. Approval to Accept WIA 15% Discretionary Funds for Green Innovation Challenge
- G. Approval to Participate in the Jobs Innovation Accelerator Challenge Proposal for the Sacramento Region and Authorize the SETA Executive Director to Execute any Subgrant Agreements, Modifications and any other Documents Required by the Funding Source

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

- A. Approve the June 2, 2011 minutes.
- B. Approve the claims and warrants for the period 5/26/11 through 6/29/11.
- C. Ratify the submission of the application for Discretionary Targeted Assistance Discretionary Grant Funds to serve newly arrived refugees who have been unable to achieve economic self-sufficiency, PY2011-2012.
- D. Ratify the submission of a proposal to the California Employment Development Department for Workforce Investment Act High Concentration of Eligible Youth funds and; authorize the SETA Executive Director to execute any subgrant agreements, modifications and any other documents required by the funding source.
- E. Ratify the submission of the Disability Employment Initiative proposal to the State of California, EDD to improve the educational, training, and employment opportunities and outcomes of individuals with disabilities through the SWCC system.
- F. Accept \$600,000 in Workforce Investment Act 15% Governors Discretionary funds to continue providing green workforce development programs.
- G. Approve SETA's participation in the Sacramento Health Care and Biosciences Jobs and Innovation Accelerator Proposal, and authorize the Executive Director to enter into subgrant agreements, modifications, and any other documents required by the funding source.

Voice Vote: Unanimous approval.

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

1. Approval of Second Revision to the Sacramento Employment and Training Agency 2010-2011 Budget

Mr. Thatch stated that this item can be approved only with 4/5 vote; since only three members are present at the today's meeting, the board cannot take action on this. Mr. Thatch suggested that the board do an intent to approve the motion which will be presented at the August 4 meeting.

Moved/Yee, second/Schenirer, to approve an intent to approve the second revision to the Sacramento Employment and Training Agency 2010-2011 budget. Voice Vote: Unanimous approval.

2. Approval of Tentative Agreement to Labor Contract

Mr. Rod Nishi stated that this item is requesting approval of a tentative agreement with the labor union. The current labor contract that runs through 2013 has a clause that reopens benefit and salary schedules. This is an agreement that the union as voted upon and all three bargaining units have agreed to a one-time \$1,200 payment for employees on the books as of 7/1/11. The Policy Council reviewed and approved this tentative agreement at their June 28 meeting.

Moved/Yee, second/Schenirer, to approve the Tentative Agreement regarding wages and benefits. Voice Vote: Unanimous approval.

3. Approval of 2011-2012 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees

Ms. Kossick stated that this item reflects what was just approved in the previous item but for unrepresented employees.

Moved/Schenirer, second/Yee, to approve the report, and adopt the resolution to authorize the implementation of the proposed 2011-2012 one-time lump sum payment for unrepresented confidential and management employees on the effective date given in the report. Voice Vote: Unanimous approval.



**B. WORKFORCE DEVELOPMENT**

1. Approval to Accept Sacramento County Funds, Approval to Augment South County Services, Inc. for Continuation of Services, and Authorize the Executive Director to Sign any Required Contract, Modification, or Other Documents Required by the Funding Source

Ms. Cindy Sherwood-Green reported that South County Services has been a safety net program for years, working in the southern most portion of the county. Sacramento County has requested SETA to accept \$63,000 in funds to support SCS for up to four months after the receipt of the funds. SETA will retain \$3,000 of the funds for administrative purposes such as monitoring, contracting, and processing fiscal claims, and will augment the existing SCS subcontract for \$60,000 to continue the provision of safety-net services in South Sacramento County through December 31, 2011.

Mr. Nottoli thanked SETA for working with SHRA to make available funds for South County. This is one of the only service providers that provides emergency services in the south county area.

Moved/Yee, second/Schenirer, to approve the acceptance of funds from Sacramento County, approve the augmentation of \$60,000 for South County Services to continue the provision of services in South Sacramento County, and authorize the Executive Director to sign any required contract, modification, or other documents required by the funding source.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

2. Approval to Modify Sacramento City Unified School District - Skills and Business Education Center's Youth Vendor Services Contract

Ms. Marianne Sphar stated that this item requests approval to modify the Sacramento City Unified School District - Skills and Business Education Center's Youth Vendor Services contract. This was evaluated by a team and the modification is reasonable.

Moved/Yee, second/Schenirer, to approve the modification of the Sacramento City Unified School District – Skills and Business Education Center's Youth Vendor Services contract.

Voice Vote: Unanimous approval.

**C. CHILDREN AND FAMILY SERVICES: No items.**

**IV. Information Items**

- A. Fiscal Monitoring Reports: No questions or comments.

- B. Employer Success Stories and Activity Report: Mr. William Walker reported that staff is working on recruiting recently separated veterans for PG & E. So far, 74 veterans have been identified and 25 will be selected to go to class at American River College for Utility Line Workers. This is an enduring relationship that SETA has had with PG & E for years.
- C. Dislocated Worker Update: Mr. Walker reported that SETA has been asked by the Sacramento County of Education to respond to 35 individuals that will be laid off. SETA had a 'jumpstart' program with City of Sacramento Police Department; 48 individuals responded to this program.
- D. Audit Report from the Employment Training Panel: No questions or comments.
- E. Funding for Workforce Investment Act, Title I, Adult/Dislocated Worker SETA-Operated One Stop Career Centers for Program Year 2011-2012: This report is in response to a request by Ms. Scherman for a listing of one stop operators.
- F. Unemployment Update/Press Release from the Employment Development Department: No additional questions or comments.
- G. Head Start Reports: No questions or comments.
- V. **Reports to the Board**
  - A. Chair: No report.
  - B. Executive Director: No report.
  - C. Deputy Directors: Ms. Robin Purdy reported that SETA was notified that the agency received a portion of the DOL National Emergency Grant. The applicant was coordinated with the South Bay WIB in Southern California. SETA's contracted amount will be \$1.8 million for two years.
  - D. Counsel: No report.
  - E. Members of the Board: No report.
  - F. Public: No comments.
- VI. **Adjournment**: The meeting was adjourned at 10:34 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 6/30/11 through 7/28/11, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 6/30/11 through 7/28/11.

STAFF PRESENTER: Roy Kim

## ITEM II-C – CONSENT

### APPROVAL OF ONE-STOP SHARE OF COST AGREEMENT WITH THE COUNTY DEPARTMENT OF HUMAN ASSISTANCE, PY 2011-2012 AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT AND ANY REQUIRED DOCUMENTS PERTAINING TO THE AGREEMENT

#### BACKGROUND:

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

On June 15, 2010, the Sacramento County Board of Supervisors approved a request by DHA to execute an agreement with SETA that would continue DHA's share of cost of the One-Stop System in the amount \$3,700,000 per year, for up to three years, and continue services to CalWORKs recipients through PY 2012-2013.

Under the agreement, SETA will provide over 32,000 self-sufficiency services to over 8,000 CalWORKs/TANF customers per year through the One-Stop Career Center system and through community service and employment projects intended to promote economic stability. The following projects are included in the Agreement:

- Training, support services and incentives to the residents of Mather Community Campus
- Provide services in the rural South County to ensure the continuation of basic emergency services for the underserved Galt and River Delta communities
- Locate and secure community volunteer opportunities for CalWORKs Welfare-to-Work participants through the Bridge Program
- Develop On-the-Job Training (OJT) and Subsidized Employment (SE) opportunities for CalWORKs Welfare-to-Work participants
- Facilitate and host Job Club/Job Search workshops for DHA bureaus in Galt, Rancho Cordova, and North Sacramento.

#### RECOMMENDATION:

Approve the agreement for \$3,700,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers and authorize the Executive Director to sign the agreement and any required documents pertaining to the agreement.

STAFF PRESENTER: Robin Purdy

ITEM III-A – 1 –ACTION

APPROVAL OF RETIREE MEDICAL INSURANCE SUBSIDY AND RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM ADMINISTRATIVE POLICY FOR CALENDAR YEAR 2012

BACKGROUND:

Since 1980, medical and dental insurance premiums for retired annuitants have been subsidized by the Sacramento County Employees Retirement System (SCERS). These were declared not to be vested benefits, with no promise of continuing. SETA, as a Special District of the Sacramento County Employees Retirement System (SCERS) is required to take action for its retirees on the issue of subsidy for health care insurance premiums. This action is independent and separate from the County Board of Supervisors who act on behalf of their retired employees.

SETA has never vested retirees with a health care insurance benefit. Beginning with Fiscal Year 2004-05, SCERS funding was no longer available and SETA began to subsidize health care insurance premiums with SETA funds to assist retirees with the purchase of health and dental insurance. On June 3, 2004 and June 2, 2005, the SETA Governing Board approved funding of the subsidy to SETA retired annuitants for the 2004 and 2005 fiscal years.

On May 4, 2006 the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to new retirees, who, as of January 1, 2007, are SETA/SCERS members that have ten years of SCERS service as of that date. These payments would continue through December 2007.

On October 4, 2007 for calendar year 2008, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to Eligible employees who retire on or before August 31, 2007. The subsidy was eliminated for all participants who retire after August 31, 2007. This would include the continuation of the \$25/month towards retiree – only dental plan premiums.

On October 2, 2008 for calendar year 2009, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to Eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007. This included the continuation of the \$25/month towards retiree – only dental plan premiums.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 1 – ACTION (continued)

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On October 1, 2009 for calendar year 2010, the SETA Governing Board took action to continue paying medical subsidies to current retired employees at a reduced rate and eliminated the dental subsidy. The Board continued to limit future program enrollment to Eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007.

On October 7, 2010 for calendar year 2011, the SETA Governing Board took action to continue paying medical subsidies to current retired employees at a reduced rate and eliminated the dental subsidy. The Board continued to limit future program enrollment to Eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007.

Current subsidy/offset payments are as follows:

<b>Years of SCERS service credit</b>	<b>Amount of subsidy</b>
Less than 10 years	\$72
10 years but <15 years	\$90
15 years but <20 years	\$108
20 years but <25 years	\$126
25 years or more	\$144
Dental coverage	\$0

Three options are presented for your consideration.

- OPTION A: maintain the current subsidy; see table above (\$33,210 for 26 individuals)
- OPTION B: eliminate the medical subsidy to retirees (\$0)
- OPTION C: approve a subsidy at a lesser amount than the table above

Under the proposed 2012 Retiree Medical and Dental Insurance Policy (attached), retirees not receiving a subsidy will still have access to the County's group insurance programs. For many retirees it is their only avenue to purchase quality, affordable medical insurance coverage. While access to coverage will still be available in the 2012 calendar year, there can be no guarantees for the future, especially for the individuals who retire without being eligible for Medicare (generally those between the ages of 50 and 65).

RECOMMENDATION:

Staff is recommending that the Board take action to approve Option A for the next calendar year and approve the Retiree Medical and Dental Insurance Program Administrative Policy, effective January 1, 2012.

STAFF PRESENTER: Rod Nishi

**RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM**  
**ADMINISTRATIVE POLICY**  
**Effective January 1, 2012**  
**Through December 31, 2012**

**I. INTRODUCTION**

This policy sets forth the guidelines for the administration of the Retiree Medical and Dental Insurance Program. The program includes medical insurance and dental insurance, and subsidy/offset payments as authorized by the Governing Board of the Sacramento Employment and Training Agency (SETA) for calendar year 2012. This policy constitutes a component of the SETA's Plan for Retiree Medical and Dental Insurance and is effective only for the calendar year 2012.

**II. DISCLOSURE**

This policy is effective solely for the calendar year 2012. It does not create any contractual, regulatory, or other vested entitlement to present or future retirees, their spouses, registered domestic partners, or dependents for medical and/or dental benefits, or subsidy/offset payments at any particular level, or at all.

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

**III. MEDICAL INSURANCE COVERAGE**

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

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

#### **IV. DENTAL COVERAGE**

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

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

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

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

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

#### **V. ELIGIBILITY TO PURCHASE MEDICAL AND/OR DENTAL COVERAGE**

Annuitants as defined in Section XIV are eligible to enroll in a retiree medical and/or dental insurance plan for 2012.



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

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

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

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

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

## **VI. DEPENDENT ELIGIBILITY**

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

## **VII. ELECTION PERIOD**

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

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

## **VIII. EFFECTIVE DATE OF COVERAGE**

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

Upon retirement:

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

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

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

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

Upon the occurrence of a Qualified Status Change Event:

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

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

**IX. ELIGIBILITY FOR SUBSIDY/OFFSET PAYMENTS**

The Annuitants eligible to receive a SETA paid medical or dental insurance offset payment during calendar year 2012 retired for any reason on or before August 31, 2007

**X. AMOUNT OF SUBSIDY/OFFSET PAYMENT**

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

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

The amount of subsidy/offset payment, if any, payable on account of enrollment in a County sponsored retiree medical and/or dental insurance plan, shall be established within the sole discretion of the SETA Governing Board. For calendar year 2012, the amount of subsidy/offset payments are as follows:

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

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

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

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

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

## **XII. PREMIUM BALANCE PAYABLE**

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

## **XIII. WAIVER OF COVERAGE**

An Annuitant may waive medical coverage under the Retiree Health Insurance Program at any time by withdrawing from coverage and signing a "Waiver of Coverage" form. Any subsidy/offset payment will end if coverage is waived. Annuitants who waive medical coverage in this manner during 2011, who have previously waived medical coverage, or who are deemed to have waived medical coverage for any reason (except for non-payment of premium as set forth in Section XII above), shall be permitted to enroll in County sponsored retiree medical coverage within 30 days of a Qualified Status Change Event or during

any enrollment period specified in the sole discretion of the County, subject to all terms and conditions set forth in this policy (including proof of continuous coverage as described in Section VII), provided such coverage is being offered to similarly situated Annuitants by the County at the time coverage under the re-enrollment request is to become effective. Similarly, eligibility for a subsidy/offset payment shall be restored provided that the SETA is providing subsidy/offset payments to similarly situated Annuitants at the time of the re-enrollment request.

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

#### **XIV. DEFINITIONS**

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

**Beneficiary** is an individual named as a beneficiary receiving a monthly retirement allowance as a result of the death of a Retiree. For purposes of this policy, a beneficiary is a spouse or a registered domestic partner or minor child.

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

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

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

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

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

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

ITEM III-A – 2 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FINAL READING AND APPROVAL  
OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY BUDGET FOR  
FISCAL YEAR 2011-2012**

**BACKGROUND:**

In June 2011 the Board took action to open a public hearing on the 2011-2012 proposed agency budget. At that time, the public hearing was scheduled to close August 4, 2011.

The final budget for the fiscal year 2011-2012 will be sent under separate cover. Staff will be available to answer questions. The final approved budget will also be submitted to the County and City for approval.

**RECOMMENDATION:**

Hear testimony, close the public hearing and approve the SETA budget for 2011-2012.

**STAFF PRESENTER:** Roy Kim

**RESOLUTION NO. 2011-7**

**APPROVAL OF FISCAL YEAR 2011-2012 SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA) BUDGET**

**WHEREAS**, all necessary estimates of revenues, expenditures and reserves for the 2011-2012 Fiscal Year were prepared and filed, the proposed budget was adopted and printed, and hearings thereon were noticed and held as required by Chapter 1 of Division 3, Title 2 of the Government Code (29,000 et. seq.), and

**WHEREAS**, all proceedings required by law have been duly had and regularly taken concerning the adoption of the final budget for the Sacramento Employment and Training Agency for the Fiscal Year commencing July 1, 2011 and ending June 30, 2012,

**NOW, THEREFORE, IT IS RESOLVED AND ORDERED**, that amounts set forth in the attached SCHEDULES for expenditures, revenues, reserves and interfund transfers are the adopted final budget for the Sacramento Employment and Training Agency for the Fiscal Year 2011-2012.

**BE IT FURTHER RESOLVED AND ORDERED**, that the Auditor-Controller be hereby authorized and directed to transfer funds and adjust the reserve accounts in the amounts as shown in the budget adopted herewith.

It is recommended that the Sacramento Employment and Training Agency Governing Board approve the Fiscal Year 2011-2012 budget for the Sacramento Employment and Training Agency.



On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board, this 4th day of August, 2011 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
Chair of the SETA Governing Board

ATTEST: \_\_\_\_\_  
Clerk of the SETA Governing Board

ITEM III-A – 3 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF NEW CLASSIFICATIONS OF WORKFORCE SYSTEM ANALYST AND WORKFORCE SYSTEM ADMINISTRATOR AND RELATED SALARY RANGES**

**BACKGROUND:**

In October, 2010 SETA implemented a new web based system that provides services to job seekers and employers. This new system, referred to as SacWorks (jobs.sacworks.org) includes:

- Client skill profiling,
- Electronic resume creation and publication,
- Job matching (posted jobs to customer skills),
- Automatic job match notifications, employer job postings, employer candidate identification,
- Nightly job "spidering" (crawling the web looking for new job postings),
- Client tracking of services, activities, and outcomes, and
- Reporting capabilities

This system is truly a virtual customer system allowing job seekers and employers to search for jobs and candidates from their home or place of business.

This system requires dedicated resources to set-up and oversee the process. SETA staff and business partners must be properly enabled in the system, grants and programs must be properly set-up, usage processes and procedures need to be defined, staff and clients must be trained, data input errors need to be corrected and new system enhancements must be reviewed and tested. In addition, this system presents a new environment from which reporting is developed. SETA employment coaches utilize this new system for case notes and development of an individual employment plan.

The System Administrator and System Analyst job specifications define the skills, interests, and abilities for the position and the required responsibilities and activities of the classification. These positions will report directly to the Information Technology Department, Chief with functional responsibility to the Deputy Director, Workforce Development.

**STAFF PRESENTER:** Rod Nishi

The Agency and the Union have met and come to agreement. The Workforce System Analyst position would be placed in the Clerical, Technical and Analytical bargaining unit. The Workforce System Administrator would be placed in the Supervisory bargaining unit.

**Workforce System Analyst**

<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
\$22.43	\$23.56	\$24.75	\$25.67	\$27.27

**Workforce System Administrator**

<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
\$25.64	\$26.93	\$28.28	\$29.68	\$31.17

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and adopt the modification to the Agency classification plan to approve the new job classification for the Workforce System Analyst and Workforce System Administrator and the related salary ranges.

