



GOVERNING BOARD

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County of Sacramento

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, October 6, 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.

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DISTRIBUTION DATE: THURSDAY, SEPTEMBER 29, 2011

ITEM II-A - CONSENT

MINUTES OF THE SEPTEMBER 1, 2011 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the September 1, 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, September 1, 2011
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:13 a.m.

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative
Jimmie Yee, Member, Board of Supervisors

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento
Bonnie Pannell, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the July 7, 2011 and August 4, 2011 Regular Board Meetings
- B. Approval of Claims and Warrants
- C. Approval of Out-of-State Travel for Staff to Attend the Open Society Foundation Institute in Washington, D.C.
- D. Approval of Revised Workforce Skills Preparation Services (WSP) Request for Qualifications (RFQ)

The consent items were reviewed; no questions or corrections.

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

- A. Approve the minutes of the July 7, 2011 and August 4, 2011 meetings.
- B. Approve the claims and warrants for the period 7/29/11 through 8/25/11.
- C. Approve out-of-state travel for William Walker to attend the Open Society Foundation Institute on September 13-15, 2011 in Washington DC, at no cost to SETA.
- D. Approve the Release of the Revised Workforce Skills Preparation Services (WSP) Request for Qualifications (RFQ) to include an On-the-Job Training/ Subsidized Employment (OJT/SE) "pay-for-performance" vendor service.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval to Modify Retiree Medical And Dental Insurance Program Administrative Policy for Calendar Year 2012

Mr. Rod Nishi stated that in August, the board approved the Medical and Dental Insurance Program Administrative Policy for Calendar Year 2012. This item requests the modification of Section IX, Eligibility for Subsidy/Offset Payments which must be modified to coincide with the actions taken by the Board regarding eligibility for subsidy/offset payments. Mr. Nishi stated that this policy differs slightly from the county in that the county has different date requirements for qualified employees.

Moved/Yee, second/Scherman, to approve modification of Section IX. Eligibility for Subsidy/Offset Payments as identified in the Retiree Medical and Dental Insurance Program Administrative Policy, effective January 1, 2012.

Voice Vote: Unanimous approval.

2. Approval of Addendum to Payroll Services Contract with High Line Corporation

Mr. Nishi stated that SETA's payroll system software vendor is High Line Corporation. The former vendor, Ingentra, provided services to develop the payroll system. Staff is seeking approval of a contract addendum with High Line to troubleshoot the current system so the payroll system can be implemented. This contract addendum is not to exceed \$10,000. The president of High Line has stated that the cost of bringing SETA's payroll system on-line will not exceed \$10,000.

Moved/Scherman, second/Yee, to approve a contract addendum with High Line Corporation to provide consulting and troubleshooting to implement the timesheet entry module at a cost not to exceed \$10,000.

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

3. Approval of Revised Program Coordinator Job Classification and Re-Titling to Facilities Coordinator

Mr. Nishi stated that this item recommends the revision of the Program Coordinator job classification. While the scope of the duties of the classification have held fairly constant, the: tools, terminology, and specific tasks of the Program Coordinator's work need further clarification. Mr. Nishi reviewed the modified job classification and stated that there will be no financial impact.

Speaker before the board: Donna Hubbs, Program Coordinator

Moved/Scherman, second/Yee, to approve the revised Program Coordinator job classification and the re-titling to Facilities Coordinator.
Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

1. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2012 Program Year

Ms. Cindy Sherwood-Green reviewed this item. This RFP will seek proposals from organizations to serve low income Sacramento resident.

CSBG funding will be allocated as follows:

1. Sixty percent (60%), or \$480,000, for Safety-Net Services, one-time or limited services to families who find themselves in a crisis situation.
2. Forty percent (40%), or \$320,000, for Family Self Sufficiency services, which are comprehensive, case-managed services for families.

Proposals are due by October 6 and the Governing Board is scheduled to make final funding decisions on December 1. There are stipulations included in the RFP that the program would be run according to the state funding levels.

Moved/Yee, second/Scherman, to approve the CSBG Request for Proposals for the 2012 Fiscal Year.

Voice Vote: Unanimous approval.

Refugee Services

2. Approval of Staff Funding Recommendations for the Refugee Employment Social Services, Targeted Assistance, Older Refugee Discretionary, Targeted Assistance Discretionary Programs, Program Year 2011-2012

Ms. Michelle O’Camb stated that on June 17, 2011, SETA received 22 proposals. The 22 proposals were submitted by 14 applicants requesting a total of \$2,730,115; all proposals were reviewed by a team of nine. Ms. O’Camb reviewed the funding recommendations for refugee services. SETA has not received notification of PY’s 2011-12 RESS and TA or Older Refugee Discretionary (ORD) allocations. It is anticipated that SETA will receive this information in September 2011. Preliminary estimates indicate that funds available for allocation will be:

RESS: \$590,528 **TA**: \$319,638 **ORD**: \$47,725

There will not be any carryover funds this year.

Ms. O’Camb reviewed the programs being recommended for funding. The agencies being recommended have demonstrated their ability to provide services indicated in the RFP. Ms. O’Camb reviewed a map indicating the highest

refugee concentrations in the county. Programs recommended for funding will provide services to refugees county-wide.

Mr. Nottoli spoke of a letter received by Sacramento City Unified School District. Ms. O'Camb stated that there have been issues with the program moving around so much and the refugee population's inability to find their services.

Speaker before the board:

Susan Lytle Gilmore, Director, Adult Education, Sacramento City Unified School District

Moved/Yee, second/Scherman, to approve staff funding recommendations for the Refugee Employment Social Services (RESS), Targeted Assistance (TA), Older Refugee Discretionary (ORD), and Targeted Assistance Discretionary (TAD) programs, Program Year 2011-2012, as indicated on the attached funding charts. Additionally, approve the following stipulations:

- 1) VESL/ES service providers must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 2) All VESL/ES and ES Stand Alone budgets must include a minimum allocation of 5% for supportive services.
- 3) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must stagger respective staff to ensure program services are available Monday through Friday, at least eight hours a day, from October 1, 2011 through September 30, 2012.
- 4) If the final allocations for RESS, TA, ORD, and/or TAD are less than the anticipated amounts, SETA reserves the right to reduce amounts allocated to providers accordingly.
- 5) If the final allocations for RESS and TA are more than anticipated, Staff will return with an augmentation recommendation. If staff returns with an augmentation recommendation, priority for funding will be given to Lao Family Community Development, Inc. for the Employment Service activity.

Roll call vote: Aye: 3, Nay: 0, Abstentions: 0

One Stop Services: No items.

Youth Services: No items.

IV. Information Items

- A. Child and Adult Care Food Program Review Report and Response: No questions.
- B. Report Back on Services Provided to Parolees

Ms. Kathy Hamilton, Director, Elk Grove Adult & Community Education thanked the board for approving staff to attend the Open Society Foundation Institute. This will assist staff to work with people between sixth and 12th grades. The team that goes to Washington, D. C. will bring back the action plan.

Ms. Purdy reviewed a variety of grants that have been received in Sacramento to assist public sector dislocations as well as other private sector dislocations.

- C. Fiscal Monitoring Reports: No questions or comments.
- D. Head Start Reports: No questions or comments.
- E. Employer Success Stories and Activity Report: No questions or comments.
- F. Dislocated Worker Update: Mr. Walker stated that Borders Books is not yet on the list; will be put on the list later.
- G. Unemployment Update/Press Release from the Employment Development Department: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick: originally scheduled to present the Children and Family Services workshop in October. This will be moved to the November meeting.
- C. Deputy Directors: No comments.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:50 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 8/26/11 through 9/29/11, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 8/26/11 through 9/29/11.

STAFF PRESENTER: Roy Kim

ITEM II-C - CONSENT

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

BACKGROUND

On September 1, 2011, the SETA Governing Board approved an amendment to include the addition of On-the-Job Training/Subsidized Employment (OJT/SE) as a “pay-for-performance” vendor activity in SETA’s Vendor Services (VS) List Request for Qualifications (RFQ).

As a result, Crossroads Diversified Services and Sacramento City Unified School District-Skills and Business Education Center each submitted applications to add the OJT/SE vendor activity to their current VS List contracts. Additionally, the Greater Sacramento Urban League and Sacramento Chinese Community Service Center each submitted applications to become vendors offering the OJT/SE vendor activity.

The applications for each of the agencies noted above were reviewed and scored by a team comprised of staff from SETA’s Workforce Development Department. Applications were evaluated based on criteria outlined in the RFQ. Concluding the review, the team determined that each applicant effectively demonstrated its ability to operate an OJT/SE “pay-for-performance” vendor activity.

Benchmark payments to vendors under the “pay-for-performance” OJT/SE vendor activity shall be made through the following performance-based outcomes:

1. \$1,000 will be paid as a training **Placement Benchmark** when the customer is hired and has completed two (2) weeks of training/employment.
2. Up to \$3,000 or 100% of the customer’s gross wages reimbursed during the training period, whichever is less, will be paid as a **Training Completion Benchmark** when the customer completes the training period (*actual wages up to \$3,000 will be reimbursed for trainees who do not complete training*), continues to be employed at least 32 hours per week at the wage agreed upon in the OJT/SE training plan, and the documentation of wages paid (time sheets and wage records) and successful completion (evaluation) is received by SETA.
3. \$1,000 will be paid as a **Retention Benchmark** when the customer is employed on the 90th day after the end of the training period and is working at least 32 hours per week at the agreed upon wage rate, provided that appropriate documentation of employment (check stubs or wage records) is received by SETA.

STAFF PRESENTER: Marianne Sphar

RECOMMENDATION

Approve the following, contingent upon the execution of the amendment to the On-the-Job Training/Subsidized Employment (OJT/SE) Agreement between SETA and the County of Sacramento, Department of Human Assistance (DHA) for the provision of OJT/SE services to eligible CalWORKs recipients:

- 1) Add the OJT/SE “pay-for-performance” vendor activity to the current VS List contracts of Crossroad Diversified Services and Sacramento City Unified School District.
- 2) Add Greater Sacramento Urban League and Sacramento Chinese Community Service Center to SETA’s VS List offering the OJT/SE “pay-for-performance” activity.

STAFF PRESENTER: Marianne Sphar

Adult Vendor Services (VS) List

Staff Recommendation

APPLICANT: **Crossroads Diversified Services, Inc.**
 Sacramento City Unified School District
 Greater Sacramento Urban League
 Sacramento Chinese Community Service Center

Applicants' Background:

Crossroads Diversified Services, Sacramento City Unified School District-Skills and Business Education Center, the Greater Sacramento Urban League and Sacramento Chinese Community Service Center have submitted applications to become vendors offering the OJT/SE vendor activity. Each of these agencies is currently not funded by SETA for this activity, but have past experience providing subsidized employment, work experience and/or on-the-job training programs.

The OJT/SE activity is intended to engage prospective employers in providing appropriate and meaningful training opportunities to low income individuals, dislocated workers, and eligible CalWORKS recipients. It is designed to place CalWORKS recipients into full-time jobs in high growth demand occupations. OJT/SE is a "hire first" activity that provides up to 100% reimbursement of the wages paid by an employer to an employee during the training period. The percentage of the wage reimbursement and the length of training are based on the occupation, the elements of training, the experience and work readiness of the trainee, and the difficulty of the job.