STAFF PRESENTER: Rod Nishi

## WORKFORCE SYSTEM ANALYST

### **ORGANIZATIONAL RESPONSIBILITY**

A Workforce System Analyst is responsible to the Information Technology Department Chief, the Deputy Director Workforce Development, or designee.

### **DEFINITION**

Under general direction, the Workforce System Analyst supports the SacWorks System, system users (Staff and partners), and is responsible for meeting the system's reporting requirements.

### **DISTINGUISHING CHARACTERISTICS**

The incumbent assists with the oversight function with regard to the use and operation of the SacWorks System and the training on its use with multiple agencies, including subgrantees, workforce development, education, economic development partners, and government agencies.

### **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. Effectively use computer software, general applications and software;
2. Function as the primary point of contact for SacWorks questions and problems (Help Desk Functions);
3. Ensure accurate and timely transfer of SacWorks data to the California State System;
4. Monitor system operation and performance statistics. Report any anomalies to management;
5. Provide a wide variety of technical assistance to staff, partners and program providers;
6. Assist with the usage of the SacWorks system by staff and partners;
7. Prepare, test and distribute "desk procedures" for staff reference;
8. Maintain all system parameters. Update as necessary;
9. Assist testing of SacWorks functionality and coordinate resolution of problems with the vendor;
10. Analyze staff reporting needs and requirements. Work with IT staff to prepare report specifications;
11. Run reports on an as needed, scheduled or ad-hoc basis;
12. Analyze performance statistics and data for compliance with performance measures and make recommendations to management;
13. Assist with training of staff and partners on the use of the SacWorks system.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Basic knowledge of workforce development programs, functions, and procedures;
- Experience with the use of Microsoft Windows based personal computers, word processing and spreadsheet software;
- Geographic Solutions VOS system is highly desirable;
- Experience with the use of the State of California's automated tracking system.

## **ABILITIES**

### **Ability to:**

- Develop and prepare a variety of reports;
- Assist with developing and conducting informational workshops;
- Effectively represent SETA's workforce development functions;
- Establish and maintain cooperative working relationships;
- Assist with SETA long range planning efforts;
- Assist with the mentoring and training of assigned personnel;
- Present board items and project plans to SETA management and boards.

## **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. Two (2) years of broad and extensive work experience with Workforce tracking and management systems.

## **PHYSICAL DEMANDS/QUALIFICATIONS**

### **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.

**WORKFORCE SYSTEM ADMINISTRATOR**

**ORGANIZATIONAL RESPONSIBILITY**

The Workforce System Administrator is responsible to the Information Technology Department Chief, the Deputy Director Workforce Development or designee.

**DEFINITION**

Under general direction, the Workforce System Administrator oversees, coordinates, and supervises the general administration of the SacWorks System.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification which has responsibility for multiple functions, staff and computer program utilization and operation. Incumbent has a high degree of delegated authority and considerable interaction with workforce staff, career center staff and partner agencies. The incumbent supervises and oversees the use and operation of the SacWorks System and coordinates its use with multiple agencies, including subgrantees, workforce development, education, economic development partners, and government agencies.

**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, organizes, assigns and supervises the work of assigned staff;
2. Directs and coordinates multiple analytical functions and/or activities;
3. Oversees the usage of the SacWorks System by staff and partners;
4. Assesses and prioritizes needs according to plans and guidelines;
5. Provides a wide variety of technical assistance to staff, partners and program providers;
6. Prepares and presents training to staff and partners for all aspects of the system. Trains staff trainers and assists with their training;
7. Prepares, tests and distributes "desk procedures" for staff reference;
8. Determines, sets-up and maintains all system parameters. Ensures parameters support accurate reporting;
9. Ensures a timely and accurate transfer of SacWorks data to the California State system;
10. Oversees testing of SacWorks functionality and coordinates resolution of problems with the vendor;
11. Reviews vendor upgrades and enhancements for consistency with SETA's operational processes and procedures;
12. Analyzes staff reporting requirements and works with IT staff to prepare report specifications;
13. Oversees and supervises the functions of the Workforce System Analyst;
14. Coordinates, supervises and monitors the customer tracking and reporting system with other SETA departments to ensure reporting and accountability for department programs;
15. Supervises, trains and evaluates staff;
16. Oversees WIA, WIA discretionary and non-WIA grant set-up in the system;
17. Provides back-up support for the SacWorks Help Desk;
18. Prepares reports;
19. Analyzes system operational and performance statistics.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles of organization and management;
- Principles of staff development and training;
- Principles of supervision and effective personnel practices;
- Comprehensive knowledge of SETA funded employment and training programs, functions and procedures;
- Rules and regulations affecting the use of grants and enrollments;
- Experience with the use of Microsoft Windows based personal computers, word processing and spreadsheet software;
- Geographic Solutions VOS system experience is highly desirable.

### **Ability to:**

- Plan, organize and supervise the work of subordinate staff;
- Analyze situations accurately and adopt an effective course of action;
- Develop clear and comprehensive procedures;
- Establish and maintain cooperative working relationships with other department/program heads and/or frontline staff from public and private agencies;
- Communicate clearly and concisely, both orally and in writing,
- Organize, manage and control workflow, and prioritize, organize and schedule work assignments/projects and meet deadlines;
- Assist with SETA long range planning.

**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. Four (4) years of broad and extensive work experience with Workforce tracking and management systems including one (1) year in a supervisory/administrative capacity.

## **PHYSICAL DEMANDS QUALIFICATIONS**

### **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.



ITEM III-A – 4 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF CLASSIFICATIONS OF CHILDREN AND FAMILY SERVICES EDUCATION PROGRAM OFFICER, CHILDREN AND FAMILY SERVICES SUPPORT SERVICES PROGRAM OFFICER, CHILDREN AND FAMILY SERVICES ADMINISTRATIVE PROGRAM OFFICER, WORKFORCE DEVELOPMENT ANALYTICAL PROGRAM OFFICER, WORKFORCE DEVELOPMENT OPERATIONAL PROGRAM OFFICER, AND THE RELATED SALARY RANGES**

**BACKGROUND:**

The Agency Executive Director is proposing the establishment of five new classifications. The work to be assigned to these classifications was previously assigned to the Program Officer classification. The specification language of the Program Officer classification does not sufficiently focus upon the duties and responsibilities needed in the Agency. The proposed new classifications have more narrowly drawn specifications that will allow selection criteria to be specific to the referenced work and provide for a more efficient selection and appointment process.

**CHILDREN AND FAMILY SERVICES EDUCATION PROGRAM OFFICER**

The establishment of the CFS Education Program Officer is in response to new federal regulations for Head Start:

*CFR TITLE 42 > CHAPTER 105 > SUBCHAPTER II > § 9843a*

*.Staff qualifications and development*

(B) Additional staff

*The Secretary shall ensure that, not later than September 30, 2013, all—*

*(i) Head Start education coordinators, including those that serve as curriculum specialists, nationwide in center-based programs—*

*(I) have the capacity to offer assistance to other teachers in the implementation and adaptation of curricula to the group and individual needs of children in a Head Start classroom; and*

*(II) Have—*

*(aa) a baccalaureate or advanced degree in early childhood education; or*

*(bb) a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children;*

Four of the seven Program Officers assigned to the Children and Family Services Department serve as the education coordinators for the SETA Operated Program. They must have BA degrees in accordance with the mandate outlined above. The work of these Program Officers is specialized and the Agency cannot effectively recruit for candidates in the current general Program Officer specification.

**STAFF PRESENTER:** Rod Nishi

### **CHILDREN AND FAMILY SERVICES SUPPORT SERVICES PROGRAM OFFICER**

Two of the seven CFS Program Officer positions are assigned to provide supervision, coordination, and oversight for the Family Services Workers (FSW) and the functions they perform. This includes the provision of non-educational direct services and support services to children and families in Head Start programs. The incumbents are expected to be highly knowledgeable of CFS policies, social service principles and general Head Start operations. Recruiting with the current general Program Officer specification is difficult and this new classification will assist with successful recruitment.

### **CHILDREN AND FAMILY SERVICES ADMINISTRATIVE PROGRAM OFFICER**

This CFS position is assigned to coordinate the development and oversee the administration of the Head Start and Early Head Start Basic Grant. This work requires broad and extensive work experience in the development and administration of social service/child development, and training in Grant Administration.

### **WORKFORCE DEVELOPMENT ANALYTICAL PROGRAM OFFICER**

The proposed Workforce Development Analytical Program Officer will oversee, coordinate, and supervise the general administration of assigned multiple or highly impactful analytical functions. This Program Officer may be responsible: for units staffed primarily by either Workforce Development Analysts or Workforce Development Professionals. The proposed Program Officer may be responsible for programs or activities involving multiple sites or multiple analytical functions; or the establishment and administration of tracking and reporting systems. The proposed classification requires broad and extensive work experience in the development and administration of workforce development programs. The classification is for a seasoned workforce development administrator and not a generalist, which is the concept of the existing Program Officer classification.

### **WORKFORCE DEVELOPMENT OPERATIONAL PROGRAM OFFICER**

The Workforce Development Operational Program Officer will direct and coordinate integrated service delivery systems, supervise and oversee a highly impactful Career Center site or multiple Career Center sites. The central purpose

STAFF PRESENTER: Rod Nishi

of this Program Officer classification is to supervise the line work of an impactful Career Center for the Workforce Development Department. This is specialized work which requires a specialize classification to describe it.

These positions would be placed in the Supervisory bargaining unit.

**PROPOSED PAY RANGE**

<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
\$25.64	\$26.93	\$28.28	\$29.68	\$31.17

The Agency and the Union met and came to agreement on this item. The Head Start Policy Council approved this item on July 26, 2011.

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and adopt the modification to the Agency classification plan to approve the classifications of Children and Family Services Education Program Officer, Children and Family Services Support Services Program Officer, Children and Family Services Administrative Program Officer, Workforce Development Analytical Program Officer, Workforce Development Operational Program Officer and the related salary ranges.

STAFF PRESENTER: Rod Nishi

**CFS EDUCATION PROGRAM OFFICER****ORGANIZATIONAL RESPONSIBILITY**

The CFS Education Program Officer is responsible to the Deputy Director, Children and Family Services (CFS) or designee and is assigned to oversee multiple Child Development Centers and affiliated programs.

**DEFINITION**

Under the direction of the CFS Deputy Director or designee, plans, directs and coordinates integrated service delivery systems of multiple child development centers serving infants, toddlers, and preschoolers operated by the Sacramento Employment and Training Agency.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification assigned to provide oversight with reference to the education, special education, outreach, social service, health and related components of child development centers operated by the Sacramento Employment and Training Agency. The incumbent oversees the operation of multiple centers and has a high degree of delegated authority and considerable discretion in the interpretation of operating procedures and policies, requiring independent responsibility and judgment. The incumbent supervises and oversees multiple functions and/or employees of various classifications.

**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 the education program including curriculum and instruction activities for multiple child development centers;
2. Assures that developed or selected curriculum is applied consistently;
3. Supervises multiple child development centers;
4. Develops, writes and implements procedures;
5. Trains, supervises and evaluates staff and their work;
6. Holds individual conferences with staff to discuss specific problems, goals, and objectives;
7. Coordinates development of policy directives to provide guidance to staff;
8. Oversees the delivery of comprehensive service programs including: parent involvement, mental health, facilities, disabilities, and Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA);
9. Plans and develops methods, procedures, staffing, work plan and schedules for individual centers;
10. Prepares and reviews written and statistical reports and prepares correspondence;
11. Serves as agency representative in various roles in the child development field;
12. Reviews reports and records of activities and staff to ensure that program standards and objectives are being met;
13. Modifies or changes methodology as needed to meet program standards;
14. Makes recommendations to the CFS Management, Deputy Director or designee regarding employment, personnel policies and personnel actions;
15. Assists CFS Management, Deputy Director or designee in providing continuity and accountability for program or department services;

16. Controls center expenditures according to budget parameters;
17. Disseminates information from the SETA central office to centers;
18. Insures activities within assigned sites are operated in accordance with state and federal standards and regulations;
19. Develops long- and short-range plans to maintain continuous adherence to Head Start performance standards;
20. Participates in weekly leadership meetings with CFS management;
21. Oversees the preparation of new centers for licensing and maintains licensing requirements of existing centers;
22. Provides guidance to staff in the area of professional development;
23. Facilitates regular monthly supervisor meetings/trainings;
24. Works as a team member to support the functions and operations of the Agency;
25. Performs a wide range of general administrative duties; reviews and approves expenditures, reports and documentation.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

- Child development programs and functions;
- Current issues in early care and education programs and applicable regulations and legislative issues;
- Community resources;
- Basic knowledge of health issues and communicable diseases;
- Needs of infant, toddler, pre-school and school age children;
- Issues and needs of low-income families;
- Staff development and training;
- Principles of supervision;
- Some word processing and spreadsheet software.

AND

#### Ability to:

- Supervise the work of subordinate staff;
- Evaluate the quality and quantity of Head Start services;
- Oversee the activities at child development centers operated by SETA;
- Communicate effectively with staff, agency, business representatives, and general public;
- Work effectively with low-income families and parent groups;
- Analyze situations accurately and adopt an effective course of action;
- Develop clear and comprehensive procedures;
- Conceptualize, develop, organize, and implement projects and curriculum;
- Organize, manage and control workflow, and prioritize, organize and schedule work assignments/projects and meet deadlines;
- Communicate clearly and concisely, both orally and in writing;
- Insure that centers are in compliance with: Head Start regulations and standards, California State Department of Education and California State Community Care Licensing regulations;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;

- Establish and maintain cooperative working relationships with other department/program heads and/or frontline staff from public and private agencies;
- Evaluate appropriate placement for children;
- Observe classroom staff and provide constructive feedback;
- Evaluate classroom environments and make appropriate recommendations for classroom management.

**EDUCATION**

I. Bachelor’s or advanced degree in early childhood education;

OR

II. Possession of a Bachelor’s or advanced degree in any field related to child development and possession of a Child Development Site Supervisor Permit or higher as verified by the State of California Commission on Teacher Credentialing.

AND

**Experience**

At least six (6) years of successful teaching experience as a teacher in a day care or child development program, including 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**

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.

**CFS SUPPORT SERVICES PROGRAM OFFICER**

**ORGANIZATIONAL RESPONSIBILITY**

The CFS Support Services Program Officer is responsible to the Deputy Director, Children and Family Services (CFS) or designee, and is assigned to provide direct services and support services for children and families.

**DEFINITION**

Under the direction of the CFS Deputy Director or designee, the CFS Support Services Program Officer directs and coordinates integrated service delivery systems, supervises and oversees a highly impactful child development center or multiple centers, programs and employees of various classifications and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification assigned to provide supervision, coordination and oversight for the provision of direct services and support services to children and families in the Head Start program operated by the Sacramento Employment and Training Agency (SETA). This specialized classification has responsibility for multiple functions, programs, and/or centers within a unit of the CFS Department. The incumbent has a high degree of delegated authority and considerable discretion in the interpretation of operating procedures and policies, requiring independent responsibility and judgment. The incumbent supervises and oversees multiple centers and/or programs and employees of various classifications.

**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. Supervises employees at various classifications that provide social services to parents and children;
2. Plans, organizes, assigns and supervises the work of assigned staff;
3. Directs and coordinates program activities at multiple centers;
4. Develops, writes and implements procedures;
5. Supervises the implementation of CFS programs and writes policy directives to provide guidance to staff;
6. Coordinates, supervises and monitors the recruitment and enrollment of prospective families for programs;
7. Holds individual conferences with staff to discuss specific problems, goals and objectives;
8. Prepares and reviews written and statistical reports and prepares correspondence;
9. Serves as an agency representative to public and private agencies to develop resources which fit specific program needs;
10. Plans and develops methods, procedures, staffing, work plans and schedules for implementing program activities; directs and coordinates program activities;
11. Reviews reports and records of activities and staff to ensure that progress is being made toward specific program objectives;
12. Modifies or changes methodology as required to redirect activities and attain objectives;
13. Controls expenditures according to budget parameters;



14. Supervises, trains, and evaluates staff;
15. Makes recommendations to the CFS management, Deputy Director or designee regarding employment, personnel policies and personnel actions;
16. Assists CFS management, Deputy Director or designee in providing continuity and accountability for program or department services;
17. Interprets rules and regulations and develops policies and procedures to ensure programs meet federal, state, and local guidelines;
18. Interprets Head Start Performance Standards, policies, rules and regulations to assigned staff;
19. Performs a wide range of general administrative duties; reviews and approves expenditures, reports and documentation;
20. Conducts monthly staff meetings and professional development training for staff;
21. Attends state and general childcare meetings with Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Coordinator to ensure all requirements are accurate and met successfully;
22. Coordinates the development and processing of monthly and annual reports;
23. Develops and maintains various record keeping systems.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of social service and child development programs;
- Principles of organization and management;
- Principles of effective personnel practices;
- Principles of staff development and training;
- Principles of supervision;
- Problems and needs of low-income families;
- Basic knowledge of health problems and communicable diseases;
- Social, financial and employment services offered by public and private agencies and other community resources;
- Some word processing and spreadsheet software.

AND

### **Ability to:**

- Plan, organize and supervise the work of subordinate staff;
- Organize, manage and control workflow;
- Evaluate the quality and quantity of staff and unit production;
- Prioritize, organize and schedule work assignments/projects and meet deadlines;
- Demonstrate strong verbal, written, analytical, presentation and interpersonal skills;
- Supervise professional and technical staff;
- Read and interpret complex regulations and statistical reports;
- Analyze situations accurately and adopt an effective course of action;
- Develop clear and comprehensive procedures;
- Oversee parent activities (set up by FSW) at centers operated by SETA;
- Establish and maintain effective working relationships with other department/program heads and/or frontline staff from public and private agencies;
- Communicate clearly and concisely, both orally and in writing;

- Communicate effectively with staff, agencies, business representatives and general public;
- Develop, organize, implement and review: plans, reports, budgets, meetings, workshops, etc.;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Manage and oversee multiple functions of work and several different classifications of employment;
- Interpret and apply rules, policies and regulations with good judgment in a variety of situations;
- Coordinate collaborative partners in the development of grant applications and implementation of programs;

AND

**Training and Experience:** Bachelor's or advanced degree in social services, child development, human development, mental health, psychology, or a closely related field and three (3) years of broad and extensive work experience in the development and administration of social service/child development programs, including at least two (2) years in a supervisory/administrative capacity;

OR

Six (6) years of broad and extensive work experience in the development and administration of social service/child development programs, including at least two (2) years in a supervisory/administrative capacity.

**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**

**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.
  - Lead educational activities for parents.
2. Sufficient Hearing to:
  - Understand conversation in person or on the phone.
  - Engage in conversations with parent and staff.
3. Sufficient Vision to:
  - Operate a personal computer.
  - Observe the environment for health and safety.
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.

**CFS ADMINISTRATIVE PROGRAM OFFICER**

**ORGANIZATIONAL RESPONSIBILITY**

The CFS Administrative Program Officer is responsible to the Deputy Director, Children and Family Services (CFS) or designee to assist in the overall design and administration of high quality child development programs.

**DEFINITION**

Under the direction of the CFS Deputy Director or designee, provides intensive training, technical assistance and support to SETA's delegate agencies in the areas of grant development, program design and management, and program implementation; supervises employees in the monitoring of compliance with performance standards; coordinates the development and submission of annual grant applications for new and continued funding; and performs other duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification which has responsibility for multiple, complex administrative functions and projects, and/or staff within the Children and Family Services Department. The incumbent must have a strong foundation of program design, program implementation, evaluation processes, and technical/analytical skills. The incumbent has a high degree of delegated authority and considerable discretion in the interpretation of operating procedures and policies, requiring independent responsibility and judgment. The incumbent supervises and oversees multiple functions and/or employees of various classifications.

**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 the development and administration of the Head Start/Early Head Start program, including state and federal grants;
2. Supervises staff engaged in monitoring and quality assurance activities;
3. Plans and develops methods, procedures, staffing, work plan and schedules for implementing program activities;
4. Serves as liaison with SETA contracts unit and delegate agency staff;
5. Directs and coordinates program activities;
6. Researches grant opportunities and writes grant applications;
7. Supervises personnel responsible for various program functions;
8. Assigns individual responsibilities for functions of service delivery program;
9. Reviews reports and records of activities and staff to ensure that progress is being made toward specific program objectives;
10. Evaluates and changes methodology as required to redirect activities and attain objectives;
11. Prepares program progress reports;
12. Controls expenditures according to budget parameters;
13. Supervises, trains and evaluates staff;
14. Makes recommendations to the Deputy Director or designee regarding employment, personnel policies and personnel actions;

15. Interprets rules and regulations and develops systems, policies and procedures to ensure programs meet federal, state and local guidelines;
16. Partners with community agencies to develop projects that support program requirements, goals, and objectives;
17. Serves as liaison between delegate agencies and the Administration for Children and Families;
18. Plans and coordinates training events and other meetings;
19. Provides technical assistance for program compliance and improvement;
20. Performs data analysis, data synthesis and technical report writing;
21. Coordinates development and implementation of annual Self Assessment;
22. Develops and writes extensive, county-wide Community Assessment;
23. Analyzes internal and external data to develop conclusions regarding community needs;
24. Facilitates delegate agency and community partner contract amendments;
25. Provides technical assistance to delegate agency staff regarding grant development, program approach changes, budget amendments, and program goals;
26. Works with fiscal staff regarding delegate fiscal issues.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Federal funding requirements such as the Request for Proposals (RFP) process, grant awards, fiscal/program monitoring and performance outcomes;
- Principles of grant writing, grant/contract management, and budgets;
- Principles of community collaboration;
- Principles of organization and management;
- Principles of staff development and training;
- Principles of supervision;
- Problems and needs of low-income families;
- Some word processing and spreadsheet software;
- Head Start programs and functions.

AND

#### **Ability to:**

- Review grant applications for accuracy and adherence to performance standards;
- Analyze data, summarize information, and make recommendations;
- Apply critical thinking skills to a variety of situations;
- Communicate professionally with management and staff at community agencies;
- Build consensus and facilitate meetings;
- Understand and execute the unique responsibilities of working with delegate agency management and staff as part of Grantee staff;
- Prepare grant applications, technical reports and Board items.
- Organize, manage and control workflow;
- Prioritize, organize and schedule work assignments/projects and meet deadlines;
- Demonstrate strong verbal, written, analytical, presentation and interpersonal skills;
- Supervise professional and technical staff;
- Establish and maintain effective working relationship;
- Manage and oversee multiple functions of work and several different classifications of employment;

- Interpret and apply rules, policies and regulations with good judgment in a variety of situations;
- Coordinate collaborative partners in the development of grant applications and implementation of programs;

AND

**Training and Experience:** Bachelor's or advanced degree in public administration, business management, social services, child development, or a closely related field and three (3) years broad and extensive work experience in the development and administration of social service/child development programs, including at least two (2) years in a supervisory/administrative capacity

OR

Six (6) years broad and extensive work experience in the development and administration of social service/child development programs, including at least two (2) years in a supervisory/administrative capacity.

### **PHYSICAL DEMANDS/QUALIFICATIONS**

#### **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.

**WORKFORCE DEVELOPMENT ANALYTICAL PROGRAM OFFICER**

**ORGANIZATIONAL RESPONSIBILITY**

The Workforce Development Analytical Program Officer is responsible to the Deputy Director, a Workforce Development Manager, or designee.

**DEFINITION**

Under general direction, the Workforce Development Analytical Program Officer oversees, coordinates, and supervises the general administration of assigned multiple or highly impactful analytical functions, programs and/or activities;

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification which has responsibility for multiple functions, staff and programs within the Workforce Development Department. The incumbent has a high degree of delegated authority and considerable discretion in the interpretation of regulations and policy guidance from funding sources, in the development of operating procedures, directives and policies, requiring independent responsibility and judgment. The incumbent supervises and oversees multiple programs and functions and coordinates work with multiple agencies, including subgrantees, workforce development, education, economic development partners, government agencies, and funding sources.

**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, organizes, assigns and supervises the work of assigned staff;
2. Directs and coordinates multiple analytical functions and/or activities;
3. Develops, writes and submits grant proposals, planning documents, contract documents, monitoring tools, and program reports;
4. Coordinates development of policy directives to provide guidance to staff;
5. Coordinates, supervises and monitors the customer tracking and reporting system with other SETA departments to ensure reporting and accountability for department programs;
6. Prepares and reviews written and statistical reports and prepares correspondence;
7. Serves as agency representative to public and private agencies to develop resources which fit specific program needs;
8. Plans and develops methods, procedures, staffing, work plan and schedules for implementing program activities; directs and coordinates program activities;
9. Reviews reports and records of activities and staff to ensure that progress is being made toward specific program objectives;
10. Modifies or changes methodology as required to redirect activities and attain objectives; prepares program progress report;
11. Controls expenditures according to budget parameters;
12. Supervises, trains and evaluates staff;
13. Makes recommendations to the Workforce Development Management, Deputy Director or designee regarding employment, personnel policies and personnel actions;
14. Assists Workforce Development Manager, Deputy Director or designee in providing continuity and accountability for program or department services;

15. Interprets laws, rules, and regulations governing assigned program areas and develops systems, policies and procedures for programs which meet federal, state and local guidelines;
16. Interprets Federal, State and local workforce development program policies, rules and regulations to assigned staff;
17. Develops long-range plans to maintain continuous programs;
18. Performs a wide range of general administrative duties; reviews and approves expenditures, reports and documentation.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Principles of organization and management;
- Principles of staff development and training;
- Principles of supervision and effective personnel practices;
- Local Job Market;
- U.S. Government and State of California occupational guidance aids such as the Dictionary of Occupational Titles;
- Occupational clusters including job duties and minimum qualifications;
- Social, financial and employment services offered by public and private agencies and other community resources.

#### **Ability to:**

- Plan, organize and supervise the work of subordinate staff;
- Evaluate the quality and quantity of staff and unit production;
- Read and interpret complex regulations and statistical reports;
- Oversee the implementation of principles and practices of technical writing, grant writing, contract negotiations, monitoring and evaluation, and labor market research and analysis;
- Collaborate with partner agencies working to submit proposals and plans for workforce development programs;
- Analyze situations accurately and adopt an effective course of action;
- Develop clear and comprehensive procedures;
- Establish and maintain cooperative working relationships with other department/program heads and/or frontline staff from public and private agencies;
- Communicate clearly and concisely, both orally and in writing,
- Organize, manage and control workflow, and prioritize, organize and schedule work assignments/projects and meet deadlines.

### **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 the knowledge and abilities would be:

- I. Six (6) years of broad and extensive work experience in the development and administration of workforce development programs, of which at least two (2) years were in a supervisory/administrative capacity;
- II. Or advanced educational training in Social Work, Business Administration, Law, Career Development, or a closely related field.



## **PHYSICAL DEMANDS/QUALIFICATIONS**

### **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.

## **Allocation Standards**

1. Supervises multiple staff and programs;
2. Contributes to increasing department's external funding by developing and maintaining relationships with or grants from external agencies;
3. Manages the relationships with third party vendors;
4. Works with advisory groups to plan and evaluate programs;
5. Supervises and conducts community outreach efforts to recruit new partners;
6. Supervises support functions through subordinate first-line supervisors and other lead-workers in a complex, multi-level organizational structure;
7. Responsible for administering a program rather than supervising a unit;
8. Acts as agency's representative. Ensures department – wide representative adherence to a specific set of SETA compliance policies and guidelines.

**WORKFORCE DEVELOPMENT OPERATIONAL PROGRAM OFFICER**

**ORGANIZATIONAL RESPONSIBILITY**

The Workforce Development Operational Program Officer is responsible to the Deputy Director, a Workforce Development Manager, or designee.

**DEFINITION**

Under general direction, the Workforce Development Operational Program Officer, directs and coordinates integrated service delivery systems, supervises and oversees multiple sites, a highly impactful site and/or programs and employees of various classifications and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification which has responsibility for multiple functions, programs, and/or sites and/or a highly impactful site within a unit of the Workforce Development Department. The incumbent has a high degree of delegated authority and considerable discretion in the interpretation of operating procedures and policies, requiring independent responsibility and judgment. The incumbent supervises and oversees multiple sites and/or programs and employees of various classifications.

**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. Supervises multiple programs and/or projects, and staff from a variety of classifications and agencies;
2. Plans, organizes, assigns and supervises the work of assigned staff;
3. Directs and coordinates program activities at multiple sites or a highly impactful site;
4. Develops, writes and implements procedures;
5. Supervises the implementation of workforce development programs and writes policy directives to provide guidance to staff;
6. Coordinates, supervises and monitors the recruitment and enrollment of prospective participants for the program; evaluates and assesses customer's program participation;
7. Holds individual conferences with staff to discuss specific problems, goals, and objectives;
8. Reviews agreements for correctness and compliance with program directives;
9. Prepares and reviews written and statistical reports and prepares correspondence;
10. Serves as agency representative to public and private agencies to develop resources which fit specific program needs;
11. Plans and develops methods, procedures, staffing, work plan and schedules for implementing program activities; directs and coordinates program activities;
12. Reviews reports and records of activities and staff to ensure that progress is being made toward specific program objectives;
13. Modifies or changes methodology as required to redirect activities and attain objectives; prepares program progress reports;
14. Controls expenditures according to budget parameters;
15. Supervises, trains and evaluates staff;
16. Makes recommendations to the Workforce Development Manager, Deputy Director or designee regarding employment, personnel policies and personnel actions;

17. Assists Workforce Development Manager, Deputy Director or designee in providing continuity and accountability for program or department services;
18. Supervises and coordinates collaborative partners to operate the program and provide services to customers;
19. Interprets laws, rules, and regulations governing assigned program areas and development systems and policies and procedures for programs which meet federal, state and local guidelines;
20. Interprets Federal, State and local workforce development program policies, rules and regulations to assigned staff;
21. Develop long-range plans to maintain continuous programs for effective workforce development;
22. Performs a wide range of general administrative duties; reviews and approves expenditures, reports and documentation.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles of organization and management;
- Principles of staff development and training;
- Principles of supervision and effective personnel practices;
- Principles and practices of employment guidance and counseling;
- Public relations principles and techniques;
- Local Job Market;
- U.S. Government and State of California occupational guidance aids such as the Dictionary of Occupational Titles;
- Occupational clusters including job duties and minimum qualifications;
- Social, financial and employment services offered by public and private agencies and other community resources.

### **Ability to:**

- Plan, organize and supervise the work of subordinate staff;
- Evaluate the quality and quantity of staff and unit production;
- Read and interpret complex regulations and statistical reports;
- Oversee the implementation of principles and practices of counseling, vocational guidance and occupational placement;
- Oversee employer outreach and collaborate with partner agencies working on economic development and workforce development issues;
- Coordinate program development and implementation with partners from the education and industry sector;
- Analyze situations accurately and adopt an effective course of action;
- Develop clear and comprehensive procedures;
- Establish and maintain cooperative working relationships with other department/program heads and/or frontline staff from public and private agencies;
- Communicate clearly and concisely, both orally and in writing,
- Organize, manage and control workflow, prioritize, organize and schedule work assignments/projects, and meet deadlines.

**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. Six (6) years of broad and extensive work experience in the development and administration of workforce development programs, of which at least two (2) years were in a supervisory/administrative capacity;
- II. Or advanced educational training in Social Work, Business Administration, Law, Career Development, or closely related field.

## **PHYSICAL DEMANDS/QUALIFICATIONS**

### **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.

## **Allocation Standards**

1. Supervises multiple sites and/or programs;
2. Contributes to increasing department's external funding by developing and maintaining relationships with or grants from external agencies;
3. Manages the relationships with third party vendors;
4. Works with advisory groups to plan and evaluate programs;
5. Supervises and conducts community outreach efforts to recruit new partners;
6. Supervises support functions through subordinate first-line Supervisors and other lead-workers in a complex, multi-level organizational structure;
7. Responsible for administering a program rather than supervising a unit;
8. Acts as agency's representative. Ensures department – wide representative adherence to a specific set of SETA compliance policies and guidelines.

ITEM III-A – 5 - ACTION

REALLOCATION OF PROGRAM OFFICERS TO CHILDREN AND FAMILY SERVICES  
EDUCATION PROGRAM OFFICER, CHILDREN AND FAMILY SERVICES SUPPORT  
SERVICES PROGRAM OFFICER, CHILDREN AND FAMILY SERVICES  
ADMINISTRATIVE PROGRAM OFFICER, WORKFORCE DEVELOPMENT  
ANALYTICAL PROGRAM OFFICER, AND WORKFORCE DEVELOPMENT  
OPERATIONAL PROGRAM OFFICER

**BACKGROUND:**

The previous agenda item created new Program Officer job classifications. Incumbents of Program Officer positions are to be reallocated to the newly created job classifications as their duties and responsibilities specifically focus upon their work assignments.

The Union and the Agency have met and have come to an agreement on the proposed reallocations.

**Proposed Reallocations**

<b>NEW CLASSIFICATIONS</b>	<b>INCUMENTS</b>
Children and Family Services Education Program Officer	Betsy Uda, Nate Gale, Nikki Brock, Dana McVey
Children and Family Services Support Services Program Officer	Sharon Adams, Reta Kiersey
Children and Family Services Administrative Program Officer	Melanie Nicolas, Robyn Caruso
Workforce Development Analytical Program Officer	Michelle O’Camb, Bette Blanchard
Workforce Development Operational Program Officer	Elvina Carrington-Walker

There is no financial impact on the Agency with these reallocations.

**RECOMMENDATION:**

Reallocate incumbent Program Officers to the newly established classifications as depicted in the table above.

**STAFF PRESENTER:** Rod Nishi

ITEM III-A - 6 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISION TO THE CLERK OF THE BOARDS JOB SPECIFICATION AND THE RELATED SALARY RANGE**

**BACKGROUND:**

The job specification of Clerk of the Boards (COB) was first created in 1988. The responsibilities of the Clerk of the Boards (COB) have evolved over the years with additional Boards and official committees for which this classification is responsible. Additionally, other staffs have been given assignments to assist the Clerk of the Boards and the COB has become the functional leader of these workers. This revision recognizes these increased responsibilities.

This position currently is in the Clerical, Technical and Analytical bargaining unit represented by the American Federation of State, County, and Municipal Employees (AFSCME). The Agency met with the Union and have reached agreement that this position is best served by being placed in the Unrepresented/confidential unit.

This position has a high degree of autonomy, must understand the rules and regulations associated with conducting public meetings, must be able to coordinate and organize agendas, minutes, and attendance/quorums for 4 policy and governing boards, 1 council, 1 regional advisory board, and 3-6 ad-hoc committees, and must possess analytical, writing, proof-reading and editing skills. The proposed pay range is based upon an analysis of salary ranges of internal classifications holding similar levels of responsibility.

**PROPOSED PAY RANGE**

<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
\$22.43	\$23.56	\$24.75	\$25.67	\$27.27

Financial Impact: \$2,517 annualized

**RECOMMENDATION:**

Open a public hearing, hear testimony, close the public hearing and adopt the modification to the Agency classification plan to approve the revised job classification of Clerk of the Boards and the related salary range.

**STAFF PRESENTER:** Rod Nishi

## CLERK OF THE BOARDS

**ORGANIZATIONAL RESPONSIBILITY**

A *The* Clerk of *the* Boards is responsible to the SETA Executive Director or designee.

**DEFINITION**

Under administrative direction, to act as Clerk of *the* Boards; ***ensure accurate and timely workflow of the Sacramento Employment and Training Agency Boards and committees***, and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification in which the incumbent has overall responsibility for the effective and efficient administration support functions of all SETA Boards.