Activity	Performance Benchmarks
On-the-job training	<p>Qualified vendors are responsible for wage reimbursements to OJT/SE employers based on the terms of each OJT/SE agreement, and are eligible for the following outcome/benchmark payments from SETA:</p> <ol style="list-style-type: none"> (1) A Placement benchmark payment of \$1,000 for employment upon submittal of a signed OJT/SE contract with an employer who meets the OJT/SE worksite criteria AND who has hired a CalWORKS recipient approved by the Sacramento County Department of Human Assistance who has completed two weeks of employment. (2) A Training Completion benchmark payment for the wage subsidy paid to the CalWORKS recipient, not to exceed \$3,000, or 100% of the trainee's gross wages earned during the training period, whichever is less, when the trainee completes training, and the documentation of wages paid (time sheets and wage records) and evaluations are received by SETA. (3) A Retention benchmark payment of \$1,000 for retention upon the CalWORKS trainee's successful retention on the 90th day after the end of the training plan period if the trainee is still working at least 32 hours per week.

ITEM III-A – 1 - ACTION

APPROVAL OF NON-COMPETITIVE PROCUREMENT FOR OFFICE AND CLASSROOM SPACE FOR THE GALT ONE-STOP CAREER CENTER AND APPROVAL TO AUTHORIZE LEASE NEGOTIATIONS

BACKGROUND:

On August 4, 2011, the SETA Governing Board approved the release of a Request for Proposals (RFP) for Office and Classroom space for the Galt One-Stop Career Center with a proposal due date of August 26, 2011.

SETA conducted the following procurement procedures:

- A Public Notice announcement was posted on the SETA website prior to the August 4, 2011 RFP release date.
- On August 4, 2011, the RFP was mailed out to nineteen (19) brokers of the fifty-three (53) brokers who were personally contacted to determine interest in the RFP.
- A proposer's conference was held on August 19, 2011, with representatives from two organizations in attendance.
- On August 26, 2011, one proposal was received from MSI Properties, Inc.

SETA's Procurement Policies and Federal Regulations permit non-competitive procurement if, after solicitation of a number of sources, competition is deemed inadequate. MSI Properties, Inc. is SETA's current lease holder for the Galt One-Stop Career Center. Its proposal appears to meet the requirements for office and classroom space as stated in the RFP.

Staff requests that the Governing Board find that, after solicitation of a number of sources, competition has been deemed inadequate and, consistent with SETA's Procurement Policies and Federal Regulations, non-competitive procurement is appropriate. Staff also requests that staff and legal counsel be authorized to negotiate a lease with MSI Properties, Inc., the only respondent to the RFP. Upon successful negotiations, staff will return to the Governing Board to approve a lease agreement.

RECOMMENDATION:

That the Governing Board: (1) make the following findings regarding non-competitive procurement - that, after solicitation of a number of sources, competition has been deemed inadequate and, consistent with SETA's Procurement Policies and Federal Regulations, the Governing Board finds that non-competitive procurement is appropriate; and (2) authorize staff and legal counsel to negotiate a lease with MSI Properties, Inc., the only respondent to the RFP.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-A – 2 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF NEW CLASSIFICATION OF CHILDREN AND FAMILY SERVICES (CFS) QUALITY ASSURANCE ANALYST AND RELATED SALARY RANGE

BACKGROUND:

The Executive Director is proposing the establishment of a new classification of Children and Family Services (CFS) Quality Assurance Analyst.

At the federal level there is an Office of Head Start Monitoring Protocol and Guides Manual. Each year a protocol is issued to advise grantees and delegate agencies of the approach the annual federal monitoring review will take. This year's protocol signaled a new focus as indicated by the following statement included in the protocol:

The Protocol has been enhanced for FY 2011 to place a greater emphasis on the quality of the delivery and management of program services, with a focus on making connections between program systems and collecting data on critical indicators of success in promoting school readiness.

This proposed new classification represents an effort by the Agency to establish a focused on-going internal monitoring team with the same focus on analysis of: "program systems and collecting data on critical indicators".

The Agency previously had a monitoring unit dissolved in 2008 in an effort to cope with a reduction in funds. That unit was staffed with specialists, each with expertise in a functional area. The plan is to reestablish a monitoring unit staffed by a classification which is designed primarily to do system analysis and monitoring.

CONSIDERATIONS:

The Agency has Specialist Classifications in areas including: Education, Social Services, Health/Nutrition, and Special Education. The concept for these and similar Specialist classes is to provide specialized subject matter expertise in support of direct services providers and coordinators.

The concept of the proposed classification is that of an analyst with a basic knowledge of Head Start program functions, who is able to provide expertise in monitoring and quality assurance methodology.

The CFS Quality Assurance Analyst will review and analyze monitoring data sampled from all Head Start functional areas to find specific types of potential compliance issues

STAFF PRESENTER: Rod Nishi

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

department may face. The analyst will provides information on the particular non-compliance that can be addressed. The analyst will write and implement monitoring procedures to obtain the non-compliance information needed for analysis, and report findings from test and monitoring data to management.

While incumbents in existing classifications are subject matter specialists who perform some monitoring duties, this classification will be a quality assurance and monitoring specialist who has a general knowledge of Head Start functional areas. One of the qualifications patterns for the classification gives recognition to skills represented by possession of a Health Service Credential or a Basic Family Services Credential issued by the National Head Start Association.

While the proposed class is significantly different from existing Specialist classes in concept and approach, the classes are equivalent in the preparation and performance expectations that the Agency has for each of them.

Proposed Salary Range

Step A	Step B	Step C	Step D	Step E
\$19.26	\$20.23	\$21.25	\$22.30	\$23.42

The Agency and union met on September 21, 2011 and arrived at a consensus on this item. This position would be assigned to the Head Start bargaining unit.

The Head Start Policy Council approved this item at their September 27, 2011 meeting.

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and adopt the modification to the Agency classification plan to approve the new classification of Children and Family Services (CFS) Quality Assurance Analyst and related Salary Range.

STAFF PRESENTER: Rod Nishi

CHILDREN AND FAMILY SERVICES (CFS) QUALITY ASSURANCE ANALYST

ORGANIZATIONAL RESPONSIBILITY

A CFS Quality Assurance Analyst is responsible to the Deputy Director or designee.

DEFINITION

Under general direction, to provide monitoring and quality assurance to assure local, state and federal guidelines are being met and exceeded in the basic functional areas of safety, health, nutrition, learning environment, development of physical and intellectual competence, language development, social and emotional development, special education and family support, within child development programs operated by the Sacramento Employment and Training Agency and its delegate agencies and partners.

DISTINGUISHING CHARACTERISTICS

This is an analytical classification that does not provide direct services but works closely with employees and supervisors engaged in providing direct services to assess service delivery and facilitate the provision of excellent service.

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. Provides daily, weekly and monthly monitoring of child development and social service programs that serves the needs of low income families.
2. Provides monitoring and quality assurance analysis to ensure high quality programming and service delivery systems;
3. Performs site inspections in association with applicable state, federal and local policies and performance standards; ,
4. Insures the proper maintenance of various records at program sites;
5. Prepares or generates various reports;
6. Assists in the compilation of data;
7. Utilizes data systems and software to develop reports, analyze data and evaluate programs;
8. Performs activities designed to validate/verify the data entered into child and family tracking and data systems;
9. Conducts staff and parent interviews to ensure performance standards are met or exceeded;
10. Provides feedback, including technical assistance, regarding quality programming, compliance and corrective plans of action;
11. Assists with program self assessment process;
12. Responds to requests for information and assistance.

MINIMUM QUALIFICATIONS

Knowledge of:

- Head Start, Early Head Start and State Preschool programs and functions;
- Common techniques, methods and standards for sample collection, handling, quality assurance;
- Training, technical assistance and performance based feedback;

- Program evaluation and monitoring;
- Basic data processing systems software;
- Problems and needs of low-income families;
- Community Relations and capacity building.

AND

Ability to

- Utilize a variety of metrics, approaches and quality assurance/internal review processes in performing assigned reviews;
- Analyze data;
- Provide training programs and workshops for parents and staff;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Insure the proper maintenance of records;
- Insure program compliance with local, state and federal regulations and standards;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships;
- To competently use some computer 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:

At least one year in a classification equivalent to a SETA Head Start Specialist.

OR

One (1) year of specialized experience that includes working with quality assurance/monitoring methods, principles and practices, dealing with the problems of young children and their families;

AND

- I. An AA Degree or higher in Social Science, Human Development, or its equivalent OR
- II. A Basic Health Service Credential or a Basic Family Services Credential issued by the National Head Start Association is highly desirable

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-B – 1 - ACTION

APPROVAL TO ACCEPT ADDITIONAL FUNDING FOR THE CLEAN ENERGY
WORKFORCE TRAINING PROGRAM AND AUGMENT AND EXTEND THE
AMERICAN RIVER COLLEGE ALTERNATIVE VEHICLE AND FUELS SUBGRANT
AGREEMENT

BACKGROUND:

In August, 2009, the Employment Development Department, California Energy Commission and the California Workforce Investment Board announced the availability of up to \$23 million in funds for the California Clean Energy Workforce Training Program. This collaborative effort combined American Recovery and Reinvestment Act funding from the State Energy Program, Workforce Investment Act Governor's Discretionary 15 Percent funds, and Assembly Bill 118 Alternative and Renewable Fuel and Vehicle Technology Program funds. On October 2, 2009, SETA received \$500,000 to provide an Alternative and Renewable Fuels and Vehicle Partnership with American River College (ARC), Operating Engineers, PG&E, SMUD and Regional Transit to offer Entry-level training in Alternative Fuels and Vehicles to unemployed individuals and incumbent workers. The training program resulted in Industry Certification for 104 students in Alternative Fuels and Green Vehicle Technology, focusing on plug-in electric vehicles, hybrid vehicles and clean diesel vehicles.

In September, 2011, SETA received additional funding from the Employment Development Department and the California Energy Commission to continue the program through December 31, 2012 in order to provide training to additional students. Funding in the amount of \$150,000 will be used to provide training to an additional 25 technicians at ARC, and 75 incumbent workers employed in the utility industry and in state, county, and regional government in alternative fuel and green vehicle technology (hybrid and electric plug-in vehicles). Employer partners will include PG&E, SMUD, the City of Sacramento and the County of Sacramento. Staff is requesting approval to augment and extend the subgrant agreement with American River College for \$100,000 for this training. Fifty-thousand dollars of the funding will be retained by SETA for outreach to employers, recruitment of students, coaching, job development and tracking/reporting.

RECOMMENDATION:

Accept an augmentation of \$150,000 to continue the Clean Energy Workforce Training program through December 31, 2012.

Approve an extension and \$100,000 augmentation of the subgrant agreement with American River College through December 31, 2012 to train 25 unemployed individuals and 75 incumbent workers in Alternative Fuels and Green Vehicle Technology.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 2 - ACTION

APPROVAL TO SUBMIT A REQUEST TO TRANSFER WORKFORCE INVESTMENT ACT (WIA) DISLOCATED WORKER FUNDS TO ADULT FUNDS, PROGRAM YEAR (PY) 2011-12

BACKGROUND:

This item addresses the transfer of Workforce Investment Act (WIA) Adult and Dislocated Workers funds for Program Year (PY) 2011-12. Based on a waiver submitted by the Employment Development Department (EDD) and approved by the Department of Labor (DOL) on June 27, 2011, the Local Workforce Investment Areas (LWIA) may transfer up to 50 percent of the WIA formula adult funds and up to 50 percent of the dislocated worker funds allocated to the local area between the adult and dislocated worker funding streams. The DOL granted California an extension of the waiver through June 30, 2012 to permit an increase in the funds transfer limitation found in WIA Section 133(b)(4).