**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. Performs all duties as directed by the SETA Governing Board (the Board);
2. Is responsible for recording ***and maintaining a complete record of*** the proceedings at regular and special meetings of the SETA Governing Board, committees of the Board, ***the Local Workforce Investment Board***, the Private Industry Council, committees of the ***Workforce Investment Board, the Community Action Board, the Head Start Policy Council, the Head Start Parent Advisory Committee, Helping Others, Inc., Private Industry Council*** and other boards as directed by the Board;
3. ***Provides functional direction to staff assigned to provide assistance;***
4. ~~Is responsible for keeping and entering in the minute book of the Board (and other boards) a complete record of the proceedings of the Board at all regular and special meetings;~~
5. Is responsible for authenticating with her signature the seal of the Board, ***and*** the filing of each resolution by the Board;
6. ~~Assists the Director in preparing Board agenda;~~ ***Coordinates the development of board agendas, board packets and works with the Executive Director and Deputy Directors to prepare board reports and assign staff to present agenda items;***
7. Insures postings of required legal notices; prepares reports, letters, and other correspondence; performs other job related duties as required;
8. ***Is responsible for communications with board members to ensure attendance at meetings, identify quorums for board and committee meetings, ensure conflict of interest statements are signed and that board members complete required training.***
9. ***Is responsible for scheduling board and committee meetings and developing and posting a monthly calendar of board meetings.***
10. ***Is responsible for scheduling the SETA Board room and operating and maintaining equipment assigned to the boards.***
11. ***Is responsible to work with the City of Sacramento and County of Sacramento to schedule items that need approval with the partners in the Joint Powers Agreement.***
12. ***Prepares, files, and arranges for payment for Secretary of State filings for Sacramento Works, Inc., and Helping Others, Inc.***

13. ***Prepares, processes and pays Head Start Policy Council mileage and child care reimbursement claims.***

**DESIRABLE QUALIFICATIONS**

Knowledge of:

- Comprehensive knowledge of functions and operating procedures of Boards of Directors, Commissions and Governing Bodies;
- Maintenance of official agency records;
- Filing and recordkeeping procedures;
- Letter and report writing;
- Office practices, methods, procedures and equipment;
- Proper English usage, spelling, grammar and punctuation;
- Some word processing, ***presentation***, and spreadsheet software.

AND

Ability to:

- Perform a variety of complex office assistance functions in support of SETA;
- Interpret and apply rules, policies, and regulations with good judgement in a variety of situations;
- Maintain a variety of administrative files and records;
- Order materials and supplies;
- Compile information and prepare accurate reports;
- Type at a speed of 55 words per minute from clear, legible copy;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships;
- ***Operate a computer , projection equipment, and other technology related to presenting information;***
- ~~To~~ Competently use some word processing, ***presentation***, and spreadsheet software.

AND

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

- I. Four years of increasingly responsible office assistance and administrative assistance work experience, including at least one year comparable to a Typist Clerk III with the Sacramento Employment and Training Agency.



## **PHYSICAL DEMANDS/QUALIFICATIONS**

### **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.

ITEM III-A – 7 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF NEW CLASSIFICATION OF PROGRAM ANALYST AND RELATED SALARY RANGE**

BACKGROUND:

The Executive Director is proposing the establishment of a new classification of Program Analyst. The duties and responsibilities of the proposed Program Analyst are currently assigned to the Accounting Technician Classification within the Children and Family Services Department. Over an extended period of time, it has been determined that the duties and responsibilities focus less on accounting work and more upon statistical recordkeeping assignments and the processing of reports.

The work of the Program Analyst is primarily the analysis work involving statistical recordkeeping. The new class describes this work using pertinent examples of duties undergirded by more relevant Knowledge and Ability requirements.

The Agency has met with the Union on this proposed job specification and pay range. The Union has no changes. The Policy Council approved this item on July 26, 2011.

The position is to be assigned to the Head Start bargaining unit.

<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
\$19.75	\$20.74	\$21.77	\$22.85	\$24.01

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and adopt the modification to the Agency classification plan to approve the new job classification of Program Analyst and the related salary range.

STAFF PRESENTER: Rod Nishi

**PROGRAM ANALYST****ORGANIZATIONAL RESPONSIBILITIES**

A Program Analyst is responsible to the Deputy Director or designee in the Children and Family Services department.

**DEFINITION**

Under general supervision; the Program Analyst is responsible for the development, maintenance, and analysis of data systems and information used to track the operations of Head Start/Early Head Start and state funded programs. The Program Analyst performs a variety of specialized statistical recordkeeping assignments in the maintenance and processing of reports and records; analyzes reports for accuracy of reporting; makes recommendations to program supervisors for corrections; assists with the development and enhancement of computer applications used to maintain Head Start/Early Head Start information systems. Incumbents in this position may provide lead direction and training to Head Start and state funded staff.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for the positions which perform a variety of statistical recordkeeping for claims and contracts with state and federal funded programs. Incumbents are expected to work independently and have knowledge of state and federal programs, methods and procedures.

**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. Receives and processes a variety of center claims and records;
2. Analyzes data and makes recommendations to ensure program compliance;
3. Processes and analyzes data and reports for Child and Adult Care Food Programs, California Department of Education programs and Head Start programs;
4. Prepares reports for submission to state and federal entities and ensures proper reimbursement;
5. Maintains a variety of financial records and files;
6. Operates office equipment and computer systems;
7. Sets-up and maintains program files for ongoing record-keeping;
8. Posts information to contractor-sponsored record-keeping systems;
9. Assists with on-going monitoring and record-keeping to ensure accountability and accuracy of records and reports;
10. Assists with the preparation of a variety of financial and special reports and statements;
11. Performs general financial and statistical recordkeeping assignments when needed;
12. Discusses and make recommendations to program supervisors to resolve errors or problems;
13. Verifies and inputs data into information systems from a variety of data sources;
14. Conducts training sessions as required;
15. Provides technical assistance and training as needed;
16. Responds to a variety of requests for information about Head Start/Early Head Start, California Department of Education and Child and Adult Care Food programs;
17. Performs a variety of related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Methods and practices of financial and statistical recordkeeping;
- Basic knowledge of computer system operations;
- State and federal funded programs, including Head Start, California Department of Education and Child and Adult Care Food Program;
- Basic knowledge of data processing systems software is highly desirable;
- Personal time management including appropriate attendance patterns;
- Basic customer service skills.

### **Ability to:**

- Establish and maintain cooperative working relationships with others;
- Communicate clearly and concisely, orally and in writing;
- Insure the accuracy of data input regarding the program operations;
- Type 35 words per minute on a keyboard;
- Learn new software packages and adapt to changes in technology;
- Be detail oriented;
- Gather and analyze a variety of data and information;
- Develop and prepare a variety of complex reports;
- Work in multiple projects and meet deadlines;
- Effectively train others;
- Make presentations in front of large groups of people;
- Manage time effectively;
- Perform specialized account and statistical recordkeeping assignments involving monitoring and claims processing;
- Make arithmetical calculations quickly and accurately;

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 the knowledge and abilities would be:

- I. Advanced training and background in working with data analysis, record-keeping and reporting systems and one year work experience maintaining file tracking systems.

## **PHYSICAL DEMANDS/QUALIFICATIONS**

### **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.

ITEM III-A – 8 - ACTION

APPROVAL TO REALLOCATE THE ACCOUNTING TECHNICIAN TO PROGRAM ANALYST

BACKGROUND:

In April 2011, the Governing Board took action to reallocate six (6) incumbents of the Accounting Technician classification. Over an extended period of time, the incumbents' duties and responsibilities focused on accounting work and less upon the statistical recordkeeping assignments and the processing of reports.

The one remaining Accounting Technician incumbent works in the Children and Family Services (CFS) Department. The previous item, if approved by the board, creates the job description of duties and responsibilities for the Accounting Technician working within the CFS Department.

Financial Impact: \$0

RECOMMENDATION:

Approve the reallocation of Desiree Guerra, Accounting Technician to Program Analyst.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 9 - ACTION

APPROVAL TO REALLOCATE A HEAD START EDUCATION SPECIALIST TO HEAD START EDUCATION SPECIALIST SUPERVISOR

BACKGROUND:

In 2009, the Agency successfully submitted a grant application under the American Recovery and Reinvestment Act for Early Head Start Expansion funding. This allowed for expansion in the SETA Head Start/Early Head Start program. At that time, it was unknown whether this expansion would continue or be a one-time temporary increase. It is now known that this expansion is an on-going increase.

In early 2010, a temporary assignment of higher duties for a Head Start Education Specialist was made to supervise the Home Visitors that serve Early Head Start children and families.

The Executive Director is proposing that the temporary assignment become on-going by reallocating the temporarily assigned employee to a Head Start Education Specialist Supervisor position.

The Agency and the Union met and have come to an agreement regarding this item.

RECOMMENDATION:

Approve the reallocation of Dettie MacCracken, Head Start Education Specialist, to Head Start Education Specialist Supervisor.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 10 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF NEW  
CLASSIFICATION OF FAMILY SERVICES WORKER AND RELATED SALARY  
RANGES**

BACKGROUND:

The Agency first established the job classification of Head Start Family Services Worker (FSW) in June of 1990. The proposed Family Services Worker is a deep class which uses the current Head Start Family Services Worker as the foundation and identifies two additional gradations of work. The additions are identified as Range 2 and Range 3.

The gradations are necessary to recognize the complexity of the work of the FSW created by a combination of caseload and the sophistication of the data entry.

Movement between the Ranges is to be predicated upon three factors, all of which must be in place for the advancement of an individual from one range to the next, as well as the Agency recognizing the need for the number in each Range:

The first required factor relates to the assignment itself. The Alternative Range Criteria delineates specific work that must be included for each identified range.

Second, the individual must demonstrate competence in the skills sets required by the Knowleges and Abilities identified for the level in the specification. This is done through success in a skill set assessment battery which has been developed through a skills assessment project under the auspices of California State University. This is the assessment system currently used for Workforce Development deep classes.

Finally, the individual must earn the requisite points for advancement in a readiness evaluation completed by the supervisor and based upon observable work behaviors.

It is the FSW who is responsible for ensuring that parents and families are engaged and involved in the Head Start opportunities. They are in the communities touting the rewards of the program and recruit and enroll children and families to keep classrooms at capacity. Other duties are to plan and implement the parent(s) involvement activities and facilitate monthly meetings.

Recognizing the proven tenet that parents are the most important link in affecting their child's outcome, it is the FSW who works with classroom teachers and the families to create that link for success.

STAFF PRESENTER: Rod Nishi



This position would be placed in the Head Start bargaining unit.

Proposed Pay RANGES

	Range 1 (current FSW)	Range 2	Range 3
Step A	\$13.98	\$14.68	\$15.41
Step B	\$14.69	\$15.41	\$16.17
Step C	\$15.42	\$16.17	\$16.97
Step D	\$16.18	\$16.97	\$17.83
Step E	\$16.98	\$17.83	\$18.71

The Agency has submitted to the Union the proposed job specification and pay ranges and has come to an agreement. The Head Start Policy Council met on July 26, 2011 and approved this item.

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and adopt the modification to the Agency classification plan to approve the new job classification and salary ranges of Family Services Worker.

STAFF PRESENTER: Rod Nishi

**FAMILY SERVICES WORKER**

**ORGANIZATIONAL RESPONSIBILITY**

A Family Services Worker (FSW) is responsible to a Head Start Manager or designee.

**DEFINITION**

Under general supervision, the FSW class is responsible to maintain full enrollment at the site level and to ensure enrollments follow applicable selection criteria and enrollment procedures put in place by the Head Start and State funded programs operated by the Sacramento Employment and Training Agency. In addition, the FSW class is responsible to provide services to families.

**DISTINGUISHING CHARACTERISTICS**

This is a deep class with three ranges. Professional development factors required for FSW incumbents in each of the three ranges is assessed to determine readiness for advancement in rank. Actual range advancement is dependent upon:

1. Documentation of the required level of competence as determined in accordance with the Family Services Worker (FSW) Alternative Range Criteria, which is attached to and made part of this specification, and
2. The availability of an assignment with a predetermined degree of complexity (see Alternative Range Criteria) based upon such factors as:
  - Size of caseload;
  - Knowledge of state preschool funding terms and conditions;
  - Volume and variety of data entry;
  - Complexity of special projects;
  - Act as a mentor when assigned.

**ALL LEVELS:**

**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. Completes all Head Start enrollment documentation for each child and when necessary, all State required paperwork;
2. Effectively uses computer software, general applications and software specifically to perform work;
3. Plans and implements parent involvement activities; and facilitates monthly parent meetings;
4. Conducts all health screenings and follow-up procedures required by federal Performance Standards, and maintains health records;
5. Tracks health requirements utilizing electronic tracking systems and software;
6. Develops Family Partnership Agreements with each family and conducts follow up;
7. Assists with presenting health information to students and parents;
8. Coordinates work assignments with other Head Start staff;
9. Works with parent advisory groups and organizations;
10. Assists families in locating and using community resources;
11. Contacts families and provides information on Head Start and State funded;

12. Attends home visits and discusses programs and family issues with parents and families;
13. Attends meetings concerned with Head Start operations and any other mandatory meetings;
14. Submits time sensitive reports;
15. Monitors work to ensure full compliance of Performance Standards;
16. Manages caseload and family needs;
17. Recruits and maintains a Parent Advisory Committee (PAC) representative.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Basic knowledge of Head Start programs, functions and procedures;
- Effective case management principles;
- Goal setting and follow up strategies;
- Effective interviewing techniques;
- Local community, social, employment and educational resources;
- Basic computer skills and business machinery, including word processing, fax use and use of scanners;
- Basic customer service skills;
- Personal time management including appropriate attendance patterns.

## **ABILITIES**

### **Ability to:**

- Work collaboratively with staff, customers, community agencies and the general public;
- Fill out all paperwork accurately and within timelines determined by either federal Performance Standards or the Agency;
- Document all Family Contacts and update Family Partnership Agreements (FPAs) within required timelines;
- Speak and write effectively by accurately completing reports, petty cash requests, parent activity forms and other reports or forms; keeping cohesive case notes, ability to use basic grammar and sentence structure, speak clearly;
- Provide customer service and maintain professional working relationships by meeting and greeting families, staff and the community in a professional manner in person and on the phone, promptly responding to family needs and requests for services;
- Exhibit personal time management by arriving to work on time ready to work, follow outlined call-in procedures when absent, maintaining reasonably predictable attendance;
- Make appropriate referrals when requested or determined necessary, and utilize-agencies for parent meetings, and recruitment opportunities;
- Operate audiovisual, computer, and other appropriate electronic equipment and access the Internet; create flyers, agendas, meeting minutes; send and receive email with attachments; scan documents and send and receive faxes;
- Plan, organize and facilitate parent meetings and parent activities by filling out appropriate paperwork and submitting in a timely manner, prepare flyers, advertise, create agendas, type minutes and keep an up to date parent meeting binder.

## **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 the knowledge and abilities would be:

Previous experience in working with pre-school children and community groups on a paid or volunteer basis is highly desirable. Some selection preference may be given to current or past Head Start parents.

**RANGE – 2 – IN ADDITION TO THE ABOVE  
EXAMPLES OF ESSENTIAL DUTIES**

18. Responsible for data entering all fields for Health events in child tracking/reporting system;
19. Responsible for carrying a caseload of 41-60 Head Start only or at least 20 Full Day State Preschool families to total between 41-60 total enrollments;
20. Responsible for maintaining state preschool required documentation, including enrollment applications, work/school verification, and completing and updating Notices of Action (NOA's) on a routine basis;
21. Serves as an Agency representative for Recruitment Fairs and recruitment events that take place within the community.

**MINIMUM QUALIFICATIONS**

Knowledge of:

- Funding Terms and Conditions for State funded programs including eligibility, and all other paperwork including work/school verification, and updated NOA's;
- Health tracking software (i.e., Child Plus; EZ-ID or other related data tracking system);
- Workshop facilitation;
- Recruitment and community outreach.

**ABILITIES**

Ability to:

- Data enter all health data with required information, using accurate codes and events, treatment tracking, complete reports accurately and timely and submit to appropriate designee;
- Plan, prepare and organize workshops by reserving space, preparing handouts, invitations or flyers; advertise; create agendas; schedule guest speakers, type minutes and gather evaluations;
- Gather and analyze a variety of data and information;
- Assist in the development and preparation of a variety of reports;
- Enroll families into Full Day California State Preschool Program (Full Day -CSPP) and maintain NOA's and contract hours;
- Competently use program specific databases and software;
- Conduct file review, indicating areas of non-compliance and prepare plans of correction.

**Training and Experience:**

A typical way of obtaining the required training and experience would include at least two (2) years in the work described above.

OR

An alternative path would be educational achievement in a Social Services discipline or psychology with an emphasis in family dynamics or a related field and at least two (2) years experience in community social services.

**RANGE – 3 – IN ADDITION TO THE ABOVE  
EXAMPLES OF ESSENTIAL DUTIES**

- 22. Responsible for accurately data entering all fields for enrollment applications in child tracking/reporting system;
- 23. Responsible for a caseload of 60 Head Start families or 40 or more full day State preschool families;
- 24. Other special projects as assigned, including Self Assessment, mentor FSW’s, and file review.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Application data entry into child tracking software systems;
- File Review Procedures utilizing developed tool;
- Mentoring relationships.

**ABILITIES**

**Ability to:**

- Coordinate projects, services and activities and follow them through to conclusion;
- Data enter enrollment applications into child tracking software databases accurately and within timelines dictated by the manager or the designee;
- Represent Head Start in the coordination of services with a variety of community partners;
- Provide training and technical assistance to staff including developing mentor relationships, training plans with staff and developing follow up plans and a way to monitor those plans;
- Monitor files using a predetermined tool, indicate areas of noncompliance, develop plans of correction, and complete with accuracy, plans of correction.

**Training and Experience:**

A typical way of obtaining the required training and experience would include at least three (3) years in the work described above.

OR

An alternative path would be educational achievement in a Social Services discipline or psychology with an emphasis in family dynamics or a related field and at least three (3) years experience in community social services.

## **PHYSICAL DEMANDS/QUALIFICATIONS**

### **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 and lifting (at least 15 lbs.) papers, binders, desk supplies and files in a sedentary or light work environment.

## **ALTERNATE RANGE CRITERIA**

Readiness to move from ranges will be assessed by the supervisor and approved by management. Range advancement requires assessment through an on-line CSUS Career Skills Assessment, demonstration of competency in the Performance Measures, and the availability of an assignment in the higher range.