The WIA allows the transfer of funds between adult and dislocated worker funding streams in order to maximize customer service and provide local boards with greater flexibility to respond to changes in their local labor markets.

Staff is recommending that the Board approve a continuation of the transfer of 50 percent of dislocated worker funds to the adult funding allocation for PY 2011-12. The authorization to transfer funds will provide SETA the flexibility to support programs and allocate resources to best serve the employment and training needs of adults and dislocated workers in this region.

The amount of funds to be transferred is \$2,062,289.

RECOMMENDATION:

Approve the submission to the State of California, EDD of the request to transfer \$2,062,289 in WIA Dislocated Worker funds into the WIA Adult funding stream for PY 2011-12.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 3 - ACTION

APPROVAL OF THE ACCEPTANCE OF NATIONAL EMERGENCY GRANT (NEG) FUNDS AND THE AUGMENTATION OF CALWORKS AND NEG FUNDS TO ON-THE-JOB TRAINING (OJT) PROVIDERS

BACKGROUND:

National Emergency Grant (NEG) -

As a participant in the State of California, Employment Development Department's (EDD) statewide application to the U.S. Department Labor (DOL) for Workforce Investment Act (WIA) National Emergency Grant (NEG) funds, SETA received formal notification from the State in June, 2010 that funding was awarded. The funding was awarded to provide On-the-Job Training (OJT) opportunities to "prolonged" dislocated workers—those out of work for 21 weeks or more, with priority given to those out of work for 99 weeks or more.

The OJT activity is intended to engage prospective employers in providing appropriate and meaningful training opportunities to eligible individuals. It is designed to place customers into full-time jobs in high skill, high growth occupations. OJT is a "hire first" activity that provides a reimbursement of the wages paid by an employer to an employee during the training period. Wage reimbursement rates under the NEG OJT are provided on a sliding scale based on employer size:

- Up to 90% for employers with 50 or fewer employees
- Up to 75% for employers with 51 to 250 employees
- Up to 50% for employers with 251 or more employees

SETA received \$725,000 in the first increment of NEG funding and awarded 103 OJT slots to the SETA OJT providers that were either meeting or exceeding contractual service levels at the time of award. OJT providers approved by the Governing Board on September 2, 2010 for the first increment of NEG OJT funding included:

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

STAFF PRESENTER: Robin Purdy

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

In September, 2011 SETA received formal notification from the State that it had been selected to receive a second increment of \$400,000 in NEG OJT funding. The funding became available as a result of a \$3.8 million NEG OJT funding augmentation awarded to the State from the U.S. DOL to continue providing OJT opportunities to the "prolonged" dislocated worker population.

Staff is seeking approval to accept the second increment of NEG OJT funding in the amount of \$400,000. Additionally, staff is seeking approval to augment \$302,400 NEG OJT funds to the following current OJT providers to serve an additional 48 eligible clients based upon their demonstrated performance under the first round of NEG OJT funding:

- Asian Resources, Inc.
- Bach Viet Association, Inc.
- La Familia Counseling Center
- North State Building Industry Foundation

The remaining funds will be utilized by SETA to provide coordination and oversight of the NEG OJT program and to serve 9 eligible clients in OJT contracts written by SETA staff.

The staff recommendations for the augmentation of NEG OJT funds are attached.

CalWORKs -

In March, 2011 the SETA Governing Board approved the release of a Request for Proposals (RFP) to solicit On-the-Job Training/Subsidized Employment (OJT/SE) services through WIA, Title I, and CalWORKs funding. On June 2, 2011 the SETA Governing Board approved funding the following providers for OJT/SE services:

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

Additionally, the Governing Board approved setting aside \$191,106 of CalWORKs funds for the future allocation of additional slots, to negotiate higher wage reimbursement rates, and/or to negotiate longer training durations.

STAFF PRESENTER: Robin Purdy

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

The OJT/SE RFP was based on SETA's former agreement with the County Department of Human Assistance (DHA) which included a provision that all applicants must meet a 20% in-kind match. It was anticipated that sub grantees would meet this match requirement by utilizing the 50% of wages paid by OJT employers during the training periods. DHA has eliminated the match requirement from the current agreement and has requested that all wage reimbursements be increased to 100%. Therefore, staff is seeking approval to augment current OJT/SE providers with \$125,256 in CalWORKs funds to increase wage reimbursement rates to the maximum 100% to increase the marketability of OJTs to prospective employers. Staff is further seeking approval to eliminate the 20% match requirement.

Staff recommendations for the augmentation of CalWORKs funds are attached.

RECOMMENDATION:

- Approve the acceptance of \$400,000 in NEG OJT funding from the State, EDD.
- Approve the augmentation recommendations of CalWORKs and NEG OJT funds as reflected in the attached funding chart.
- Approve the elimination of the 20% in-kind match requirement.

STAFF PRESENTER: Robin Purdy

Sacramento Employment and Training Agency
CalWORKs and NEG
On-the-Job Training/Subsidized Employment Funding Augmentation Recommendations
FY2011-2012

Service Provider	Current Funding, FY2011-2012			Funding Augmentation Recommendations, FY2011-2012					
	Total - WIA DW and CalWORKs	Number to Serve		NEG	CW**	Augmented Total	New 2011-12 Total	Number to Serve	
		WIA DW	CW					NEG	New 2011-12 Total
Asian Resources, Inc.*	\$450,782		60	\$75,600	\$0	\$75,600	\$526,382	12	72
Folsom Cordova Community Partnership	344,860		50	\$0	37,910	\$37,910	382,770		50
Bach Viet Association	295,526		50	\$75,600	10,800	\$86,400	381,926	12	62
La Familia Counseling Center	411,389		65	\$75,600	50,434	\$126,034	537,423	12	77
Lao Family Community Development	381,004		52	\$0	26,112	\$26,112	407,116		52
North State Building Industry Foundation	337,610	60		\$75,600		\$75,600	413,210	12	72
	\$2,221,171	60	277	\$302,400	\$125,256	\$427,656	\$2,648,827	48	385

*Already at 100% reimbursement rate for CalWORKs wages paid to employers.

**Allocation to increase CalWORKs wage reimbursement rates to 100%.

ITEM IV-A - INFORMATION

THE AMERICAN JOBS ACT

BACKGROUND:

On September 8, 2011 President Barack Obama introduced the American Jobs Act.

The proposal focuses on relief to the long term unemployed, tax credits to small business, job creation through construction of roads, bridges and schools, and tax cuts for the middle class. The proposal also includes funding for job training and summer youth employment programs.

The American Jobs Act has five components:

1. Tax cuts to help America's small businesses hire and grow
2. Putting workers back on the job while rebuilding and modernizing America
3. Pathways back to work for Americans looking for jobs
4. Tax relief for every American worker and family
5. Fully paid for as part of the President's long-term deficit reduction plan

Attached is an analysis of the impact this legislation would have on the State of California, developed from materials provided by the National Association of Counties and the U.S. Conference of Mayors.

THE AMERICAN JOBS ACT: IMPACT FOR CALIFORNIA

The American people understand that the economic crisis and the deep recession weren't created overnight and won't be solved overnight. The economic security of the middle class has been under attack for decades. That's why President Obama believes we need to do more than just recover from this economic crisis – we need to rebuild the economy the American way, based on balance, fairness, and the same set of rules for everyone from Wall Street to Main Street. We can work together to create the jobs of the future by helping small business entrepreneurs, by investing in education, and by making things the world buys. The President understands that to restore an American economy that's built to last we cannot afford to outsource American jobs and encourage reckless financial deals that put middle class security at risk.

To create jobs, the President unveiled the American Jobs Act – nearly all of which is made up of ideas that have been supported by both Democrats and Republicans, and that Congress should pass right away to get the economy moving now. The purpose of the American Jobs Act is simple: put more people back to work and put more money in the pockets of working Americans. And it would do so without adding a dime to the deficit. The American Jobs Act has five components:

1. Tax Cuts to Help America's Small Businesses Hire and Grow

- The President's plan will cut the payroll tax in half to 3.1% for employers on the first \$5 million in wages, providing broad tax relief to all businesses but targeting it to the 98 percent of firms with wages below this level. **In California, 710,000 firms will receive a payroll tax cut under the American Jobs Act.**

2. Putting Workers Back on the Job While Rebuilding and Modernizing America

- The President's plan includes \$50 billion in immediate investments for highways, transit, rail and aviation, helping to modernize an infrastructure that now receives a grade of "D" from the American Society of Civil Engineers and putting hundreds of thousands of construction workers back on the job. **Of the investments for highway and transit modernization projects, the President's plan will make immediate investments of at least \$3,963,800,000 in California that could support a minimum of approximately 51,500 local jobs.**
- The President is proposing to invest \$35 billion to prevent layoffs of up to 280,000 teachers, while supporting the hiring of tens of thousands more

and keeping cops and firefighters on the job. These funds would help states and localities avoid and reverse layoffs now, **and will provide \$3,621,300,000 in funds to California to support up to 37,300 educator and first responder jobs.**

- The President is proposing a \$25 billion investment in school infrastructure that will modernize at least 35,000 public schools – investments that will create jobs, while improving classrooms and upgrading our schools to meet 21st century needs. **California will receive \$2,812,600,000 in funding to support as many as 36,600 jobs.**
- The President is proposing to invest \$15 billion in a national effort to put construction workers on the job rehabilitating and refurbishing hundreds of thousands of vacant and foreclosed homes and businesses. **California could receive about \$1,853,700,000 to revitalize and refurbish local communities, in addition to funds that would be available through a competitive application.**
- The President's plan proposes \$5 billion of investments for facilities modernization needs at community colleges. Investment in modernizing community colleges fills a key resource gap, and ensures these local, bedrock education institutions have the facilities and equipment to address current workforce demands in today's highly technical and growing fields. **California could receive \$1,131,100,000 in funding in the next fiscal year for its community colleges.**

3. Pathways Back to Work for Americans Looking for Jobs.

- Drawing on the best ideas of both parties and the most innovative states, the President is proposing the most sweeping reforms to the unemployment insurance (UI) system in 40 years help those without jobs transition to the workplace. **This could help put the 1,023,000 long-term unemployed workers in California back to work.**
- Alongside these reforms, the President is reiterating his call to extend unemployment insurance, **preventing 356,900 people looking for work in California from losing their benefits in just the first 6 weeks.** And, across the country, the number saved from losing benefits would triple by the end of the year.
- The President is proposing a new **Pathways Back to Work Fund** to provide hundreds of thousands of low-income youth and adults with opportunities

to work and to achieve needed training in growth industries. **Pathways Back to Work could place 19,800 adults and 58,600 youths in jobs in California.**

4. Tax Relief for Every American Worker and Family

- The President's plan will *expand the payroll tax cut passed last December by cutting workers payroll taxes in half next year.* **A typical household in California, with a median income of around \$56,000, will receive a tax cut of around \$1,740.**

5. Fully Paid for as Part of the President's Long-Term Deficit Reduction Plan.

- To ensure that the American Jobs Act is fully paid for, the President will call on the Joint Committee to come up with additional deficit reduction necessary to pay for the Act and still meet its deficit target. The President will, in the coming days, release a detailed plan that will show how we can do that while achieving the additional deficit reduction necessary to meet the President's broader goal of stabilizing our debt as a share of the economy.

ITEM IV-B – INFORMATION

SACRAMENTO IS ONE OF TWO REGIONS IN THE NATION SELECTED FOR ENERGY UPGRADE FINANCING

BACKGROUND:

From the New York Times, September 20, 2011

A business consortium that includes Lockheed Martin and Barclays bank plans to invest as much as \$650 million over the next few years to slash the energy consumption of buildings in the Miami and Sacramento areas. It is the most ambitious effort yet to jump-start a national market for energy upgrades that many people believe could eventually be worth billions.

Focusing mainly on commercial property at first, the group plans to exploit a new tax arrangement that allows property owners to upgrade their buildings at no upfront cost, typically cutting their energy use and their utility bills by a third. The building owners would pay for the upgrades over five to 20 years through surcharges on their property-tax bills, but that would be less than the savings.

The consortium is led by a company called Ygrene Energy Fund of Santa Rosa, Calif., which has already won an exclusive contract to manage a retrofit program for a half-dozen communities in the Miami area, with the city expected to join in a few weeks. It is in the late stages of completing a contract with Sacramento, and is seeking deals in other cities.

State and city officials are optimistic they may have found a way to tackle one of the nation's biggest energy problems — waste in older buildings — without new money from Washington. If enough building owners sign on, private capital would be put to work paying for retrofit projects that promise to save local businesses money while creating thousands of new construction jobs.

“We are so used to reaching our hand out and saying, ‘Washington, we need this,’ and ‘Tallahassee, give us that,’ ” said Edward MacDougall, the mayor of Cutler Bay, Fla., a Miami suburb that took the lead in setting up the deal in that region. “This is really a home-grown mechanism where we don’t need to do that.”

The consortium was put together by the Carbon War Room, a nonprofit environmental group based in Washington set up by Richard Branson, the British entrepreneur and billionaire, to tackle the world's climate and energy problems in cost-saving ways. With the United States government nearly paralyzed on climate policy, he said, his group is seeking a way forward.

“We see this as the first of hopefully many, many, many projects, and a big step in the right direction,” Mr. Branson said in an interview last weekend in New York.

In the past three years, half the states have passed legislation permitting energy retrofits financed by property-tax surcharges, and hundreds of cities and counties are considering such programs. While the situation poses some risks, and programs aimed specifically at homeowners have run into a snag, many jurisdictions are moving forward with plans to focus on commercial properties.

Environmental groups have lauded the trend as one of the most exciting developments in years regarding climate change. They point out that wide use of such programs could cut emissions of heat-trapping carbon dioxide from power plants by reducing electricity demand.

“It’s a big deal,” said James D. Marston, head of energy programs for the Environmental Defense Fund, a group that has worked with Carbon War Room in developing the approach. Over the long haul, he said, “we’re talking about tens of billions of dollars in investments, and energy savings that are 10 times that amount. If you do this correctly, you would be able to shut down a third of the coal plants in the country.”

While that may take a while, there seems to be little question that the new approach could draw substantial private capital into the market for energy upgrades, which have historically been difficult for many midsize and smaller businesses to finance.

As envisioned for Miami and Sacramento, the plans will work like this:

Ygrene and its partners will gain exclusive rights for five years to offer this type of energy upgrade to businesses in a particular community. They will market the plan aggressively, helping property owners figure out what kinds of upgrades make sense for them. Lockheed Martin is expected to do the engineering work on many larger projects.

The retrofits might include new windows and doors, insulation, and more efficient lights and mechanical systems. In some cases, solar panels or other renewable power might be included. For factories, the retrofits might include new motors or other gear.

Short-term loans provided by Barclays Capital will be used to pay for the upgrades. Contractors will offer a warranty that the utility savings they have promised will actually materialize, and an insurance underwriter, Energi, of Peabody, Mass., will back up that warranty. Those insurance contracts, in turn, will be backed by Hannover Re, one of the world’s largest reinsurance companies.

ITEM IV-B – INFORMATION (continued)

Page 3

As projects are completed, the upgrade loans, typically carrying interest rates of 7 percent, will be bundled into long-term bonds resembling those routinely issued by governmental taxing districts. Barclays will market the bonds. Retirement funds have expressed interest in buying these bonds, which will be repaid by tax surcharges on each property that undergoes a retrofit.

“This is a game-changer,” said John D. Kinney, whose company, Clean Fund of San Rafael, Calif., has raised \$250 million to invest in such projects. The company just used the technique to help finance a large solar installation at a development called Sonoma Mountain Village in Rohnert Park, Calif.

Experts point out that, with modern techniques and equipment, a retrofit can typically cut a building’s energy use so much that the project pays for itself in as little as five years. The most famous recent example was the refurbishment of the Empire State Building, which cut energy use by nearly 40 percent, turning it into one of New York’s greenest buildings.

The new financing approach is called Property Assessed Clean Energy, or PACE.

For decades, cities and counties have created special taxing districts to finance improvements that benefit private property, such as street lights or sewers. Bonds are issued to pay for the projects, and then repaid with surcharges on tax bills. If an owner sells, the surcharge stays with the property.

Several years ago, the city of Berkeley, Calif., hit on the idea of using that approach to finance energy upgrades on private homes. The idea took off, and 25 states and the District of Columbia soon passed PACE legislation. One of the most successful programs to date has been in Sonoma County, Calif., where retrofit projects exceeding \$50 million have been financed.

While the initial focus was on homeowners, those programs slowed last year when an arm of the federal government that oversees the mortgage market took a hostile stance toward such projects on residential property, on the grounds that they add risk to mortgages. In most states, a lien associated with a retrofit project would have to be paid ahead of the mortgage if the property went into foreclosure.

A legal and political battle is under way to try to force the Federal Housing Finance Agency to reverse its stand. So far, it appears that PACE programs for commercial properties pose fewer legal complications.

ITEM IV-C - INFORMATION

SACRAMENTO WORKS ONE STOP CAREER CENTER ANNUAL
REPORT 2010-2011

BACKGROUND:

Under separate cover, board members will receive the annual report for the Sacramento Works One Stop Career Center.

Staff will be available to answer questions.

ITEM IV-D- 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: Mr. Melvin Demoff **DATE:** September 21, 2011

FROM: D’et Patterson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Bach Viet Association, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	OJT – Adult	\$92,142	7/1/09-9/30/10	7/1/10-9/30/10
WIA/ARRA	OJT – DW	\$15,740	7/1/09-9/30/10	7/1/10-9/30/10
WIA/ARRA	OJT – TANF ECF	\$264,392	7/1/09-9/30/10	7/1/10-9/30/10
WIA/ARRA	OJT – Adult	\$92,000	10/4/10-6/30/11	10/4/10-4/30/11
WIA	OJT – CalWorks	\$253,000	10/1/10-6/30/11	10/1/10-4/30/11
WIA	OJT – NEG	\$68,250	10/1/10-6/30/11	10/1/10-4/30/11
RESS/TA	ES (TA)	\$86,400	10/1/09-9/30/10	7/1/10-9/30/10
RESS/TA	VESL/ES (RESS)	\$111,600	10/1/09-9/30/10	7/1/10-9/30/10
RESS/TA	VESL/OJT (TA)	\$82,972	10/1/09-9/30/10	7/1/10-9/30/10
RESS/TA	VESL/OJT TANF-ECF	\$95,828	10/1/09-9/30/10	7/1/10-9/30/10
RESS/TA	VESL/ES (RESS)	\$74,774	10/1/10-9/30/11	10/1/10-4/30/11
RESS/TA	VESL/ES (TA)	\$67,726	10/1/10-9/30/11	10/1/10-4/30/11
RESS/TA	ES (TA)	\$75,168	10/1/10-9/30/11	10/1/10-4/30/11

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 6/22-23/11

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

Program Operator: Bach Viet Association, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2010 to April 30, 2011 for the WIA OJT programs and from July 1, 2010 to April 30, 2011 for the Refugee programs 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

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

1. The total costs as reported to SETA from August 1, 2010 to September 30, 2010 for the WIA Summer Youth program, from October 4, 2009 to March 31, 2011 for the WIA OJT programs, and from January 1, 2010 to March 31, 2011 for the CSBG Safety Net programs 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. Carolyn Brodt **DATE:** September 19, 2011
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Area Emer. Housing Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$55,000	1/1/10-12/31/10	1/1/10-12/31/10
CSBG/ARRA	Safety Net	\$61,688	1/1/10-9/30/10	1/1/10-9/30/10
CSBG	Family Self-Sufficiency	\$55,000	1/1/11-12/31/11	1/1/11-4/30/11

Monitoring Purpose: Initial Follow-up Special Final
Date of review: July 14, 2011

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation's	X			
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
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 Area Emergency Housing Center

Findings and General Observations:

1. We have reviewed the CSBG programs from January 1, 2010 to April 30, 2011. The costs reported for these programs 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. Verna Catalfano **DATE:** August 17, 2011
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of The Salvation Army – SAC Metro

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 67,000	1/1/09-12/31/09	7/1/09-12/31/09
CSBG	SN/ARRA	\$ 90,000	7/1/09-12/31/09	7/1/09-12/31/09
CSBG	Safety Net	\$ 56,900	1/1/10-12/31/10	1/1/10-12/31/10
CSBG	SN/ARRA	\$ 64,036	1/1/10-9/30/10	1/1/10-9/30/10
CSBG	HPRP	\$ 383,333	10/1/09-9/30/10	10/1/09-9/30/10

Monitoring Purpose: Initial Follow-Up Special Final

CSBG Safety Net \$ 56,900 1/1/11-12/31/11 1/1/11-5/31/11

Monitoring Purpose: Initial Follow-Up Special Final
 Date of review: June 6-7, 2011

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

Program Operator: The Salvation Army

Findings and General Observations:

The total costs as reported to SETA for CSBG – Safety Net, ARRA, and HPRP have been traced to the subgrantee’s fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Tracy Tomasky **DATE:** August 18, 2011

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA	\$ 4,278,623	8/01/09-07/31/10	8/01/09-7/31/10
Head Start	T & TA	15,000	8/01/09-07/31/10	8/01/09-7/31/10
Head Start	Prog. Impv.	625,000	8/01/09-07/31/10	8/01/09-7/31/10
HS/ARRA	COLA	76,276	8/01/09-06/30/10	8/01/09-6/30/10
HS/ARRA	Quality Impv.	214,375	8/01/09-09/30/10	8/01/09-9/30/10
HS/ARRA	Expansion	130,697	10/1/09-09/29/10	10/1/09-9/29/10
Early HS	Basic, COLA	1,225,070	8/01/09-07/31/10	8/01/09-7/31/10
Early HS	T & TA	20,112	8/01/09-07/31/10	8/01/09-7/31/10
Early HS	Prog. Impv.	100,000	8/01/09-07/31/10	8/01/09-7/31/10
EHS/ARRA	COLA	21,840	8/01/09-06/30/10	8/01/09-6/30/10
EHS/ARRA	Quality Impv.	62,019	8/01/09-09/30/10	8/01/09-9/30/10
EHS/ARRA	Expansion Start-Up	63,000	11/1/09-09/30/10	11/1/09-9/30/10
EHS/ARRA	Expansion	360,000	11/1/09-09/30/10	11/1/09-9/30/10

Monitoring Purpose: Initial Follow-Up Special Final

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2009 to July 31, 2010 for Head Start and Early Head Start and from October 1, 2009 to September 30, 2010 for HS/ARRA and EHS/ARRA funds have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Edenausegboye Davis **DATE:** August 29, 2011
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA	\$ 678,941	8/01/10-7/31/11	8/01/10-5/31/11
Head Start	T & TA	7,500	8/01/10-7/31/11	8/01/10-5/31/11
Head Start	Expansion	130,697	9/30/10-9/29/11	9/30/10-5/31/11

Monitoring Purpose: Initial X Follow-Up Final
Date of review: 8/16-17/11

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

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2010 to May 31, 2011 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-E - INFORMATION

WORKFORCE INVESTMENT ACT PROGRAM MONITORING REPORTS

BACKGROUND:

Attached for your information is a copy of the Workforce Investment Act Subgrantee/Service Provider Monitoring Log for program year 2010/2011.