## **READINESS FACTORS:**

### **PERFORMANCE MEASURES:**

#### **ALL LEVELS**

- Completes enrollment paperwork accurately and submits timely to Placement Unit, including routings;
- Checks email daily and several times throughout the day and uses the agency electronic email system to correspond appropriately with supervisors and staff;
- Demonstrates computer knowledge by using word processing software to create flyers, agendas, minutes and correspondence for the center and open and create attachments for email;
- Utilizes Child Plus to enter Program Information Report data (PIR);
- Submits requests for petty cash and parent activities timely and demonstrates recordkeeping organizational skill by returning receipts, minutes, and handouts given within time frames;
- Makes room reservations when necessary and contacts community resource presenters to speak at parent meetings;
- Prepares for meetings by advertising, shopping for refreshments and securing babysitters;
- Maintains center parent meeting binder;

- Completes all screenings within initial 45 day timeframe and follow-up screenings as required. Makes referrals as necessary for results needing follow-up and completes paperwork accurately. Maintains all health records including physicals, dentals, lead results, and 2<sup>nd</sup> year signatures;
- Enters EZ-ID information accurately and timely, and includes copy in file;
- Reviews Family Partnership Agreement (FPA) form with each family and provides info on requested areas of interest; develops at least one goal with each family and follows-up in a timely manner;
- Interprets and explains screening results to parents and provides them with documentation; also provides documentation on information noted or requested on health or nutrition history;
- Works cooperatively with other center staff, or staff at other centers or main office;
- Actively recruits and educates Parent Advisory Committee (PAC) center member and assists with transition to PAC participation;
- Knowledge of community resources (including career centers) and provides information to parents as requested or needed and follows-up on referrals;
- Knowledge of Head Start program including eligibility requirements and contacts families on waiting list for potential enrollment;
- Works cooperatively with education staff to coordinate home visit participation; to gather FPA, health and nutrition information and document outcomes;
- Consistently attends all required monthly and mandatory meetings, arriving on time;
- Consistently meets deadlines and submits reports to appropriate units timely;
- Maintains files regularly to ensure family contact notes are updated and all required documentation is on file, to ensure family needs are met as well as time sensitive information;
- Arrive at work on time, ready to work, maintains attendance, and follows call-in procedures when calling in for absences.

#### **RANGE – 2 – IN ADDITION TO THE ABOVE**

- Enters all information accurately and timely as it relates to all health screenings and events, prints out a copy and submits it to the health/nutrition unit, keeps a copy for the records;
- Maintains: a caseload of between 41 and 60 Head Start families or at least 20 full day preschool families; regular family contact entries; and full enrollment at all times;
- Knowledge of State preschool requirements including Notice of Action (NOA's), employment/training verification, declarations of family size, income, employment status or self employment, seeking work, semester grades, and statements of parent incapacity;
- Attends recruitment fairs and recruits potential children for enrollment, actively follows up on waiting lists with appropriate centers.

#### **RANGE – 3 – IN ADDITION TO THE ABOVE**

- Enters all fields of the application in ChildPlus accurately, and submits completed information to the Placement Unit timely;
- Maintains: a caseload of 60 Head Start families; or 40 – 60 full day State preschool families, including regular family contact entries; and full enrollment at all times;
- Completes other special assignments timely and accurately, including but not limited to mentoring, file review, self-assessment, recording contact hours, etc.

## **ASSIGNMENT STANDARDS:**

### CFS, FSW (*Range 1*)

- Caseload of 40 Head Start families.

### CFS, FSW (*Range 2*)

- Caseload of 41-60 Head Start families; or
- Full Day California State Preschool Program (FD-CSPP) for a total caseload of 40-60);
- Child Plus Health data entry;
- Serves as a facilitator for Recruitment Fairs and recruitment events that happen in the community.

### CFS, FSW (*Range 3*)

- Caseload of 60 Head Start families or at least 40 FD CSPP;
- Child Plus Health-responsible for data entering all health events and screenings;
- Child Plus Applications -- responsible for data entering all fields for enrollment applications in Child Plus.

### Other projects that may be assigned at Range 3:

- NOA's/ Contract Hours-go to all FD-CSPP sites and fill out tracking sheet to ensure NOA's match contract hours;
- Coordinate file review;
- Coordinate Drop File Week;
- Be a trainer for new FSW's (job shadowing);
- Work on Annual Self Assessment.



ITEM III-A- 11 - ACTION

APPROVAL TO REALLOCATE FAMILY SERVICES WORKERS TO FAMILY SERVICES WORKER (RANGE 1)

BACKGROUND:

The previous agenda item created a Family Services Worker (Deep Class) with three (3) pay ranges. All Family Services Workers are proposed to maintain their pay range rate which is equivalent to Range 1 of the new deep classification. There is no financial impact on the Agency.

RECOMMENDATION:

Approve the reallocation of incumbent Family Services Workers to Range 1 of the new Family Services Worker deep classification.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 12 - ACTION

APPROVAL TO REALLOCATE INCUMBENT OF HEAD START TYPIST CLERK III TO  
ACCOUNT CLERK II

BACKGROUND:

The Executive Director is proposing that a Head Start Typist Clerk III assigned to the Fiscal Department be reallocated to the position of Account Clerk II. Over an extended period of time, the incumbent's duties and responsibilities have focused more upon Fiscal Department functions, including fiscal recordkeeping, reporting, and the processing of purchase orders and other accounting related transactions.

The pay ranges of the two job classifications are identical. The Agency and Union have met and have arrived at an agreement. There is no financial impact to the Agency.

RECOMMENDATION:

Approve the reallocation of Martee' Adkins, Head Start Typist Clerk III to Account Clerk II.

STAFF PRESENTER: Rod Nishi

ITEM III-B – 1 - ACTION

APPROVAL TO ACCEPT WORKFORCE INVESTMENT ACT GOVERNOR'S 15%  
DISCRETIONARY FUNDS FOR THE NEW START PROGRAM AND AUGMENT  
AND EXTEND SUBGRANTEES

BACKGROUND:

In June of 2011, the California Workforce Investment Board (WIB) and the California Department of Corrections and Rehabilitation (CDCR) provided SETA with an additional \$197,032 of WIA Governor's 15% Discretionary funds to continue the New Start program. These funds will be used to augment the allocation of \$173,200 that SETA received in December of 2010 and continue funding for the New Start Program at four Sacramento Works One Stops Career Centers through March 31, 2012.

With the addition of new funds, staff is recommending that each Career Center be augmented \$28,000 to continue the New Start staff assigned to the program through March 31, 2012. In addition, staff is requesting that the remaining funds be allocated to cover the coordination, staffing, additional support services, and administrative costs.

<b>Sacramento Works Career Center New Start Staffing</b>	
SWCC Career Center – Broadway	\$28,000
SWCC Career Center – Lemon Hill	28,000
SWCC Career Center – South County	28,000
SWCC Career Center – GSUL	28,000
<b>TOTAL</b>	<b>\$112,000</b>

RECOMMENDATION:

Approve augmenting and extending the subgrant agreements of Asian Resources, Inc., Sacramento City Unified School District, Elk Grove Unified School District and Greater Sacramento Urban League for \$28,000 to continue funding staff to provide services through March 31, 2012.

STAFF PRESENTER: William Walker

ITEM III-B – 2 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR OFFICE AND CLASSROOM SPACE FOR THE GALT ONE-STOP CAREER CENTER

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) opened a One-Stop Career Center located in the Valley Oaks Shopping Center, 1000 C Street, Suite 100, in Galt, CA in December of 1998. The center is approximately 4,000 square feet of office and classroom space.

When the lease expired in November of 2003, the Governing Board approved renewal of the lease for an additional five years under the “Option to Renew” clause. At the time of the expiration of this renewal in November 2006, SETA had the Governing Board approve a lease for an additional three years since, at the time, SETA was collaborating with the Department of Human Assistance to share office space with them in a building they were having built. This three-year extension expires on November 30, 2011.

Since the Department of Human Assistance is no longer having a new office building built and SETA has already exercise the Option to Renew of the original lease, it is again necessary to go out with a Request for Proposals for office and classroom space. The RFP and map showing the boundaries (attached), as well as a copy of SETA’s lease agreement will be sent out to an extensive list of Brokers for response.

The boundaries denoted in the RFP are Twin Cities Road on the North, San Joaquin County/Sacramento County line on the South, Marengo Road on the East and Christensen Road on the West. Upon approval by the Governing Board, the RFP will be released August 4, 2011 with a due date of August 26, 2011.

RECOMMENDATION:

Approve the release of a Request for Proposals for approximately 4,000 sq. ft. of office and classroom space in the Galt area.

STAFF PRESENTER: Robin Purdy

ITEM IV-A - INFORMATION

SUMMARY OF MEDIA COVERAGE RECEIVED FOR SETA AND SACRAMENTO  
WORKS FROM JANUARY 1, 2011 THROUGH JUNE 30, 2011.

BACKGROUND:

The following chart provides details of the media coverage the Agency received for the first six months of 2011.

<b>Media Entity</b>	<b>Title</b>	<b>Date</b>
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, January 3, 2011
KKBK Radio	Human Trafficking Art Exhibit	Thursday, January 6, 2011
The Sacramento Bee Ticket – Art/Museum Guide	Human Trafficking Art Exhibit	Friday, January 7, 2011
The Sacramento Business Journal	Tweak your job search techniques for better results	Friday, January 7, 2011
The Sacramento Bee Viewpoints	Human Trafficking is here – help fight it	Sunday, January 9, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, January 10, 2011
Capital Public Radio 23 Free Promo Spots	Sacramento Works – Professional Edge	January 17-January 26, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, January 17, 2011
Capital Public Radio Interview	Professional Edge	Wednesday, January 18, 2011
The Sacramento Bee Business- Job Front	New Career Workshops	Monday, January 24, 2011
News 10 My Neighborhood-Natomas	Free employment workshop series	Monday, January 24, 2011
The Sacramento Bee Business	JC Penney closing McClellan Park plant, laying off 350	Tuesday, January 25, 2011
Univision 19	Professional Edge Workshop Series	Thursday, January 27, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, January 31, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, February 7, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, February 14, 2011
The Sacramento Bee Business	Job Seekers Still Face Daunting Challenges	Monday, February 21, 2011

ITEM IV-A – INFORMATION (continued)

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<b>Media Entity</b>	<b>Title</b>	<b>Date</b>
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, February 28, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, March 7, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, March 14, 2011
The Sacramento Business Journal	Older unemployed workers are striking out on their own	Friday, March 18, 2011
The Sacramento Business Journal	Smart meters mean jobs for some long-idle workers	Friday, March 18, 2011
The Sacramento Bee Business- Job Front	California New Start Program Resource Fair	Monday, March 21, 2011
CW 31 Good Day Sacramento	Green Jobs Corps	Tuesday, March 22, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, March 28, 2011
The Sacramento Bee Cover Page	The Road Back – Tales of the region’s unemployed	Sunday, April 3, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, April 4, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, April 11, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, April 18, 2011
CBS 13	Mayor Johnson-Head Start Parent/Kinship Conference	Wednesday, April 20, 2011
News 10	Mayor Johnson-Head Start Parent/Kinship Conference	Wednesday, April 20, 2011
KCRA 3	Mayor Johnson-Head Start Parent/Kinship Conference	Wednesday, April 20, 2011
Univision 19	Head Start Parent/Kinship Conference-Parent Interview	Wednesday, April 20, 2011
Univision 19 Public Service Program	Sacramento Works helps unemployed find jobs	Wednesday, April 20, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, April 25, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, May 2, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, May 9, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, May 16, 2011

ITEM IV-A – INFORMATION (continued)  
Page 3

<b>Media Entity</b>	<b>Title</b>	<b>Date</b>
The Sacramento Bee Business- Job Front	Job Hunting Trouble Tackled	Monday, May 30, 2011
CBS 13	City of Sacramento- Services for laid-off workers	Thursday, June 2, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, June 6, 2011
The North Sac News	Farm Stand Grand Opening	June 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, June 13, 2011
The Sacramento Bee Business- Job Front	Job Hunting questions, Ask the Expert	Monday, June 27, 2011

ITEM IV-B - INFORMATION

REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT  
REWARDS POINTS PROGRAM

BACKGROUND:

Since 2003, SETA has maintained an American Express (AMEX) Corporate Account used for travel, online payments, and miscellaneous purchases. The AMEX account has allowed staff to more timely pay invoices and reduced the volume of transactions that flow through the County Department of Finance.

In January, 2010 SETA added the Membership Rewards program to its AMEX account, which allows SETA to accrue one point for every dollar charged on its AMEX account. In January, 2011 the SETA Governing Board approved the implementation of the American Express Corporate Account Policy and Procedure. The Board approved the use of the AMEX points to defray Agency travel and other costs, provide supportive services and incentives to enrolled customers, and provide employee recognition, board recognition and morale building activities under the existing approved Board policy

Attached for your information is the first report on the American Express Corporate Account Rewards Points Program for the fiscal year ending June 30, 2011.

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim



**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

**REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT  
REWARDS POINTS PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2011**

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Total REWARDS points at the end of the last reporting period		-
Total accumulated REWARDS points since the last reporting period		2,466,261
REWARDS points used for:		
Supplies, travel and miscellaneous expenses	(478,300)	
Customer supports and incentives	-	
Employee/Board recognition	(62,500)	
Total REWARDS points used since the last reporting period		<u>(540,800)</u>
Total REWARDS points available/remaining		<u><u>1,925,461</u></u>

## ITEM IV-C -INFORMATION

### WORKFORCE INVESTMENT ACT REAUTHORIZATION UPDATE

#### BACKGROUND:

In 1998, Congress passed the Workforce Investment Act (WIA) as the largest single source of federal funding for workforce development activities. WIA created a universal access system of one-stop career centers, which provides access to training and employment services for a range of workers, including low-income adults, low-income youth, and dislocated workers.

As part of the American Recovery and Reinvestment Act of 2009, Congress made substantial, badly-needed new investments in WIA. As Congress looks to reauthorize WIA in 2012 it will be an opportunity to help ensure that workers receive the services and supports they need to go back to work. In June, 2011, the Senate Health, Education, Labor and Pensions (HELP) Committee release a discussion draft of the proposed Workforce Investment Act Reauthorization and Congressman Buck McKeon introduced the Workforce Investment Improvement Act to the House of Representatives. Both bills seek to:

- (1) increase for individuals, particularly those with barriers to employment, access to and opportunities for employment, education, training, and supportive services;
- (2) support the alignment of the workforce investment, education, and economic development systems;
- (3) improve the quality and relevance of workforce investment, education, and economic development efforts to provide workers with the skills and credentials they need to get and keep decent jobs, and to provide employers with the skilled workforce they need to succeed in the global economy;
- (4) improve the delivery of services through the workforce development system for workers and employers; and
- (5) increase the prosperity of workers and employers, the economic growth of communities, regions, and states, and the global competitiveness of the United States.

Staff will provide summaries of the bills and updates on the Reauthorization process to the Board. Updates on the WIA Reauthorization can be found at:

<http://www.nationalskillscoalition.org/>

STAFF PRESENTER: Robin Purdy

## ITEM IV– D - INFORMATION

### NEW AND PENDING GRANTS

#### BACKGROUND:

The purpose of this item is to update the board on the status of efforts to increase the grant funding received in the region to promote workforce development programs and provide board members the opportunity to discuss the types of services and training programs and the targeted populations for training. In the last quarter of the 2010-2011 fiscal year the following grants were received by SETA/Sacramento Works. For more information on these programs, contact the Workforce Development Department Deputy Director, Managers, or Program Officer.

- ◆ \$600,000 – Employment Development Department Green Innovations grant to augment the Clean Energy Workforce Training Pre-apprenticeship Initiative.
- ◆ \$300,000 – California Energy Commission and Employment Development Department to increase on-the-job-training opportunities for employers in the clean energy sector.
- ◆ \$1,875,000 - National Emergency Grant (NEG) focusing on Classroom Training, On-the-Job Training and Supportive Services for dislocated workers
- ◆ \$3,700,000 - One Stop Share of Cost contract with Sacramento County Department of Human Assistance targeting services to CalWORKs recipients
- ◆ \$490,000 - Governor’s Gang Reduction Intervention and Prevention Initiative (CalGRIP) targeting high risk youthful offenders
- ◆ \$174,200 - California New Start Prison to Employment Program targeting ex-offenders adults
- ◆ \$210,000 - Sacramento Municipal Utility District Summer Internship Program targeting students in Sacramento City Unified School District.
- ◆ \$100,000 - High Concentration Eligible Youth Additional Assistance Grant, targeting high-risk youth
- ◆ \$862,236 - U.S. Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement (ORR) to increase identification and protection of human trafficking victims in the U.S. and to increase public awareness about human trafficking through Rescue & Restore Regional Programs

STAFF PRESENTER: Robin Purdy

ITEM IV-D – INFORMATION (continued)

Page 2

In the last quarter of the 2010-2011 fiscal year the following grants were submitted by SETA and/or regional partners.

**Disability Employment Initiative Grant – Applicant Agency: State of California  
EDD**

The State of California, Employment Development Department (EDD) submitted a single state application to DOL on behalf of the State of California. If funded, EDD will allocate funds to participating Local Workforce Investment Areas (LWIAs), including Sacramento, to improve the educational, training, and employment opportunities and outcomes of individuals with disabilities through the public workforce system. SETA would receive approximately \$847,000 over a three-year period to provide services to individuals with disabilities residing in Sacramento County. SETA's project proposal identifies three strategies: 1) Integrating Resources and Services, Blending and Braiding Funds, Leveraging Resources; 2) Customized Training; and 3) Asset Development.

**Victims of Trafficking – Applicant Agency: SETA**

SETA is proposing to collaborate with the partners of the Rescue and Restore Program, as well as with other local service organizations committed to combating human trafficking to submit an application seeking up to \$400,000 in U.S. Department of Justice, Office for Victims of Crime (OVC) Services for Victims of Human Trafficking grant funds for a two year (24 month) project period.

**Jobs Innovation Challenge Grant – Applicant Agency: Sacramento Metropolitan Chamber of Commerce.**

The Sacramento Health Care and Biosciences Jobs and Innovation Accelerator Project proposes an integrated approach to addressing the development needs of the Health Care and Biosciences industry cluster in the Greater Sacramento Metropolitan Region. The Project will harness the substantial research and commercial activity in the cluster's medical technology sector to accelerate commercialization of innovative new medical devices and technologies and to grow jobs throughout the cluster. Through a partnership with the Sacramento Area Regional Technology Alliance (SARTA), it will

STAFF PRESENTER: Robin Purdy

incubate start-up, and support development of new business lines, within established MedTech companies. The region's Metro Pulse partnership, managed by the Metro Chamber, will address the development needs of companies in the MedTech sector's supply chain, as well as those companies that consume MedTech products. A third partnership with the Los Rios Community College District (Los Rios), California State University, Sacramento, and the Sacramento Employment and Training Agency (SETA) will ensure an appropriately trained and skilled local labor pool to support the cluster's workforce needs as its innovation and job growth activities accelerate. The region is requesting \$2,000,000 for the project.