Annual monitoring of Service Providers includes:

- Conducting a review of selected customer records in the SacWorks system,
- Identifying problem areas/findings,
- Meeting with Service Provider staff to discuss findings and provide technical assistance,
- Setting a timeline to correct findings, and
- Following up to verify corrections have been made.

If findings remain in the follow-up monitoring review, programs are informed of the problem area(s), are offered additional technical assistance, and are requested to provide a corrective action plan. A follow-up review is scheduled by the monitor and, after reviewing evidence of appropriate corrective action, a final close-out of the corrective action is sent to the provider.

The monitoring report is intended to provide service providers with an objective evaluation of the program that informs them of areas where there are deficiencies and areas where improvements can be made. Specific information to be provided consists of:

- Provision of or connection to technical assistance regarding contractual and/or programmatic requirements.
- Significant areas of noncompliance and recommended corrective action plans.
- Assurance that Service Providers comply with federal and state requirements.
- Follow-up and information.

STAFF PRESENTER: Bette Blanchard

**2010/2011 Workforce Investment Act
Subgrantee Monitoring Log**

Subgrantee	Grant	Activity	Subgrant end date	Annual Report Date	Recommended Action		Planned Follow-up Date	Follow-up Report Date
					YES	NO		
SWCC Broadway Asian Resources	WIA	OSS	6/30/11	6/2/11	X		6/10/11	6/24/11
SWCC Citrus Heights Crossroads	WIA	OSS	6/30/11	6/23/11	X		6/28/11	7/8/11
SWCC Franklin SETA	WIA	OSS	6/30/11	6/2/11		X	N/A	N/A
SWCC Galt SETA	WIA	OSS	6/30/11	4/27/11	X		5/6/11	5/12/11
SWCC GSUL Greater Sac Urban League	WIA	OSS	6/30/11	6/30/11	X		6/7/11	6/23/11
SWCC Hillsdale SETA	WIA	OSS	6/30/11	6/17/11	X		6/17/11	6/29/11
SWCC La Familia La Familia	WIA	OSS	6/30/11	6/8/11		X	N/A	N/A
SWCC Lemon Hill Sac City Unified School Dist.	WIA	OSS	6/30/11	6/21/11	X		6/23/11	6/29/11
SWCC Mark Sanders SETA/EDD	WIA	OSS	6/30/11	6/30/11	X		6/22/11	6/30/11
SWCC Mather DHA	WIA	OSS	6/30/11	5/26/11	X		5/30/11	6/8/11
SWCC Rancho Cordova SETA	WIA	OSS	6/30/11	6/6/11	X		6/15/11	6/28/11
SWCC South County	WIA	OSS	6/30/11	6/21/11	X		6/20/11	6/21/11

Elk Grove USD								
Asian Resources, Inc.	CW & NEG	OJT	6/30/11	5/25/11	X		7/15/11	8/24/11
Bach Viet Association	CW & NEG	OJT	6/30/11	5/12/11	X		5/20/11	5/25/11
Folsom Cordova Community Partnership	CW & NEG	OJT	6/30/11	5/15/11		X	N/A	N/A
La Familia Counseling Center	CW & NEG	OJT	6/30/11	5/5/11	X		5/30/11	7/12/11
Lao Family Community Development	CW & NEG	OJT	6/30/11	4/28/11	X		5/12/11	5/13/11
North State BIF	WIA/DW & NEG	OJT	6/30/11	5/24/11	X		5/31/11	7/19/11
Sac Chinese Community Service Center	CW	OJT	6/30/11	5/25/11	X		6/1/11	6/8/11
Los Rios ARC/RT	CA Clean Energy Workforce Training	Training	6/30/11	6/27/11	X		6/23/11	7/12/11
Los Rios ARC/PAT	CA Clean Energy Workforce Training	Pre-apprenticeship	6/30/11	6/13/11	X		6/17/11	6/20/11
Los Rios ARC/AVF	CA Clean Energy Workforce Training	Training	6/30/11	6/3/11	X		6/10/11	6/14/11
Los Rios CRC/PAT(1)	CA Clean Energy Workforce Training	Pre-apprenticeship	6/30/11	6/15/11	X		6/20/11	6/20/11
Vietnam Veterans of CA	VEAP	Employment Assistance	6/30/11	6/16/11	X		6/24/11	6/28/11

2010/2011 Youth In-School (IS), Out-of-School (OS), Universal Services (US) Subgrantee Program Monitoring Log

SUBGRANTEE	MONITORED	ACTIVITY	REPORT DATE	RECOMMENDED ACTION		FOLLOW-UP SCHEDULED	FOLLOW-UP REPORT DATE
				YES	NO		
Asian Resources	12/18/10	OS	12/20/10	X		01/03/11	01/06/11
Asian Resources	12/18/10	US	12/20/10		X		
City of Sac., P&R	11/17/10	IS	11/18/10	X		12/09/10	12/10/10
Crossroads	02/18/11	US	02/28/11		X		
Crossroads	01/04/11	US	01/05/11		X		
EGUSD	11/15/10	OS	12/02/10		X		
EGUSD	11/15/10	US	12/02/10		X		
Galt JUHSD	01/11/11	OS	01/28/11		X		
SETA (Galt)	02/03/11	US	02/15/11		X		
GSUL	01/06/11	US	01/07/11		X		
La Familia	11/04/10	OS	11/08/10	X		11/19/10	11/22/10
La Familia	11/04/10	US	11/08/10		X		
Sac Chinese	11/30/10	IS	12/03/10		X		
Sac Chinese	11/30/10	US	12/03/10		X		
SCUSD	01/18/11	OS	01/28/11		X		
SCUSD	02/17/11	US	02/25/11		X		
SCOE	01/25/11	IS	01/28/11	X		02/04/11	02/28/11

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

July 1 - September 16, 2011

Employer	Jobs	No of Positions
Accentcare	CAN/Caregiver	55
Aerotek	General Laborer	1
American River Parkway Foundation	Chemical Plant Mechanic	1
American River Parkway Foundation	Marketing Fundraising Coordinator	1
American River Parkway Foundation	Plant Supervisor	1
Apria Healthcare	Billing Representative	1
Area 4 Agency on Aging	Snr. Employment Program Manager	1
Berkeley Farms	Truck Driver Class A	1
Bissell Brothers	Cleaner	1
Bread of Life	Office Manager	1
Campbell Soup Company	Certified Forklift Driver	14
Capitol Autism Services	Behavior Tutor	10
Carmichael Oaks Assisted Living	Caregiver	1
Carmichael Oaks Assisted Living	Concierge/Receptionist	1
Carmichael Oaks Assisted Living	Medication Aide	1
Circle K Stores	Store Manager	5
Citrus Heights Career Center	Shop Foreman	1
CVL Inc. dba Folsom Lake RV	Parts Manager	1
Downtown Sacramento Partnership, Inc.	Administrative Assistant to the DSPI	1
Dr. Pepper Snapple Group	Forklift Operator	2
Dr. Pepper Snapple Group	Full Service Driver	1
Dr. Pepper Snapple Group	Loader-Warehouse	5
Dr. Pepper Snapple Group	Merchandiser	10
Dr. Pepper Snapple Group	Production Supervisor	1
Dr. Pepper Snapple Group	Quality Control Technician	1
Dr. Pepper Snapple Group	Quality Supervisor	1
Dr. Pepper Snapple Group	Relief Account Manager	1
G & K Services	General Laborer	1
G & K Services	Route Manager	1
General Produce Company	Inside Sales Representative	1
General Produce Company	Receptionist	1
Goodwill Industries	Assistant Manager	1
Goodwill Industries	Key Holder/Supervisor	1
Goodwill Industries	Manager in Training	1
H & R Block	Client Services Professional	15
H & R Block	Office Manager	20
H & R Block	Tax Professional	20
HR to Go	Administrative Support	1
Indecare Home Care & Living Assistance	Caregiver	10
KVIE	Leadership Giving Officer	1
La Tapatia Tortilleria, INC.	Delivery Driver/Vendor	1
Labor Ready	Construction Laborers	10
Los Rios Community College District	Account Clerk II	1
Los Rios Community College District	Accountant	1
Los Rios Community College District	Accountant	1

Employer Recruitment Activity Report

July 1 - September 16, 2011

Employer	Jobs	No of Positions
Los Rios Community College District	Accountant Clerk I	1
Los Rios Community College District	Audio/Visual Production Technician	1
Los Rios Community College District	Campus Patrol On Call	1
Los Rios Community College District	Clerk III	1
Los Rios Community College District	Clerk III PT	1
Los Rios Community College District	College Safety Officer	1
Los Rios Community College District	College Safety Officer (Temporary)	1
Los Rios Community College District	Director of Human Resources	1
Los Rios Community College District	Electronic Calibration & Repair Technician	1
Los Rios Community College District	Environmental Technician	1
Los Rios Community College District	Environmental Technician-Water Management	1
Los Rios Community College District	Financial Aid Clerk	1
Los Rios Community College District	Graphic Designer	1
Los Rios Community College District	Groundskeeper	1
Los Rios Community College District	Healthcare Interpreting Adjunct Professor	1
Los Rios Community College District	HVAC Mechanic	1
Los Rios Community College District	Information Technology Assistant III	1
Los Rios Community College District	Instructional Asst.-Microcomputer Laboratory for Assistive Technology	1
Los Rios Community College District	Library Media Technical Asst.	1
Los Rios Community College District	Police Communication Dispatcher	1
Los Rios Community College District	Purchasing Supervisor	1
Los Rios Community College District	Special Project Assistant to Exec. Director	1
Los Rios Community College District	Student Personnel Asst. -Student Affairs	1
Los Rios Community College District	Welding Adjunct Asst. Professor	1
Loving Companions Senior Services	Caregiver	10
Loving Companions Senior Services	Caregiver	10
Manpower	Production Packager	5
Nonprofit Resource Center	Program Assistant	1
Northern Sheets, LLC.	Industrial Electro Mechanic	1
On My Own	Direct Service Provider	10
PMSR Technologies	Line Operator	5
Progressive Insurance	Customer Service Representative	10
Public Relations Specialists	Communications Manager	1
REC Solar, Inc.	Events Coordinator	1
Red Dog Shred	Document Shredder	1
Rezolve Group, Inc.	Communications Manager	1
Rezolve Group, Inc.	Sales Specialists	14
Sacramento CASA	Case Manager	1
Sacramento CASA	Family Finding Social Worker	1
Sacramento Children's Home	Maintenance Supervisor	1

Employer Recruitment Activity Report

July 1 - September 16, 2011

Employer	Jobs	No of Positions
Sacramento Container Corporation	Corrugate Experience Machine Operators & Asst. Operators	3
Sacramento Container Corporation	Forklift Operator	1
Sacramento Region Community Foundation	Accountant	1
Salvation Army Sac Metro	Kitchen Aide	1
Salvation Army Sac Metro	Monitor	1
Salvation Army Sac Metro	Office Assistant	1
Salvation Army Sac Metro	Program Aide	1
Self Storage	Part-time Manager	1
SETA	Workforce System Administrator	1
SETA	Workforce System Analyst	1
Sierra Pacific	Sale Representative	10
Support For Home	Caregiver	10
Volt Staffing Services	Warehouse Person	20
Wild Hawk Grille	Cart Attendant/Cashier	1
Xerox Corporation	Print Operator and Driver	1
TOTAL		360

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 September 19, 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	First Data	8/31/2011	145	6/9/11 6/16/11
Unofficial	5/23/2011	County of Sacramento	7/1/2011	275	6/22-23/11 6/29-30/11
Official	6/2/2011	First Banks, Inc. 110 Woodmere Rd, Ste. 150 Folsom, CA 95630	9/30/2011	20	9/15/2011
Unofficial	6/11/2011	CSAA	7/30/2011	25	7/14/2011
Unofficial	7/19/2011	Borders Books 2765 East Bidwell Folsom, CA		75	6/19/11 8/29-31/11
Official	8/1/2011	Valley Aggregate Transport, Inc. 5121 Hedge Avenue Sacramento, CA	9/27/2011	111	Pending
Official	8/2/2011	Cisco 2868 Prospect Rd Rancho Cordoca, CA	8/19/2011	78	Packets Delivered
Official	8/26/2011	BLT Enterprises of Sacramento, LLC 8491 Fruitridge Rd Sacramento, CA 95826	11/2/2011	106	Pending
			Total # of Affected Workers	835	

ITEM IV-H – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of August is 11.9 %.

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

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

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

Local government education led month-over job gains

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 11.9 percent in August 2011, down from a revised 12.5 percent in July 2011, and below the year-ago estimate of 12.6 percent. This compares with an unadjusted unemployment rate of 11.9 percent for California and 9.1 percent for the nation during the same period. The unemployment rate was 11.3 percent in El Dorado County, 10.8 percent in Placer County, 12.4 percent in Sacramento County, and 11.2 percent in Yolo County.

Between July 2011 and August 2011, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 6,200 to total 816,400 jobs.

- Government increased by 3,400 jobs, with gains in local government (up 3,100 jobs) and state government (up 400 jobs) more than offsetting a 100-job decline in federal government. The growth was concentrated in local government education (up 4,000 jobs) and state government education (up 1,000 jobs).
- Construction rose by 2,300 jobs, a larger gain than its average 800-job increase from July to August over the last 21 years. Construction of buildings (up 2,300 jobs) and residual construction (up 200 jobs) offset a 200-job decrease in specialty trade contractors.
- Other services expanded by 700 jobs. Residual other services increased by 700 jobs, and repair and maintenance remained unchanged.
- On the downside, leisure and hospitality declined by 900 jobs, and professional and business services shrank by 400 jobs.

Between August 2010 and August 2011, total wage and salary employment in the region increased by 2,800 jobs or 0.34 percent.

- Education and health services gained 3,200 jobs. Health care and social assistance (up 3,100 jobs) and residual education and health services (up 100 jobs) accounted for the increase.
- Leisure and hospitality increased by 3,100 jobs. Accommodation and food services (up 3,300 jobs) offset a loss in arts, entertainment, and recreation (down 200 jobs).
- Construction expanded by 2,000 jobs. Residual construction (up 2,500 jobs) and construction of buildings (up 1,600 jobs) offset a 2,100-job decline in specialty trade contractors.
- Trade, transportation, and utilities contracted by 2,600 jobs, and financial activities lost 1,300 jobs.

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,115,600	15,958,000	2,157,600	11.9%
ALAMEDA	16	749,000	668,900	80,100	10.7%
ALPINE	46	440	370	70	15.8%
AMADOR	29	16,860	14,710	2,150	12.8%
BUTTE	36	101,000	87,000	13,900	13.8%
CALAVERAS	42	19,420	16,490	2,930	15.1%
COLUSA	50	12,090	10,150	1,940	16.0%
CONTRA COSTA	15	517,600	462,900	54,700	10.6%
DEL NORTE	34	11,320	9,770	1,550	13.7%
EL DORADO	24	89,400	79,300	10,100	11.3%
FRESNO	46	437,100	367,800	69,300	15.8%
GLENN	53	12,690	10,630	2,060	16.3%
HUMBOLDT	22	59,900	53,200	6,700	11.1%
IMPERIAL	58	78,800	53,300	25,500	32.4%
INYO	7	9,360	8,460	910	9.7%
KERN	39	373,600	319,900	53,700	14.4%
KINGS	43	59,900	50,700	9,200	15.3%
LAKE	54	25,120	20,950	4,170	16.6%
LASSEN	30	13,370	11,650	1,720	12.9%
LOS ANGELES	27	4,863,400	4,247,900	615,500	12.7%
MADERA	39	66,400	56,800	9,600	14.4%
MARIN	1	132,000	121,700	10,300	7.8%
MARIPOSA	11	10,150	9,120	1,030	10.2%
MENDOCINO	16	42,340	37,830	4,510	10.7%
MERCED	56	106,900	88,200	18,700	17.5%
MODOC	32	3,990	3,480	520	13.0%
MONO	13	8,030	7,200	830	10.3%
MONTEREY	16	218,600	195,100	23,400	10.7%
NAPA	3	75,600	68,900	6,700	8.8%
NEVADA	16	50,490	45,100	5,390	10.7%
ORANGE	6	1,573,800	1,432,000	141,800	9.0%
PLACER	21	175,600	156,600	18,900	10.8%
PLUMAS	34	9,910	8,560	1,360	13.7%
RIVERSIDE	41	899,700	767,800	131,800	14.7%
SACRAMENTO	26	671,200	588,200	83,000	12.4%
SAN BENITO	30	25,100	21,800	3,200	12.9%
SAN BERNARDINO	33	836,300	722,800	113,500	13.6%
SAN DIEGO	11	1,569,400	1,409,800	159,600	10.2%
SAN FRANCISCO	3	458,600	418,400	40,200	8.8%
SAN JOAQUIN	52	300,500	252,100	48,300	16.1%
SAN LUIS OBISPO	7	135,600	122,300	13,200	9.7%
SAN MATEO	2	373,600	342,600	31,000	8.3%
SANTA BARBARA	3	219,300	200,100	19,200	8.8%
SANTA CLARA	9	886,100	798,200	87,900	9.9%
SANTA CRUZ	16	150,700	134,600	16,100	10.7%
SHASTA	37	83,500	71,600	11,900	14.2%
SIERRA	38	1,590	1,360	230	14.3%
SISKIYOU	44	19,200	16,180	3,020	15.7%
SOLANO	25	212,600	188,000	24,600	11.6%
SONOMA	10	252,000	226,800	25,100	10.0%
STANISLAUS	50	238,900	200,700	38,200	16.0%
SUTTER	46	42,300	35,600	6,700	15.8%
TEHAMA	49	24,370	20,500	3,860	15.9%
TRINITY	55	4,820	3,980	840	17.3%
TULARE	44	208,400	175,600	32,800	15.7%
TUOLUMNE	27	25,690	22,420	3,270	12.7%
VENTURA	14	427,000	382,400	44,700	10.5%
YOLO	23	96,000	85,300	10,700	11.2%
YUBA	57	29,500	24,000	5,500	18.7%

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

	Aug 10	Jun 11	Jul 11	Aug 11	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,041,700	1,028,200	1,029,200	1,032,100	0.3%	-0.9%
Civilian Employment	910,900	901,200	900,800	909,400	1.0%	-0.2%
Civilian Unemployment	130,800	127,000	128,400	122,700	-4.4%	-6.2%
Civilian Unemployment Rate	12.6%	12.4%	12.5%	11.9%		
(CA Unemployment Rate)	12.5%	12.1%	12.4%	11.9%		
(U.S. Unemployment Rate)	9.5%	9.3%	9.3%	9.1%		

Total, All Industries (2)	813,600	820,700	810,200	816,400	0.8%	0.3%
Total Farm	9,900	9,800	10,100	10,200	1.0%	3.0%
Total Nonfarm	803,700	810,900	800,100	806,200	0.8%	0.3%
Total Private	585,200	582,000	586,000	588,700	0.5%	0.6%
Goods Producing	74,800	71,700	73,300	75,800	3.4%	1.3%
Mining and Logging	500	300	400	400	0.0%	-20.0%
Construction	40,400	39,500	40,100	42,400	5.7%	5.0%
Construction of Buildings	9,200	8,400	8,500	10,800	27.1%	17.4%
Construction - Residual	4,900	7,200	7,200	7,400	2.8%	51.0%
Specialty Trade Contractors	26,300	23,900	24,400	24,200	-0.8%	-8.0%
Building Foundation & Exterior Contractors	6,000	5,900	6,000	6,000	0.0%	0.0%
Building Equipment Contractors	10,700	10,200	10,400	10,400	0.0%	-2.8%
Building Finishing Contractors	5,800	5,000	5,000	4,900	-2.0%	-15.5%
Specialty Trade Contractors - Residual	3,800	2,800	3,000	2,900	-3.3%	-23.7%
Manufacturing	33,900	31,900	32,800	33,000	0.6%	-2.7%
Durable Goods	22,200	21,200	21,600	21,400	-0.9%	-3.6%
Computer & Electronic Product Manufacturing	6,900	6,800	6,900	7,000	1.4%	1.4%
Durable Goods - Residual	15,300	14,400	14,700	14,400	-2.0%	-5.9%
Nondurable Goods	11,700	10,700	11,200	11,600	3.6%	-0.9%
Food Manufacturing	5,000	4,300	4,700	5,200	10.6%	4.0%
Non-Durable Goods - Residual	6,700	6,400	6,500	6,400	-1.5%	-4.5%
Service Providing	728,900	739,200	726,800	730,400	0.5%	0.2%
Private Service Producing	510,400	510,300	512,700	512,900	0.0%	0.5%
Trade, Transportation & Utilities	133,100	129,100	130,100	130,500	0.3%	-2.0%
Wholesale Trade	22,600	22,000	22,000	22,000	0.0%	-2.7%
Merchant Wholesalers, Durable Goods	11,600	11,600	11,600	11,600	0.0%	0.0%
Merchant Wholesalers, Nondurable Goods	8,500	8,500	8,500	8,400	-1.2%	-1.2%
Wholesale Trade - Residual	2,500	1,900	1,900	2,000	5.3%	-20.0%
Retail Trade	87,800	85,000	85,900	86,300	0.5%	-1.7%
Motor Vehicle & Parts Dealer	10,300	10,100	10,000	10,100	1.0%	-1.9%
Building Material & Garden Equipment Stores	7,400	7,300	7,300	7,300	0.0%	-1.4%
Grocery Stores	16,500	16,500	16,600	16,600	0.0%	0.6%
Health & Personal Care Stores	5,200	5,000	5,000	5,100	2.0%	-1.9%
Clothing & Clothing Accessories Stores	6,900	6,500	6,600	6,700	1.5%	-2.9%
Sporting Goods, Hobby, Book & Music Stores	4,300	4,300	4,300	4,300	0.0%	0.0%
General Merchandise Stores	19,300	18,500	18,600	18,700	0.5%	-3.1%
Retail Trade - Residual	34,400	33,300	34,100	34,100	0.0%	-0.9%
Transportation, Warehousing & Utilities	22,700	22,100	22,200	22,200	0.0%	-2.2%
Information	16,900	16,700	16,700	16,700	0.0%	-1.2%
Publishing Industries (except Internet)	2,900	2,900	2,900	2,900	0.0%	0.0%
Telecommunications	9,100	8,900	8,900	8,900	0.0%	-2.2%
Information - Residual	4,900	4,900	4,900	4,900	0.0%	0.0%
Financial Activities	48,400	47,000	47,100	47,100	0.0%	-2.7%
Finance & Insurance	36,100	35,200	35,200	35,200	0.0%	-2.5%
Credit Intermediation & Related Activities	13,400	12,400	12,500	12,600	0.8%	-6.0%
Depository Credit Intermediation	8,200	8,300	8,400	8,400	0.0%	2.4%
Nondepository Credit Intermediation	3,200	2,200	2,200	2,300	4.5%	-28.1%
Credit Intermediation and Related Activities -	2,000	1,900	1,900	1,900	0.0%	-5.0%
Finance and Insurance - Residual	4,900	5,000	4,800	4,700	-2.1%	-4.1%
Insurance Carriers & Related	17,800	17,800	17,900	17,900	0.0%	0.6%