**Green Innovation Challenge Grant – Applicant Agency: Center for Employment Training.**

Sacramento Center for Employment & Training (CET) received \$854,000 in grant funding through the U.S. Department of Labor's Green Jobs Innovation Fund. CET will train 150 workers in Sacramento for green jobs in partnership with the Sacramento Works One Stop Career Center. The funding will continue programs that were originally funded by SETA/Sacramento Works in 2009 with American Recovery and Reinvestment Act to train workers as solar thermal systems installers, weatherization and retrofitting technicians, and HVAC maintenance repairers. The Green Innovation Fund grant will allow CET to continue to build upon the success of these three programs, and enable the program to ready more workers for a green jobs economy.

STAFF PRESENTER: Robin Purdy

ITEM IV-E- INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

**MEMORANDUM**

**TO: Ms. Kathy Hamilton**                      **DATE: June 21, 2011**  
**FROM: Greg P. Tayros, SETA Fiscal Monitor**  
**RE: On-Site Fiscal Monitoring of Elk Grove Unified School District**

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
WIA-Title I	Out-of-Sch. Youth	\$ 320,100	7/1/10-06/30/11	7/1/10-3/31/11
WIA-Title I	Universal Services	58,000	7/1/10-06/30/11	7/1/10-3/31/11
WIA-Title I	One-Stop Serv.-Adult	165,406	7/1/10-06/30/11	7/1/10-3/31/11
WIA-Title I	One-Stop Serv.-Disloc.	165,406	7/1/10-06/30/11	7/1/10-3/31/11
WIA-Title I	15% Discretionary	122,500	7/1/09-09/30/11	7/1/09-3/31/11

**Monitoring Purpose: Initial**  **Follow-Up**  **Special**  **Final**   
**Date of review: 6/1-3/11**

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

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

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2010 to March 31, 2011 for the WIA programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board



**MEMORANDUM**

**TO: Ms. Tamara Sanchez                      DATE: June 20, 2011**

**FROM: Greg P. Tayros, SETA Fiscal Monitor**

**RE: On-Site Fiscal Monitoring of S C O E**

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT</u></b>	<b><u>PERIOD</u></b>
			<b><u>PERIOD</u></b>	<b><u>COVERED</u></b>
WIA Title I	In-School Youth	\$ 174,600	7/01/10-06/30/11	7/01/10-4/30/11

**Monitoring Purpose: Initial X Final \_\_\_\_\_**  
**Date of review: 5/24-25/11**

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

**Program Operator:** Sacramento County Office of Education

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2010 to April 30, 2011 for the In-School Youth program have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Ray Tretheway **DATE:** July 20, 2011  
**FROM:** D'et Patterson, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento Tree Foundation

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
ARRA/WIA	Green Job Corps	\$41,000	11/5/09-5/30/11	5/1/10-5/30/11

**Monitoring Purpose:** Initial Follow-up Special Final X  
**Date of review:** 6/30/11

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

**Program Operator: Sacramento Tree Foundation**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from May 1, 2010 to May 31, 2011 for WIA Green Job Corps program have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Roleda Bates **DATE:** June 21, 2011  
**FROM:** D'et Patterson, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<i>PROGRAM</i>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG – Seniors	Family Self-Sufficiency	\$50,000	1/1/10-12/31/10	1/1/10-12/31/10
CSBG – Seniors	Family Self-Sufficiency	\$50,000	1/1/11-12/31/11	1/1/11-5/31/11

**Monitoring Purpose:** Initial *X* Follow-up  Special  Final X  
**Date of review:** June 14, 2011

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

Program Operator: Visions Unlimited, Inc.

**Findings and General Observations:**

- 2) We have reviewed the CSBG program from January 1, 2010 to May 31, 2011. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Beth Hassett **DATE:** July 12, 2011  
**FROM:** D'et Patterson, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of W.E.A.V.E., Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Rescue & Restore	Victims of Human Trafficking	\$50,000	5/28/09-4/29/10	2/1/10-4/29/10
Rescue & Restore	Victims of Human Trafficking	\$50,000	4/30/10-4/29/11	4/30/10-4/29/11

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** 6/10/11 & 7/1/11

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

**Program Operator: W.E.A.V.E., Inc.**

**Findings and General Observations:**

1. The total costs as reported to SETA from February 1, 2010 to April 29, 2011 have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board  
Mary Jennings



ITEM IV-F – INFORMATION

EMPLOYER SUCCESS STORIES AND 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. This report covers the fiscal year beginning July 1, 2011.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

### Employer Recruitment Activity Report

<b>Employer</b>	<b>Jobs</b>	<b>No of Positions</b>
Dr. Pepper Snapple Group	Relief Account Manager	1
Dr. Pepper Snapple Group	Quality Control Technician	1
Dr. Pepper Snapple Group	Full Service Driver	1
Dr. Pepper Snapple Group	Forklift Operator	2
Dr. Pepper Snapple Group	Loader-Warehouse	5
Dr. Pepper Snapple Group	Merchandiser	10
Los Rios Community College District	Accountant	1
Los Rios Community College District	Groundskeeper	1
Los Rios Community College District	Purchasing Supervisor	1
Los Rios Community College District	Welding Adjunct Asst. Professor	1
Los Rios Community College District	Graphic Designer	1
Los Rios Community College District	Purchasing Supervisor	1
Los Rios Community College District	Information Technology Assistant III	1
Manpower	Production Packager	5
Self Storage	Part-time Manager	1
Volt Staffing Services	Warehouse Person	20
<b>TOTAL</b>		<b>53</b>

ITEM IV-G– INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

This report covers the fiscal year beginning July 1, 2011.

STAFF PRESENTER: William Walker

## Dislocated Worker Information PY 2011/2012

The following is an update of information as of July 5, 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
Unofficial	5/9/2011	<b>First Data</b>	8/31/2011	145	6/9/11                      6/16/11
Unofficial	5/23/2011	<b>County of Sacramento</b>	7/1/2011	275	6/22-23/11 6/29-30/11
Official	6/2/2011	<b>First Banks, Inc.</b> 110 Woodmere Rd, Ste. 150 Folsom, CA 95630	9/30/2011	20	Pending
Unofficial	6/11/2011	<b>CSAA</b>	7/30/2011	25	7/14/2011
			<b>Total # of Affected Workers</b>	465	

ITEM IV-H – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of June is 12.3%.

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

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

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

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Sacramento County	669,900	585,200	84,700	12.6%	1.000000	1.000000
Arden Arcade CDP	55,700	48,700	7,000	12.6%	0.083249	0.082638
Carmichael CDP	28,700	25,900	2,800	9.8%	0.044196	0.033389
Citrus Heights city	49,400	45,000	4,400	8.9%	0.076838	0.052031
Elk Grove CDP	34,600	31,000	3,600	10.3%	0.052995	0.042014
Fair Oaks CDP	16,800	15,600	1,200	6.9%	0.026690	0.013634
Florin CDP	12,700	10,200	2,500	19.5%	0.017414	0.029215
Folsom city	26,400	24,900	1,500	5.8%	0.042525	0.018086
Foothill Farms CDP	9,600	8,000	1,600	17.1%	0.013648	0.019477
Galt city	10,800	8,700	2,200	20.2%	0.014787	0.025876
Gold River CDP	4,700	4,600	100	2.5%	0.007807	0.001391
Isleton city	400	400	100	16.7%	0.000606	0.000835
La Riviera CDP	6,800	6,300	500	7.6%	0.010764	0.006121
Laguna CDP	20,000	18,600	1,400	6.9%	0.031834	0.016416
Laguna West Lakeside CDP	5,200	4,700	500	9.1%	0.008082	0.005565
North Highlands CDP	22,500	18,100	4,400	19.4%	0.030952	0.051475
Orangevale CDP	15,500	14,200	1,300	8.7%	0.024229	0.015860
Parkway South Sacramento CD	16,000	12,500	3,500	21.8%	0.021400	0.041180
Rancho Cordova City	30,500	26,100	4,400	14.4%	0.044619	0.052031
Rancho Murieta CDP	2,200	2,100	100	4.2%	0.003619	0.001113
Rio Linda CDP	5,800	4,600	1,100	19.6%	0.007917	0.013356
Rosemont CDP	13,700	12,200	1,500	10.7%	0.020867	0.017251
Sacramento city	213,300	181,800	31,500	14.8%	0.310678	0.371731
Vineyard CDP	5,800	5,400	400	6.6%	0.009185	0.004452
Walnut Grove CDP	500	300	100	29.7%	0.000569	0.001669
Wilton CDP	2,700	2,500	200	8.7%	0.004225	0.002782

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

**Notes:**

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

**Methodology:**

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

**Data Not Seasonally Adjusted**

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

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

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

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,071,900</b>	<b>15,888,800</b>	<b>2,183,100</b>	<b>12.1%</b>
ALAMEDA	13	744,500	663,600	80,900	10.9%
ALPINE	56	440	350	80	19.2%
AMADOR	26	17,280	15,100	2,180	12.6%
BUTTE	34	104,000	89,300	14,600	14.1%
CALAVERAS	40	19,780	16,730	3,050	15.4%
COLUSA	55	11,790	9,540	2,250	19.1%
CONTRA COSTA	15	516,300	459,300	57,000	11.0%
DEL NORTE	32	11,550	9,960	1,590	13.8%
EL DORADO	23	89,800	78,900	10,900	12.1%
FRESNO	49	434,200	361,400	72,800	16.8%
GLENN	45	12,870	10,780	2,090	16.2%
HUMBOLDT	18	60,800	53,900	7,000	11.4%
IMPERIAL	58	76,000	54,300	21,600	28.5%
INYO	9	9,230	8,270	950	10.3%
KERN	39	372,600	315,700	56,900	15.3%
KINGS	47	60,600	50,500	10,100	16.7%
LAKE	51	25,630	21,200	4,430	17.3%
LASSEN	29	13,560	11,740	1,820	13.4%
LOS ANGELES	25	4,837,800	4,237,600	600,200	12.4%
MADERA	38	66,900	56,700	10,200	15.2%
MARIN	1	130,400	120,000	10,400	8.0%
MARIPOSA	17	9,820	8,710	1,110	11.3%
MENDOCINO	13	42,820	38,150	4,660	10.9%
MERCED	54	107,100	87,100	20,000	18.7%
MODOC	29	4,170	3,610	560	13.4%
MONO	28	7,500	6,530	970	12.9%
MONTEREY	16	222,100	197,500	24,600	11.1%
NAPA	5	74,700	67,800	6,900	9.2%
NEVADA	18	50,190	44,480	5,700	11.4%
ORANGE	5	1,566,900	1,422,900	144,000	9.2%
PLACER	18	175,800	155,900	20,000	11.4%
PLUMAS	35	10,140	8,670	1,460	14.4%
RIVERSIDE	35	900,200	770,800	129,400	14.4%
SACRAMENTO	26	669,900	585,200	84,700	12.6%
SAN BENITO	43	25,500	21,500	4,000	15.8%
SAN BERNARDINO	33	844,200	725,600	118,600	14.0%
SAN DIEGO	12	1,565,800	1,403,700	162,100	10.4%
SAN FRANCISCO	4	453,200	412,400	40,800	9.0%
SAN JOAQUIN	47	303,200	252,600	50,600	16.7%
SAN LUIS OBISPO	7	136,900	123,200	13,700	10.0%
SAN MATEO	2	369,600	337,600	32,000	8.7%
SANTA BARBARA	3	223,800	204,000	19,900	8.9%
SANTA CLARA	9	875,800	785,600	90,200	10.3%
SANTA CRUZ	21	149,900	132,800	17,200	11.5%
SHASTA	37	83,600	71,000	12,500	15.0%
SIERRA	40	1,580	1,330	240	15.4%
SISKIYOU	46	19,300	16,100	3,200	16.6%
SOLANO	22	210,800	185,500	25,300	12.0%
SONOMA	8	254,400	228,600	25,800	10.1%
STANISLAUS	50	237,400	196,400	40,900	17.2%
SUTTER	57	42,000	33,600	8,400	20.0%
TEHAMA	42	25,040	21,110	3,930	15.7%
TRINITY	52	5,080	4,180	910	17.8%
TULARE	43	210,400	177,100	33,300	15.8%
TUOLUMNE	31	25,260	21,830	3,430	13.6%
VENTURA	9	427,400	383,400	44,100	10.3%
YOLO	23	96,500	84,800	11,700	12.1%
YUBA	53	27,700	22,600	5,100	18.3%

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.



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

Data Not Seasonally Adjusted

	Jun 10	Apr 11	May 11	Jun 11	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,039,200	1,017,300	1,014,100	1,032,000	1.8%	-0.7%
Civilian Employment	910,000	895,700	895,400	904,800	1.0%	-0.6%
Civilian Unemployment	129,200	121,600	118,700	127,200	7.2%	-1.5%
Civilian Unemployment Rate	12.4%	12.0%	11.7%	12.3%		
(CA Unemployment Rate)	12.2%	11.7%	11.4%	12.1%		
(U.S. Unemployment Rate)	9.6%	8.7%	8.7%	9.3%		

Total, All Industries (2)	827,500	808,100	810,800	824,300	1.7%	-0.4%
Total Farm	9,500	8,500	9,700	9,800	1.0%	3.2%
Total Nonfarm	818,000	799,600	801,100	814,500	1.7%	-0.4%
Total Private	582,400	570,600	573,600	584,200	1.8%	0.3%
Goods Producing	72,800	68,500	70,500	71,600	1.6%	-1.6%
Mining and Logging	400	300	300	300	0.0%	-25.0%
Construction	39,800	35,600	37,900	39,500	4.2%	-0.8%
Construction of Buildings	9,000	8,100	8,100	8,400	3.7%	-6.7%
Construction - Residual	4,700	3,700	5,700	7,300	28.1%	55.3%
Specialty Trade Contractors	26,100	23,800	24,100	23,800	-1.2%	-8.8%
Building Foundation & Exterior Contractors	6,000	5,700	5,900	5,900	0.0%	-1.7%
Building Equipment Contractors	10,400	9,900	10,000	10,300	3.0%	-1.0%
Building Finishing Contractors	6,000	4,900	4,900	5,000	2.0%	-16.7%
Specialty Trade Contractors - Residual	3,700	3,300	3,300	2,600	-21.2%	-29.7%
Manufacturing	32,600	32,600	32,300	31,800	-1.5%	-2.5%
Durable Goods	21,900	21,700	21,500	21,100	-1.9%	-3.7%
Computer & Electronic Product Manufacturing	7,000	6,900	6,900	6,800	-1.4%	-2.9%
Durable Goods - Residual	14,900	14,800	14,600	14,300	-2.1%	-4.0%
Nondurable Goods	10,700	10,900	10,800	10,700	-0.9%	0.0%
Food Manufacturing	4,100	4,400	4,300	4,300	0.0%	4.9%
Non-Durable Goods - Residual	6,600	6,500	6,500	6,400	-1.5%	-3.0%
Service Providing	745,200	731,100	730,600	742,900	1.7%	-0.3%
Private Service Producing	509,600	502,100	503,100	512,600	1.9%	0.6%
Trade, Transportation & Utilities	132,100	128,100	128,400	129,500	0.9%	-2.0%
Wholesale Trade	22,800	21,900	22,000	22,000	0.0%	-3.5%
Merchant Wholesalers, Durable Goods	11,900	11,500	11,500	11,600	0.9%	-2.5%
Merchant Wholesalers, Nondurable Goods	8,700	8,400	8,500	8,400	-1.2%	-3.4%
Wholesale Trade - Residual	2,200	2,000	2,000	2,000	0.0%	-9.1%
Retail Trade	86,700	84,200	84,300	85,300	1.2%	-1.6%
Motor Vehicle & Parts Dealer	10,100	10,000	10,000	10,000	0.0%	-1.0%
Building Material & Garden Equipment Stores	7,600	7,300	7,300	7,300	0.0%	-3.9%
Grocery Stores	16,400	16,400	16,500	16,500	0.0%	0.6%
Health & Personal Care Stores	5,300	5,000	5,000	5,000	0.0%	-5.7%
Clothing & Clothing Accessories Stores	6,600	6,400	6,400	6,500	1.6%	-1.5%
Sporting Goods, Hobby, Book & Music Stores	4,200	4,400	4,400	4,300	-2.3%	2.4%
General Merchandise Stores	18,900	18,500	18,400	18,200	-1.1%	-3.7%
Retail Trade - Residual	34,000	32,600	32,800	34,000	3.7%	0.0%
Transportation, Warehousing & Utilities	22,600	22,000	22,100	22,200	0.5%	-1.8%
Information	17,600	16,600	16,600	16,700	0.6%	-5.1%
Publishing Industries (except Internet)	2,900	2,900	2,900	2,900	0.0%	0.0%
Telecommunications	9,700	8,800	8,900	8,900	0.0%	-8.2%
Information - Residual	5,000	4,900	4,800	4,900	2.1%	-2.0%
Financial Activities	49,100	46,400	46,600	47,000	0.9%	-4.3%
Finance & Insurance	36,700	34,700	34,800	35,200	1.1%	-4.1%
Credit Intermediation & Related Activities	13,700	12,400	12,500	12,400	-0.8%	-9.5%
Depository Credit Intermediation	8,600	8,400	8,300	8,300	0.0%	-3.5%
Nondepository Credit Intermediation	3,100	2,200	2,200	2,200	0.0%	-29.0%
Credit Intermediation and Related Activities -	2,000	1,800	2,000	1,900	-5.0%	-5.0%
Finance and Insurance - Residual	5,100	4,500	4,400	5,000	13.6%	-2.0%
Insurance Carriers & Related	17,900	17,800	17,900	17,800	-0.6%	-0.6%