Data Not Seasonally Adjusted

	Aug 10	Jun 11	Jul 11	Aug 11	Percent Change	
			Revised	Prelim	Month	Year
Real Estate & Rental & Leasing	12,300	11,800	11,900	11,900	0.0%	-3.3%
Real Estate	9,200	9,000	9,100	9,100	0.0%	-1.1%
Real Estate and Rental and Leasing - Residual	3,100	2,800	2,800	2,800	0.0%	-9.7%
Professional & Business Services	103,200	103,800	103,400	103,000	-0.4%	-0.2%
Professional, Scientific & Technical Services	52,100	51,500	51,000	50,800	-0.4%	-2.5%
Architectural, Engineering & Related Services	8,900	8,500	8,500	8,500	0.0%	-4.5%
Professional, Scientific, and Technical Services	43,200	43,000	42,500	42,300	-0.5%	-2.1%
Management of Companies & Enterprises	9,500	9,500	9,500	9,500	0.0%	0.0%
Administrative & Support & Waste Services	41,600	42,800	42,900	42,700	-0.5%	2.6%
Administrative & Support Services	39,700	40,800	40,900	40,600	-0.7%	2.3%
Employment Services	14,500	14,200	14,100	14,300	1.4%	-1.4%
Services to Buildings & Dwellings	10,700	10,500	10,600	10,600	0.0%	-0.9%
Administrative and Support Services - Residual	14,500	16,100	16,200	15,700	-3.1%	8.3%
Administrative and Support and Waste Management	1,900	2,000	2,000	2,100	5.0%	10.5%
Educational & Health Services	98,500	101,500	101,300	101,700	0.4%	3.2%
Education and Health Services - Residual	11,300	12,600	12,000	11,400	-5.0%	0.9%
Health Care & Social Assistance	87,200	88,900	89,300	90,300	1.1%	3.6%
Ambulatory Health Care Services	37,600	38,200	38,300	38,400	0.3%	2.1%
Hospitals	22,400	22,900	22,900	22,900	0.0%	2.2%
Nursing & Residential Care Facilities	14,400	14,600	14,600	14,600	0.0%	1.4%
Health Care and Social Assistance - Residual	12,800	13,200	13,500	14,400	6.7%	12.5%
Leisure & Hospitality	82,000	84,100	86,000	85,100	-1.0%	3.8%
Arts, Entertainment & Recreation	13,500	13,400	13,500	13,300	-1.5%	-1.5%
Accommodation & Food Services	68,500	70,700	72,500	71,800	-1.0%	4.8%
Accommodation	8,800	9,700	9,900	9,800	-1.0%	11.4%
Food Services & Drinking Places	59,700	61,000	62,600	62,000	-1.0%	3.9%
Full-Service Restaurants	27,800	28,800	29,800	29,900	0.3%	7.6%
Limited-Service Eating Places	29,000	29,300	29,800	29,400	-1.3%	1.4%
Food Services and Drinking Places - Residual	2,900	2,900	3,000	2,700	-10.0%	-6.9%
Other Services	28,300	28,100	28,100	28,800	2.5%	1.8%
Repair & Maintenance	8,000	7,900	7,800	7,800	0.0%	-2.5%
Other Services - Residual	20,300	20,200	20,300	21,000	3.4%	3.4%
Government	218,500	228,900	214,100	217,500	1.6%	-0.5%
Federal Government	14,600	13,900	14,100	14,000	-0.7%	-4.1%
Department of Defense	1,800	1,700	1,700	1,700	0.0%	-5.6%
Federal Government excluding Department of Defense	12,800	12,200	12,400	12,300	-0.8%	-3.9%
State & Local Government	203,900	215,000	200,000	203,500	1.8%	-0.2%
State Government	109,200	110,900	108,000	108,400	0.4%	-0.7%
State Government Education	24,500	27,700	25,100	26,100	4.0%	6.5%
State Government Excluding Education	84,700	83,200	82,900	82,300	-0.7%	-2.8%
Local Government	94,700	104,100	92,000	95,100	3.4%	0.4%
Local Government Education	49,900	60,000	48,000	52,000	8.3%	4.2%
County	18,800	18,200	18,100	17,700	-2.2%	-5.9%
City	10,800	10,700	10,800	10,500	-2.8%	-2.8%
Special Districts plus Indian Tribes	15,200	15,200	15,100	14,900	-1.3%	-2.0%

Notes:

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

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

September 16, 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

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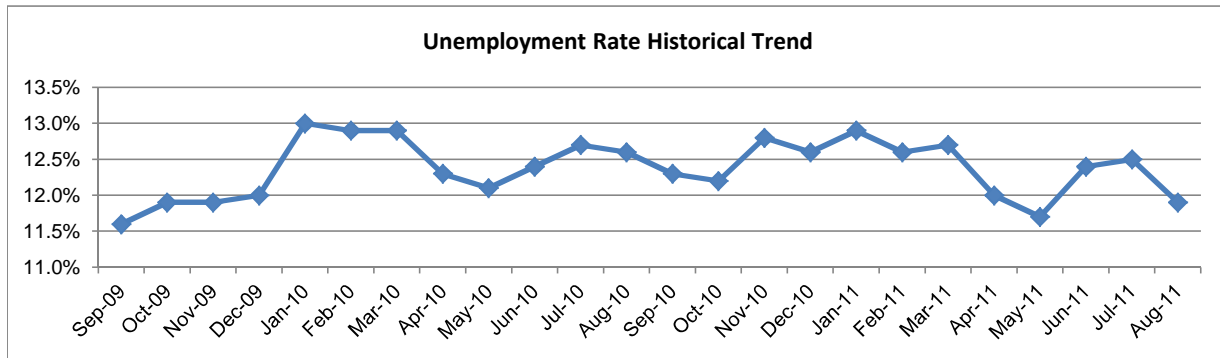
These data are produced by the Labor Market Information Division of the California
Employment Development Department (EDD). Questions should be directed to:
Justin Wehner 916/227-0298 or Diane Patterson 916/262-2286

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.

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

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 11.9 percent in August 2011, down from a revised 12.5 percent in July 2011, and below the year-ago estimate of 12.6 percent. This compares with an unadjusted unemployment rate of 11.9 percent for California and 9.1 percent for the nation during the same period. The unemployment rate was 11.3 percent in El Dorado County, 10.8 percent in Placer County, 12.4 percent in Sacramento County, and 11.2 percent in Yolo County.



Industry	Jul-2011	Aug-2011	Change		Aug-2010	Aug-2011	Change
	Revised	Prelim				Prelim	
Total, All Industries	810,200	816,400	6,200		813,600	816,400	2,800
Total Farm	10,100	10,200	100		9,900	10,200	300
Total Nonfarm	800,100	806,200	6,100		803,700	806,200	2,500
Mining and Logging	400	400	0		500	400	(100)
Construction	40,100	42,400	2,300		40,400	42,400	2,000
Manufacturing	32,800	33,000	200		33,900	33,000	(900)
Trade, Transportation & Utilities	130,100	130,500	400		133,100	130,500	(2,600)
Information	16,700	16,700	0		16,900	16,700	(200)
Financial Activities	47,100	47,100	0		48,400	47,100	(1,300)
Professional & Business Services	103,400	103,000	(400)		103,200	103,000	(200)
Educational & Health Services	101,300	101,700	400		98,500	101,700	3,200
Leisure & Hospitality	86,000	85,100	(900)		82,000	85,100	3,100
Other Services	28,100	28,800	700		28,300	28,800	500
Government	214,100	217,500	3,400		218,500	217,500	(1,000)

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	671,200	588,200	83,000	12.4%	1.000000	1.000000
Arden Arcade CDP	55,800	49,000	6,900	12.3%	0.083249	0.082638
Carmichael CDP	28,800	26,000	2,800	9.6%	0.044196	0.033389
Citrus Heights city	49,500	45,200	4,300	8.7%	0.076838	0.052031
Elk Grove CDP	34,700	31,200	3,500	10.1%	0.052995	0.042014
Fair Oaks CDP	16,800	15,700	1,100	6.7%	0.026690	0.013634
Florin CDP	12,700	10,200	2,400	19.1%	0.017414	0.029215
Folsom city	26,500	25,000	1,500	5.7%	0.042525	0.018086
Foothill Farms CDP	9,600	8,000	1,600	16.8%	0.013648	0.019477
Galt city	10,800	8,700	2,100	19.8%	0.014787	0.025876
Gold River CDP	4,700	4,600	100	2.4%	0.007807	0.001391
Isleton city	400	400	100	16.2%	0.000606	0.000835
La Riviera CDP	6,800	6,300	500	7.4%	0.010764	0.006121
Laguna CDP	20,100	18,700	1,400	6.8%	0.031834	0.016416
Laguna West Lakeside CDP	5,200	4,800	500	8.9%	0.008082	0.005565
North Highlands CDP	22,500	18,200	4,300	19.0%	0.030952	0.051475
Orangevale CDP	15,600	14,300	1,300	8.5%	0.024229	0.015860
Parkway South Sacramento CD	16,000	12,600	3,400	21.4%	0.021400	0.041180
Rancho Cordova City	30,600	26,200	4,300	14.1%	0.044619	0.052031
Rancho Murieta CDP	2,200	2,100	100	4.1%	0.003619	0.001113
Rio Linda CDP	5,800	4,700	1,100	19.2%	0.007917	0.013356
Rosemont CDP	13,700	12,300	1,400	10.4%	0.020867	0.017251
Sacramento city	213,600	182,700	30,900	14.4%	0.310678	0.371731
Vineyard CDP	5,800	5,400	400	6.4%	0.009185	0.004452
Walnut Grove CDP	500	300	100	29.3%	0.000569	0.001669
Wilton CDP	2,700	2,500	200	8.5%	0.004225	0.002782