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

Data Not Seasonally Adjusted

	Jun 10	Apr 11	May 11 Revised	Jun 11 Prelim	Percent Change	
					Month	Year
Real Estate & Rental & Leasing	12,400	11,700	11,800	11,800	0.0%	-4.8%
Real Estate	9,200	8,900	9,000	9,000	0.0%	-2.2%
Real Estate and Rental and Leasing - Residual	3,200	2,800	2,800	2,800	0.0%	-12.5%
Professional & Business Services	102,600	101,600	101,300	103,700	2.4%	1.1%
Professional, Scientific & Technical Services	52,100	50,700	50,700	51,400	1.4%	-1.3%
Architectural, Engineering & Related Services	8,800	8,400	8,400	8,500	1.2%	-3.4%
Professional, Scientific, and Technical Services	43,300	42,300	42,300	42,900	1.4%	-0.9%
Management of Companies & Enterprises	9,600	9,500	9,500	9,400	-1.1%	-2.1%
Administrative & Support & Waste Services	40,900	41,400	41,100	42,900	4.4%	4.9%
Administrative & Support Services	38,900	39,500	39,200	40,800	4.1%	4.9%
Employment Services	14,100	14,100	14,100	14,100	0.0%	0.0%
Services to Buildings & Dwellings	10,700	10,300	10,400	10,500	1.0%	-1.9%
Administrative and Support Services - Residual	14,100	15,100	14,700	16,200	10.2%	14.9%
Administrative and Support and Waste Management	2,000	1,900	1,900	2,100	10.5%	5.0%
Educational & Health Services	99,300	100,600	99,900	101,400	1.5%	2.1%
Education and Health Services - Residual	11,900	12,400	12,200	12,700	4.1%	6.7%
Health Care & Social Assistance	87,400	88,200	87,700	88,700	1.1%	1.5%
Ambulatory Health Care Services	37,600	37,900	37,900	38,100	0.5%	1.3%
Hospitals	22,300	22,800	22,800	22,800	0.0%	2.2%
Nursing & Residential Care Facilities	14,300	14,500	14,500	14,600	0.7%	2.1%
Health Care and Social Assistance - Residual	13,200	13,000	12,500	13,200	5.6%	0.0%
Leisure & Hospitality	80,500	81,100	82,000	85,800	4.6%	6.6%
Arts, Entertainment & Recreation	12,800	12,400	12,300	14,300	16.3%	11.7%
Accommodation & Food Services	67,700	68,700	69,700	71,500	2.6%	5.6%
Accommodation	8,200	8,500	8,500	9,900	16.5%	20.7%
Food Services & Drinking Places	59,500	60,200	61,200	61,600	0.7%	3.5%
Full-Service Restaurants	27,600	27,400	27,900	28,800	3.2%	4.3%
Limited-Service Eating Places	29,100	29,500	29,900	29,400	-1.7%	1.0%
Food Services and Drinking Places - Residual	2,800	3,300	3,400	3,400	0.0%	21.4%
Other Services	28,400	27,700	28,300	28,500	0.7%	0.4%
Repair & Maintenance	7,900	7,800	7,900	7,900	0.0%	0.0%
Other Services - Residual	20,500	19,900	20,400	20,600	1.0%	0.5%
Government	235,600	229,000	227,500	230,300	1.2%	-2.2%
Federal Government	15,900	13,700	13,800	14,000	1.4%	-11.9%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
Federal Government excluding Department of Defense	14,200	12,000	12,100	12,300	1.7%	-13.4%
State & Local Government	219,700	215,300	213,700	216,300	1.2%	-1.5%
State Government	111,500	112,100	111,200	110,900	-0.3%	-0.5%
State Government Education	27,200	28,300	28,100	27,700	-1.4%	1.8%
State Government Excluding Education	84,300	83,800	83,100	83,200	0.1%	-1.3%
Local Government	108,200	103,200	102,500	105,400	2.8%	-2.6%
Local Government Education	62,300	60,400	59,500	61,200	2.9%	-1.8%
County	19,500	18,300	18,200	18,200	0.0%	-6.7%
City	11,000	9,800	10,000	10,700	7.0%	-2.7%
Special Districts plus Indian Tribes	15,400	14,700	14,800	15,300	3.4%	-0.6%

**Notes:**

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

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

July 22, 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

	Jun 10	Apr 11	May 11 Revised	Jun 11 Prelim	Percent Change Month      Year
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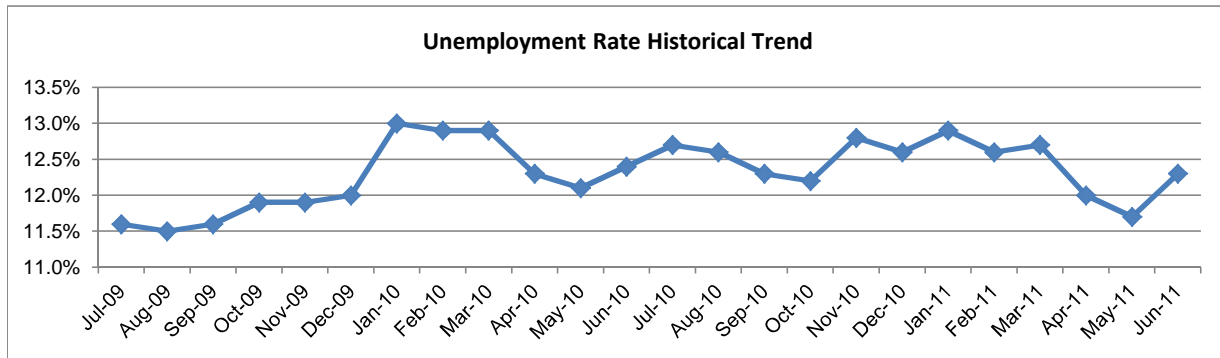
These data are produced by the Labor Market Information Division of the California  
 Employment Development Department (EDD). Questions should be directed to:  
 Justin Wehner 916/227-0298 or Diane Patterson 916/262-2286

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.

#####

**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 12.3 percent in June 2011, up from a revised 11.7 percent in May 2011, and below the year-ago estimate of 12.4 percent. This compares with an unadjusted unemployment rate of 12.1 percent for California and 9.3 percent for the nation during the same period. The unemployment rate was 12.1 percent in El Dorado County, 11.4 percent in Placer County, 12.6 percent in Sacramento County, and 12.1 percent in Yolo County.



Industry	May-2011	Jun-2011	Change		Jun-2010	Jun-2011	Change
	Revised	Prelim				Prelim	
Total, All Industries	810,800	824,300	13,500		827,500	824,300	(3,200)
Total Farm	9,700	9,800	100		9,500	9,800	300
Total Nonfarm	801,100	814,500	13,400		818,000	814,500	(3,500)
Mining and Logging	300	300	0		400	300	(100)
Construction	37,900	39,500	1,600		39,800	39,500	(300)
Manufacturing	32,300	31,800	(500)		32,600	31,800	(800)
Trade, Transportation & Utilities	128,400	129,500	1,100		132,100	129,500	(2,600)
Information	16,600	16,700	100		17,600	16,700	(900)
Financial Activities	46,600	47,000	400		49,100	47,000	(2,100)
Professional & Business Services	101,300	103,700	2,400		102,600	103,700	1,100
Educational & Health Services	99,900	101,400	1,500		99,300	101,400	2,100
Leisure & Hospitality	82,000	85,800	3,800		80,500	85,800	5,300
Other Services	28,300	28,500	200		28,400	28,500	100
Government	227,500	230,300	2,800		235,600	230,300	(5,300)

Notes: Data not adjusted for seasonality. Data may not add due to rounding  
 Labor force data are revised month to month  
 Additional data are available on line at [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)  
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**

**Leisure and hospitality leads month-over job gains**

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.3 percent in June 2011, up from a revised 11.7 percent in May 2011, and below the year-ago estimate of 12.4 percent. This compares with an unadjusted unemployment rate of 12.1 percent for California and 9.3 percent for the nation during the same period. The unemployment rate was 12.1 percent in El Dorado County, 11.4 percent in Placer County, 12.6 percent in Sacramento County, and 12.1 percent in Yolo County.

**Between May 2011 and June 2011**, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 13,500 to reach 824,300 jobs.

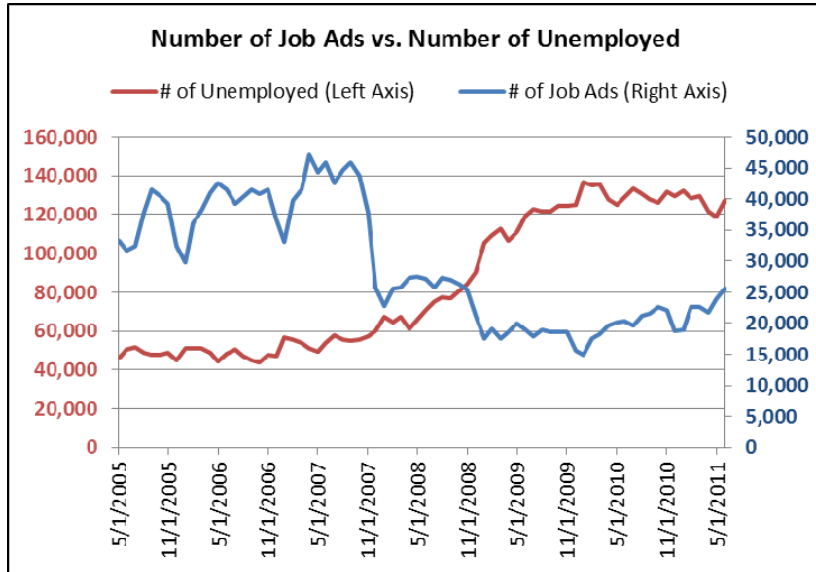
- Leisure and hospitality increased by 3,800 jobs, above its average 1,300-job increase from May to June over the last 21 years. Arts, entertainment, and recreation (up 2,000 jobs) and accommodation and food services (up 1,800 jobs) accounted for the increase.
- Government expanded by 2,800 jobs. Gains in local government (up 2,900 jobs) and federal government (up 200 jobs) offset a 300-job decline in state government.
- Professional and business services gained 2,400 jobs, above its average 900-job increase from May to June over the last 21 years. Administrative and support and waste management and remediation services (up 1,800 jobs) accounted for the bulk of the increase.
- Manufacturing (down 500 jobs) was the only industry sector to cut back jobs over the month.

**Between June 2010 and June 2011**, total wage and salary employment in the region decreased by 3,200 jobs or 0.4 percent.

- Government lost 5,300 jobs, with declines reported in local government (down 2,800 jobs), federal government (down 1,900 jobs), and state government (down 600 jobs).
- Trade, transportation, and utilities contracted by 2,600 jobs due to losses in retail trade (down 1,400 jobs), wholesale trade (down 800 jobs), and transportation, warehousing, and utilities (down 400 jobs).
- Financial activities shrank by 2,100 jobs, largely in finance and insurance (down 1,500 jobs).
- On the upside, leisure and hospitality expanded by 5,300 jobs. Accommodation and food services (up 3,800 jobs) and arts, entertainment, and recreation (up 1,500 jobs) accounted for the increase.

# Recent Job Ads for Sacramento Arden Arcade Roseville MSA

## June 2011

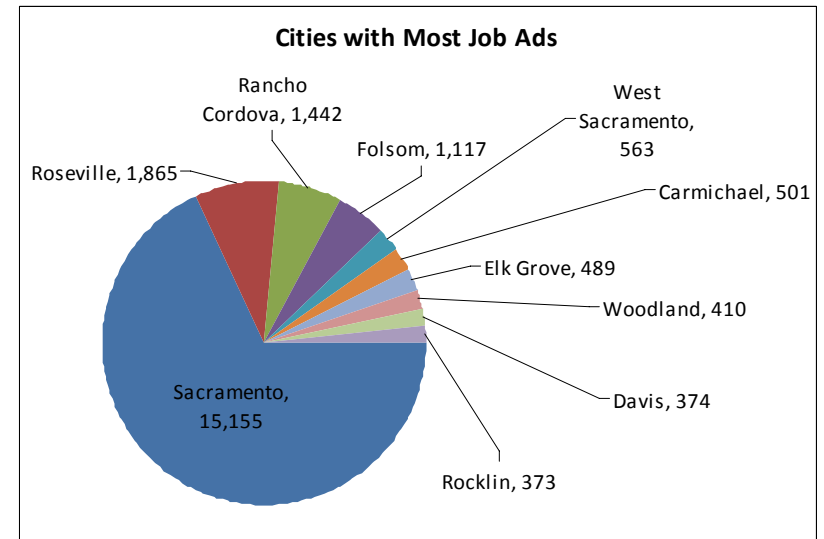


**Employers with Most Job Ads**

- Kaiser Permanente - 633
- Personnel Board of State of California - 411
- Catholic Healthcare West - 408
- City of Sacramento (CA) - 374
- Sutter Health - 344
- ACS, A Xerox Company - 263
- Allegis Group - 202
- Aerrotek - 155
- Intel - 152
- Deloitte - 132

**Occupations with Most Job Ads**

- Registered Nurses - 1581
- Computer Systems Analysts - 742
- Retail Salespersons - 502
- Medical and Health Services Managers - 500
- First-Line Supervisors/Managers of Retail Sales Workers - 478
- Customer Service Representatives - 470
- Web Developers - 435
- Executive Secretaries and Administrative Assistants - 412
- Computer Support Specialists - 398
- Truck Drivers, Heavy and Tractor-Trailer - 388



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

## ITEM IV-I – 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

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

### **Minutes/Synopsis**

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

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

Tuesday, May 24, 2011  
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Coventry St. Mary called the meeting to order at 9:11 a.m. and read the Thought of the Day. Ms. Lisa Daniels called the roll.

**Members Present:**

Amarjit Gill, Elk Grove Unified School District  
Sandra Renteria, Sacramento City Unified School District  
Sarah Proteau, San Juan Unified School District  
Michela Barbosa, Twin Rivers Unified School District (arrived at 9:31 a.m.)  
Lisa Daniels, WCIC/Playmate Child Development Center  
Delia Ramirez, WCIC/Playmate Child Development Center  
Mary Brown, SETA-Operated Program  
Kiersten Gonzales, SETA-Operated Program  
Socorro Gutierrez, SETA-Operated Program  
Haley Joslin, SETA-Operated Program  
Connie Wallace, SETA-Operated Program  
Rebecca Lewis, Grandparent Representative (arrived at 9:15 a.m.)  
Dina Patterson, Foster Parent Representative  
Tamara Knox, Past Parent  
Coventry St. Mary, Early Head Start  
Victor Goodwin, CAMP

**Members Absent:**

Darlene Low, San Juan Unified School District (excused)  
Kristen Hendricks, Early Head Start (SOP) (unexcused)  
Willie Jean Peck, Elk Grove Unified School District (excused)  
Kelly Martin, SETA-Operated Program (unexcused)  
Ekuah Ramsey-Gilbert, Twin Rivers Unified School District (unexcused)

II. **Consent Item**

- A. Approval of the Minutes of the April 26, 2011 Special Meeting

Minutes were reviewed.

Moved/Brown, second/Goodwin, to approve the minutes of the April 26, 2011 special meeting.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (St. Mary)



## **VI. Other Reports**

- A. Executive Director's Report: Ms. Kathy Kossick reported that the Agency applied for grant with the State Department of Community Services. The maximum award per area would be \$100,000 to institute programs benefiting low income individuals. SETA applied to come up with a creative way to utilize resources to benefit Head Start and foster youth. SETA WAS Awarded \$80,000, which was the highest award in the state. This grant will be working with Head Start families in the Galt community, which has the greatest percentage of obese children. The grant will also be working with former foster youth. This program will be starting in the next 30 days. This is a new source of funding.

## **IV. Information Items**

- A. Standing Information Items
- Introduction of Newly Seated Representatives: Mr. Victor Goodwin was introduced and welcomed to the board.

## **III. Action Items**

- A. Review of Applications and Election of Past Parent Representative and Alternate

Ms. Brown reminded the Chair that nominees must be present before being considered for appointment. Ms. Desha stated that nominees have been allowed to be elected although they were not present because the application was submitted. Mr. David Quintero's application was reviewed.

Moved/Goodwin, second/Knox, that the Policy Council elect David Quintero to fill the Past Parent Representative slot.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (St. Mary)

## **IV. Information Items (continued)**

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett stated that the agency is three-quarters through the fiscal year which comes to 75% of the budget; overall, the budget is 68% spent to date. The non-federal share of \$8,358,000 is 25.8% of our grant. The Agency is required to generate at least 25% in-kind share. The administration column is limited to 15%, and the agency is currently spending 10.28% on administration. Mr. Bartlett stated that the credit card report is required by ACF.
- Parent/Family Support Unit Events and Activities: No comments.
- PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar. The Parent Leadership event will be at the South Natomas Community Center. Training will begin at 9:00 a.m.

Ms. Michela Barbosa arrived at 9:31 a.m.

- B. Governing Board Minutes for the April 7, 2011 Meeting: Ms. St. Mary reported that the Governing Board approved the 2011-2012 Head Start budget.
- C. Fiscal Monitoring Reports: No questions or comments.

**V. Committee Reports**

- A. Executive Committee: Ms. Rebecca Lewis reviewed the Executive Committee critique.

**IV. Information Items (continued)**

- Parent/Staff Recognitions: Mr. Goodwin's birthday was on the 13<sup>th</sup> and Ms. Brown's birthday was on the 12<sup>th</sup>.
- PC/PAC Parent Leadership Institute: None
- Community Resources-Parents/Staff: Ms. Lori Black sent a card thanking the PC and PAC for the flowers. Board members were reminded to submit Community Resource items to Ms. Desha 10 days before the meeting.

**V. Committee Reports (continued)**

- B. PC/PAC Executive Committee: No report.
- C. Budget/Planning Committee: Ms. Daniels reported on the May 10 meeting.
- D. Personnel/Bylaws Committee: Ms. Mary Brown reported that committee members completed reading the PC and PAC bylaws and will begin modifications, if necessary. Any suggested modifications should be given to Ms. St. Mary, Ms. Desha, or Ms. Brown. There will be two readings with the first reading scheduled in July. The next committee meeting is Tuesday, May 31, 10:00 a.m.
- E. Social/Hospitality Committee: Ms. Daniels reported on the May 18 meeting. This committee is planning two events. The first event is a parent bonding event; this will be a luncheon with a location to be announced. The second event is the End-of-Year Parent Event luncheon. The next meeting is June 1 at 1:00 p.m.
- F. Monitoring and Evaluation Committee: No report.
- G. Program Area Committees: No report.
- H. Male Involvement Committee/Community Advocating Male Participation (CAMP): Mr. Victor Goodwin stated that he will be passing out flyers for upcoming events as well as a flyer on the services that are provided by the Center for Fathers and Families. They are offering classes for fathers such as practical parenting classes. At the last CAMP meeting, committee members worked to plan Daddy and Me events for the rest of the year. The next CAMP meeting will be June 15.
- I. Health Services Advisory Committee Report: The next meeting is scheduled for October 26, 2011.
- J. Community Partnerships Advisory Committee (CPAC): No report.

- K. Maternal, Child and Adolescent Health Advisory Board: Ms. Rebecca Lewis reported that the committee met on Tuesday, May 10. Her application was accepted/approved so she is now officially on the board. It was an emotional meeting since the Dr. Glennah Trochet announced her resignation effective September 9. She spoke of budget cuts amounting to \$250,000; no staff will be laid off. There is tuberculosis in the African American and Hmong communities. It is West Nile season but there are no reports of infected mosquito pools to date. There is a 5 K walk/run fundraiser for the Black Infant Health program on June 18. Cuts in the San Juan Unified School District resulted in the closure of Edison Middle School. At the beginning of the next school year, six through eighth graders will be going to Encina High School. This is not good since Encina has issues with gang activities and drugs. Child Action has lost 50% of their funding due to the passage of SB70. The next meeting will be the second Tuesday in September.

**Community Action Board:** Ms. Lisa Daniels reported that the CAB has met twice this year. The next meeting is May 31 at 10:00 a.m. The CAB received community input on the needs in the community, which was utilized to develop the Community Action Plan.

VI. **Other Reports** (continued)

- C. Head Start Deputy Director's Report: Ms. Brenda Campos stated that SETA has a grant with the California Department of Education; there could be a possible 10% reduction in the grant. Staff will keep the board posted as to the funding of this grant. Staff received a letter from the Office of Head Start regarding triennial review. Two of the findings were sustained. The first finding was how the in-kind was reported. Mr. Bartlett and his staff have responded to the finding. Staff have met with delegate agencies and partners to ensure the documentation is corrected.

The second finding was regarding the lead screens for children. Staff need to work closely with parents to ensure lead screening is done. The Agency has 120 days to correct the finding; staff had conference call with the program specialist who will be coming out in mid-September to see that the issues have been addressed. The one finding that was not sustained was the track system; this will allow for Head Start services to be provided year round.

The SETA Head Start program must comply with the USDA food program guidelines. The SETA-operated program and WCIC are currently undergoing the CACFP triennial review. The reviewers will be looking at the kitchens, the classrooms, and at the food to ensure that the temperature is correctly taken.

There was discussion earlier in the year that the center at Walnut Grove would be closed and a home base option would be offered since it was difficult having full enrollment. After further discussion with parents, staff have reevaluated and

it was decided to offer a class with 20 children for the next year and take it from there. Ultimately, the goal is to move to a room at the elementary school instead of the community center.

Lastly, staff is waiting to hear whether the expansion grant was funded. If funded, the Agency will continue to receive \$3.2 million of expansion funds.

Ms. Brown asked if the in-kind form had been redone and Mr. Bartlett replied that there is a countywide form being discussed and is in the works.

Ms. Brown asked if the SOP center hours were still going to be cut and Ms. Campos stated that staff is not yet sure; the issue is still under discussion. The Walnut Grove center offers a part-day program for 20 students.

Ms. Brown stated that this came about because a PAC representative advocated for the Walnut Grove site. Advocacy works. Ms. Laura Meza on the PAC worked with the staff to ensure that the Walnut Grove class continues to stay open. There may be a modified full day program for the migrant workers in Walnut Grove.

Mr. Goodwin stated that he went with the monitors to visit the kitchen; the kitchen staff is very knowledgeable. The kitchen was spotless and the kitchen staff deserve kudos. Ms. Campos thanked Mr. Goodwin and stated that the kitchen staff are the unsung heroes of the program.

- D. Chair's Report: Ms. St. Mary distributed a copy of the roster and asked board members to make sure their contact information is correct.
- E. Head Start Managers' Reports: **Ms. Brenda Campos** provided an update on program services to the delegates. On August 31, all Head Start programs have to reply to a PIR regarding enrollment stats, ethnicity, education level of parents, education level of staff, health stats, and a wide variety of questions. The Office of Head Start uses this information to determine funding. Staff is gearing up to do the report. The delegate staff will be coming to the SETA offices for training on how to fill out the PIR. Part of the T/TA is to ensure the delegates are on the same page as the delegate. Within the next two months, staff will be looking at what support is needed for the delegates.

**Ms. Karen Gonzales:** Another area of the report focused on class observations and the effectiveness of teaching in the classroom. The data came back reporting that SETA is much higher than the national level, especially on feedback. This will continue to improve teacher interactions. Another area of reporting is with California Department of Education; the Early Childhood Environment rating scales is required annually and due June 1. Staff is making plans to improve on whatever needs to be improved on. If the funding changes, staff will be looking at how to restore services.

Ms. Daniels asked when the next Early Childhood Environment Rating Scale evaluation would be done. Ms. Gonzales stated that the evaluation for the SETA-operated program is going on right now; it is usually done in the spring.

**Ms. Lisa Carr:** Ms. Carr thanked Ms. Rebecca Lewis for her very thorough report on the Maternal, Child and Adolescent Health Advisory Board meeting. Ms. Carr reminded the board of an upcoming series of parenting trainings to be held in conjunction with the Child Abuse Council. Dinner and child care is provided. Ms. Carr distributed flyers. The next trainings are scheduled for June 28, July 26, and August 23. The Child Abuse Council will be doing the trainings. Ms. Athena Douglass is the staff member that set up the trainings.

- E. Open Discussion and Comments: Ms. Brown reported that she also toured the central kitchen and it really is amazing. The kitchen staff spoke about how they deal with special diets for children. The parents are always shocked when the children go to kindergarten and the children do not get special diets. The cook/drivers have a LOT of work and it is really amazing how much they do.

**III. Action Items** (continued)

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

The board went into closed session at 10:20 a.m. Ms. St. Mary called the meeting back to order at 10:47 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for Associate Teacher/Infant Toddler

- F. Public Participation: No comments.

**VII. Adjournment:** The meeting was adjourned at 10:50 a.m.

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 06/30/11)

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)	25	(12%)	N/A	
Elk Grove USD (420)	71	(17%)	N/A	
Sacramento City USD (1292)(147)	172	(13%)	15	(10%)
San Juan USD (700) (161)	80	(11%)	27	(17%)
WCIC (120)	13	(11%)	N/A	
SETA (2796) (345) (1878 Tracks)	246	(13%)	49	(14%)
<b>County (4621)* (653)*</b>	<b>607</b>	<b>(13%)</b>	<b>91</b>	<b>(14%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

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

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>
Elk Grove USD	380	364	96	107	28
Elk Grove ARRA Expansion	40	39	98	36	90
Sacramento City USD	1,272	1,246	98	998	78
Sac City ARRA Expansion	20	20	100	20	100
Sacramento Employment and Training Agency	1,860 (2,778)	1,927	104	1,257	68
Sacramento Employment Training Agency AARA Expansion	18	20	111	14	70
San Juan USD	680	657	97	536	79
San Juan ARRA Expansion	20	22	11	10	50
Twin Rivers USD	179	176	98	92	51
Twin Rivers ARRA Expansion	32	33	103	33	103
WCIC/Playmate Head Start	100/20* *summer program	100/20*	100/100*	84/15*	84/75*
WCIC ARRA Expansion	20	20	100	17	85

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>
Sacramento City USD	115	115	100	43	37
Sac City ARRA Expansion	32	32	100	20	63
Sacramento Employment and Training Agency	213	214	100	148	69
Sacramento Employment Training Agency AARA Expansion	132	136	103	73	55
San Juan USD	129	127	98	86	67
San Juan ARRA Expansion	32	32	100	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

# SETA Head Start Food Service Operations Monthly Report \* June 2011

June 3rd - Last Day WCIC part day classes.

June 6th - WCIC Full Day Class Closed.  
Elkhorn opens a 10 ct. PM Class

June 7th - WCIC Full Day Class Closed

June 8th -WCIC One Full Day Class Opens for the Summer

June 15th & 16th - Parker Closed Staffing Issues.

June 20th - WCIC Class Closed

June 27th - Grant Skills decreased by one PM Class.

**Meetings and Trainings:**

Connie Otwell attended the Leadership Meeting on June 15th

Support Services Meeting with Brenda Campos attended by  
The Food Service Team June 24th.

**Total Number of Meals and Snacks Prepared for All Kitchens**

Lunch	PM Snack	Breakfast	Field Trips
43,200	26,750	31,026	2108

**Total Amount of Meals and Snacks Prepared** **103,084**

**Purchases:**

Food	\$79,173.45
Non - Food	\$17,748.90

Building Maintenance and Repair: \$5,716.91

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$5,427.20

Vehicle Gas / Fuel: \$2,256.96  
Normal Delivery Days 22





## *Monthly Head Start Report*

*Head Start*  
**June 2011**

### **SETA Operated Program**

#### **Family Partnership Update:**

Over 30 parents attended a workshop hosted by the Child Abuse Council of Sacramento. This two-hour presentation explored the impact of violence on children with a question and answer session after the main presentation. There were many questions, and parents were very receptive and surprised at some of the effects of violence on children. This workshop also explored the effect of TV violence on children, and the importance of monitoring for content, what children watched.

Family Service Workers have been in overdrive working to enroll new families into the Head Start program. In addition, they have attended many community events, staffing tables to ensure that all who need to know about Seta's services are made aware. Last month, both Workforce Development and Head Start were at the Pops in the Park sponsored by Councilwoman Bonnie Pannell. Participants were able to obtain information about both Head Start and the SacWorks Career Centers. Staff will be out again in July for the next event.

#### **Education Update:**

The summer months have been filled with many quality improvement activities. SETA trained the education leadership team on the Early Language and Literacy Classroom Observation tool (ELLCO). Through the use of mentor coaches, centers will be assessed using this tool over the next two months. Data will be used at classroom level to provide feedback to teachers on how to improve literacy skills for young children. At the program level, data will be used to help improve the effectiveness and implementation of the *Houghton Mifflin* supplementary curriculum.

In addition, both preschool and toddler classrooms have also been assessed using Environmental rating scales (ECERS/ITERS). We are proud to report that the scores for this

year show a significant gain in the level of quality classrooms and interactions. Final reports will be provided in the coming months.

The curriculum for these last important months before kindergarten is providing activities with an increased focus on school readiness skills. Many centers are also hosting their End-of-the-Year Celebrations to honor the children and their families as they transition from Head Start to the K-12 system.

## **Elk Grove Unified School District**

### **Education Services Update:**

Liz Aguilar, Education Area Expert from the Sacramento Employment and Training Agency (SETA), and Judy Ellis-O'Mealey, Education Area Expert from San Juan Unified School District, provided two days of professional development in the Classroom Assessment Scoring System (CLASS) for teachers on a modified traditional track schedule. CLASS has been adopted by the Federal Government as the observational instrument they will use for assessing classroom quality in preschool classrooms. CLASS focuses on interactions between teachers and students. It is based on developmental theory and research suggesting that interactions between students and adults are the primary mechanism of student development and learning. EGUSD teachers watched vignettes of teachers and students in preschool classrooms, discussed what they saw, and learned how to evaluate the interactions as being low, middle, or high in the areas of emotional support, classroom organization, and instructional support.

Teachers on a traditional track were provided with CLASS training on April 26 and 27.

The Head Start classes at the seven sites on a modified traditional calendar have successfully completed the school year.

### **Recruitment:**

Registrations and certification appointments for the 2011-2012 school year are taking place in each of EGUSD's three regions. Region I, which includes John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, has 265 students certified for PreK. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, has 259 families certified for PreK. Region III, which includes Barbara Comstock Morse Elementary, Maelola Beitzel Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary schools has 317 students certified for PreK. Currently there are 841 students certified, which is 90% of the number needed for full enrollment. Certification dates have been created for the month of July to certify the remaining 10% of students needed for full enrollment.

## **Sacramento City Unified School District**

### **Education and Child Development Update:**

**School Readiness** - In June, about 2000 preschool students, including those in SCUSD's home-based program, received a school readiness/transition materials package. These materials included a pencil box, pencil, eraser, pencil sharpener, crayons, glue, colored pencils, construction paper, writing journal, watercolor paints, and ruler. The classroom teachers presented the materials to their students to use over the summer and prepare for kindergarten in the fall.

**Staff Development** - On June 3<sup>rd</sup> the Children's Center Teachers received training from the California Preschool Instructional Network (CPIN) on "Introducing Letter Knowledge To Preschoolers: Why and How." Staff received strategies for the best way to share alphabet knowledge with preschoolers and how to support children with fun, naturalistic activities. This workshop was very informative and well received.

### **Health Update:**

**PIR Updates** - The new nurses have been very busy preparing the PIR and screening children for September enrollment. During the review of the PIR data, it was found that there was 100% success rate on preventative dental care due to the Smile Keepers Program visiting every school to apply fluoride dental varnish for the children.

**Training and Parent Workshops** - Lisa Stevens attended the Food for Thought Training and obtained many resources about nutrition for parent and classroom education. Lisa also concluded the first Cooking Matters Parent Workshops at Cap City and Hiram Johnson. There was much interest from the parents to have classes during the summer or doing the workshops again during the school year.

**Lead Results** - Currently SCUSD is working on obtaining lead results for all returning children in addition to children who are screened.

### **EHS & Home Base Update:**

**Staff Development** - Early Head Start Center-based staff attended post-service staff development on June 20. The topic, "Using Environmental Strategies to Promote Positive Social Interactions" was presented in an interactive way and was well received by staff.

**Summer Home Visits** - Center-based Early Head Start families are now in the process of receiving five summer home visits from their teachers. The focus of this summer's visits is "Maximizing Your Baby's Brain Development."

## **San Juan Unified School District**

### **Education Services Update:**

The staff calendar is in production. SJUSD has included many face pages to guide teachers through the year on topics such as the integrated curricula, cultural competence, and dual

language learners. Pacing guides for language and literacy and math are included in the calendar.

**Disabilities Services Update:**

The registration and screening process began in June for children re-registering and newly enrolling into programs for the fall. The screening team received a refresher course/training and were up and ready to go along with a newly stocked screening room. The Care Management team has managed all the files of children who have come through screening for the month of June. Referrals have been created for children needing them to take place as soon as school begins in August. The Disabilities Specialist is also in the midst of purging and storing all the IEPs that have been turned in from teachers completing their 2010-2011 school year paperwork. Outgoing children's IEPs will be put in the proper storage and returning children's IEPs will be prepared and organized for next year.

**Mental Health Services Update:**

The Mental Health Therapist provided support to the Kindergarten Readiness summer program. Kinder-bound students are given social/emotional tools to begin school in the fall. As parents begin the screening process for fall enrollment, families/children with identified needs are contacted by the MHT for necessary mental health services and follow-up intervention.

**Nutrition Services Update:**

SJUSD is pleased to announce that 13 teachers applied for the recent Western Growers Foundation garden grant! Hopefully, they will receive good news as they return for the next school year. The new ChooseMyPlate.gov posters are being laminated and will be available to the teachers at the fall staff training in August.

**Health Services Update:**

Health staff continues to follow up with children needing dental care from the second round of dental screenings with Kate Varanelli from Smile Keepers. Screening is now available three days a week (up from one day) in the centralized screening room. This is both for re-registration and new registrations of children for preschool. Health staff continue to review the information for the PIR report.

**Family and Community Partnerships Update:**

The June Policy Committee meeting was shorter than usual as the major tasks for the year have been accomplished. The SETA representatives gave a very positive report on the leadership training presented by Tracy Tomasky. There will be no Policy Committee meeting in July.

**Transition Services Update:**

Teachers completed their transition activities in June with their end-of-the-year family events. There were many fun fieldtrips and special events at the school sites, recognizing the

progress of all children this year. The classroom binder of transition activities will be revised and updated this year. The revisions will go to teachers in August when preschool classes resume.

**Program Support/Staff Training Update:**

SJUSD concluded the training schedule in May. Next year's professional development plan is complete.

San Juan has created summer committee opportunities for teachers to participate in the process of planning for the next academic year. There is a math committee which is creating a pacing guide for math activities that occur throughout the year in the classroom, two math workshops which will be offered to teachers, and home math activities for parents to do with their children. Additionally, there is an assessment committee which is creating a more teacher friendly approach to SJUSD's assessment system of collecting anecdotal evidence.

**Fiscal Update:**

June has been a very busy month as all fiscal reports and claims were submitted to SETA on June 10<sup>th</sup>.

Year-end close began within the San Juan Unified School District so that all receipts, mileage claims, etc. are being processed so that final payments can be made by the 30<sup>th</sup> of June. All Head Start and Early Head Start projections and trends are currently on track for this time of year. Early Head Start, since it is year round, is still in session.

**Early Head Start:**

The month began with an all staff celebration lunch. Food and fun was had by all! The month ends with two parent/staff trainings on Healthy Feeding of Young Children. The same training is being offered at two locations on two different nights to accommodate families on both ends of the district.

**Twin Rivers Unified School District**

**Highlights:**

Challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self - assessment, PIR, program highlights and significant program changes, expansion updates, etc.

**Events:**

The few school days in June were dedicated to "Last Circles" the end-of-the-year celebrations. Teaching staff coordinated ceremonies for all students entering kindergarten as well as returning to preschool. Parents and relatives attended the ceremonies and students delighted in showcasing their talents with songs, skits and reading. Students displayed their artwork and delighted at receiving diplomas/awards for their tremendous effort and hard work. Students will return on August 11, 2011.

**Components:**

All Component Leaders worked on gathering data for the Program Information Report (PIR).

Plans for the upcoming year were finalized and component leaders are scheduled to return August 2011.

**Policy and parent Committees:**

Due to the summer break, there were no Parent Committee or Policy Council meetings in June. Meetings will resume August 2011.

**Personnel Changes:**

Due to the loss of state funding, several preschool teachers were laid off and state programs were closed. This created a bumping process. Three of the Head Start teachers were included in the layoff. On May 31, 2011 the Policy Committee approved the selection of the two highly qualified teachers to continue in the Head Start Supplemental classes for the 2011-2012 school term.

**WCIC**

School is not in session. No report for June.

## 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.