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

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

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

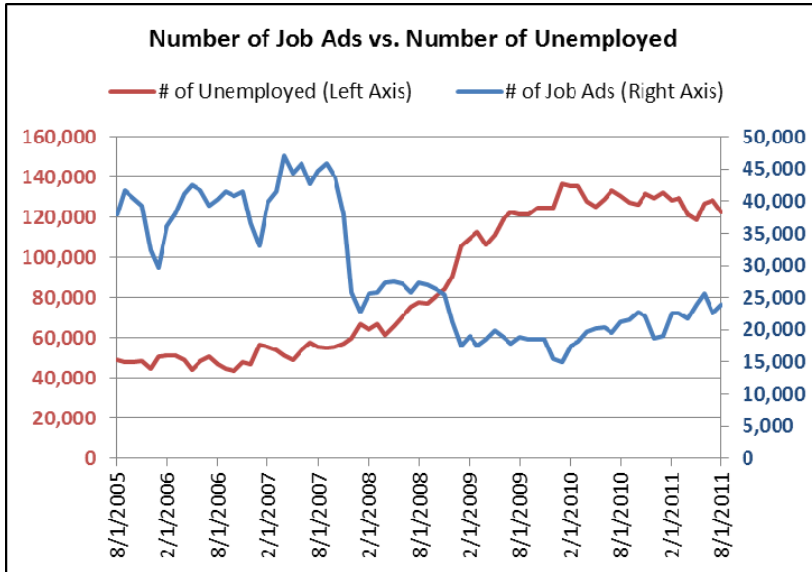
each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

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

Recent Job Ads for Sacramento Arden Arcade Roseville MSA

August 2011

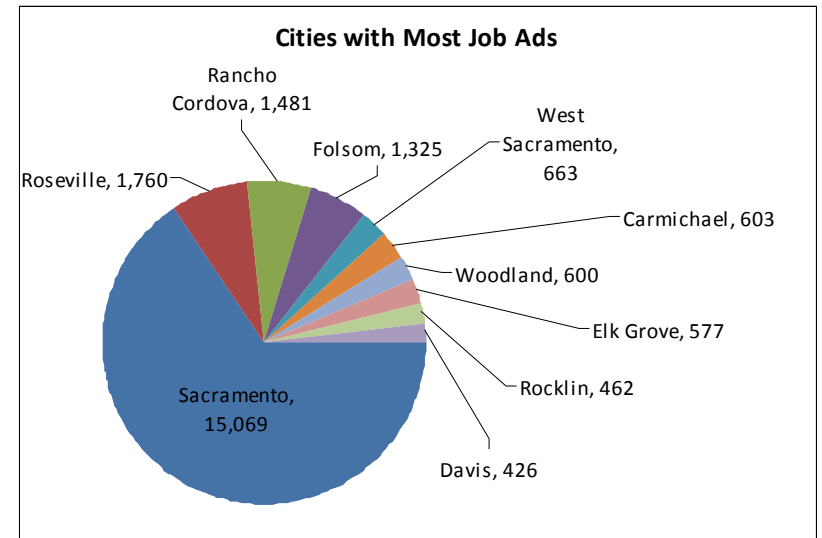


Employers with Most Job Ads

Catholic Healthcare West	673
Kaiser Permanente	461
Sutter Health	255
Allegis Group	221
ACS, A Xerox Company	199
Sapphire Technologies	159
Intel	153
Aerotek	149
Sapphire Technologies U. S.	118
Staples	115

Occupations with Most Job Ads

Registered Nurses	1547
Computer Systems Analysts	702
First-Line Supervisors/Managers of Retail Sales Workers	636
Retail Salespersons	546
Customer Service Representatives	506
Truck Drivers, Heavy and Tractor-Trailer	450
Medical and Health Services Managers	433
Web Developers	411
Computer Support Specialists	403
Executive Secretaries and Administrative Assistants	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, July 26, 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 9:06 a.m. Ms. St. Mary read the Thought of the Day. Ms. Lisa Daniels called the roll. Ms. Willie Jean Peck, Elk Grove Unified School District, was seated. Ms. St. Mary stated that the Executive Committee approved the reseating of Ms. Peck.

Members Present:

Amarjit Gill, Elk Grove Unified School District
Sandra Renteria, Sacramento City Unified School District (arrived at 9:12 a.m.)
Sarah Proteau, San Juan Unified School District
Darlene Low, San Juan Unified School District
Michela Barbosa'Gage, Twin Rivers Unified School District (arrived at 10:05 a.m.)
Lisa Daniels, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program
Kiersten Gonzales, SETA-Operated Program
Connie Wallace, SETA-Operated Program
David Quintero, Past Parent
Rebecca Lewis, Grandparent Representative (arrived at 9:10 a.m.)
Dina Patterson, Foster Parent Representative
Tamara Knox, Past Parent
Lucero Canto, Home Base
Blanca Rosales, Home Base
Coventry St. Mary, Early Head Start (San Juan)

New Member to be Seated:

Willie Jean Peck, Elk Grove Unified School District
Christina Cisco, Early Head Start (SOP)

Members Absent:

Socorro Gutierrez, SETA-Operated Program (excused)
Kelly Martin, SETA-Operated Program (excused)
Laura Meza, SETA-Operated Program (excused)
Delia Ramirez, WCIC/Playmate Child Development Center (unexcused)
Victor Goodwin, CAMP (unexcused)

II. Consent Item

A. Approval of the Minutes of the June 26, 2011 Special Meeting

The minutes were reviewed. Ms. St. Mary stated that the minutes will be corrected to thank Ms. Blanca Rosales for acting as translator.

Moved/Brown, second/Quintero, to approve the June 26, 2011 minutes as corrected.

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

III. Action Items

A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of New Classification of Head Start Program Analyst and Pay Range

Mr. Rod Nishi corrected the pay range for Program Analyst as follows:

Step A	Step B	Step C	Step D	Step E
\$19.75	\$20.74	\$21.77	\$22.85	\$24.01

Mr. Nishi stated that this agenda items proposes the establishment of a new classification of Program Analyst. In April 2011, the SETA Governing Board took action to reallocate six (6) incumbents of the Accounting Technician to Accountant I. Over a period of time their jobs evolved towards the financial areas of the Accounting Technician position. This new job specification describes the duties and responsibilities of the remaining Accounting Technician whose duties evolved toward the data collection and report generation. Given approval by the Policy Council, an agenda item reallocating the remaining incumbent of the Accounting Technician position to Program Analyst will be made to the SETA Governing Board.

Mr. Nishi made one correction to the section of the new Program Analyst job specification by noting that under the "Ability to" section an applicant must have the ability to type 35 words per minute on a keyboard.

Ms. Sandra Renteria arrived at 9:12 a.m.

Ms. St. Mary opened a public hearing for this item; there was no public testimony.

Moved/Low, second/Daniels, to close the public hearing and adopt the modification to the Agency classification plan and approve the new job classification of the Program Analyst, as well as the pay range.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

B. **TIMED ITEM 9:00 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 and the Related Salary Ranges

Mr. Nishi stated that the Program Officer position is the highest ranked non-management position in the Agency. The Program Officer classification is used across the organization. The Program Officer position was broken down identifying separate and distinct job duties. Staff identified three specific areas within the Program Officer classification in the Head Start program: Education, Administrative, and Support Services. The Education Program Officer work primarily in the child care centers. The Administrative Program Officer is primarily responsible for grant writing and other administrative duties. The Support Services Program Officers supervise the Family Services Workers.

There are a number of Program Officers on staff and the intention is to ask the Governing Board for permission to reallocate the existing Program Officers into the new classifications according to their abilities.

Ms. Connie Wallace inquired about the number of Program Officers currently employed. Mr. Nish replied that there are eight Program Officers under Head Start and two in the Workforce Department.

Ms. Brown asked why the pay range was sent under separate cover. Mr. Nishi stated that the meeting with the union was held past the deadline for the board packet. The information was not ready until after the board packet was completed.

Ms. St. Mary opened a public hearing for this item; there was no public testimony.

Moved/Gonzales, second/Gill, to close the public hearing and 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 and the related salary ranges
Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Christina Cisco, Early Head Start, was seated.

C. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Modification of the Agency Classification Plan to Establish the New Classification Family Services Worker and Proposed Pay Ranges

The Family Services Worker (FSW) position is under Ms. Lisa Carr's responsibility and direction. This board item creates an opportunity for FSWs to advance within the organization within that particular classification. All current

FSWs will be reallocated to FSW Range 1. There are three pay ranges being proposed. Based on the caseload and the assignment to sites that require State Department of Education reporting, there will be range 2 and range 3 FSWs. Once this is approved by the Governing Board on August 4, staff currently in the FSW classification will go through an assessment process.

Mr. Nish stated that the Agency contracted with CSUS to develop an assessment tool. The tool allows people to take the assessment test to be considered for promotion. The tool includes assessment by the supervisor. This simple approach offers FSWs an opportunity to obtain a pay raise based on their assignment.

Ms. Brown inquired whether FSWs would have the opportunity to stay at a center if they choose to stay at the FSW1 range. Mr. Nishi replied that the determination of the range structure will be done by the Deputy Director and managers. A Community needs assessment will be done and utilized to determine the staffing needs. The Agency will identify the needs of each center. It is not expected that there will be great upheaval due to this classification modification. This is seen as a positive environment to give FSWs a choice for advancement.

A board member asked what would happen to FSW staff that do not have the abilities to go to range 2 or range 3. Mr. Nishi replied that these staff can remain a FSW 1 at that site. An employee can go on-line, look at the skills necessary for advancement, take a test to see if they can pass the test, seek coursework to attain that skill, and then go to the supervisor to say that they are ready to be considered for higher duties/salary.

Current FSWs will be reallocated to the FSW1 range. They have the ability to be considered for an upgrade to FSW2.

Ms. Wallace restated that it is not mandatory for all FSWs to take the assessment. Mr. Nishi concurred that current FSWs do not need to take the assessment. The employees applying for the FSW will use the on-line screening tool.

Ms. St. Mary opened a public hearing for this item; there was no public testimony.

Moved/Wallace, second/Lewis, to close the public hearing and adopt the modification to the Agency classification plan and approve the job specification and pay ranges of Family Services Worker.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (St. Mary)

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Representatives: Ms. Willie Jean Peck introduced herself and thanked the board for reinstating her to the Policy Council. Ms. Christina Cisco introduced herself. Her child is enrolled in the Early Head Start/Home Based program.
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that the Agency is 11 months into the grant year with an expected expenditure of 92% of the budget; the expenditures are a little behind to date. Management is developing ideas of things to be purchased before the end of the fiscal year. There are two salary pay periods that are not include in the report. Staff is finishing up the Bright Beginnings modular installation. Mr. Bartlett stated that staff is expecting that the budget will be \$200,000-\$300,000 underspent. The Agency has collected \$10.3 million of our federal share which is 27% of the grant. Currently, the Agency is at 10% administrative costs. The corporate card account was reviewed. Of the \$78,000 spent, \$30,000 was workforce charges. There were no questions.
 - Parent/Family Support Unit Events and Activities: Ms. St. Mary reviewed the upcoming events.
 - PC/PAC Calendar of Events: Ms. St. Mary reviewed the details of the PC/PAC Joint Parent Activity. Attendees were asked to arrive promptly. Contact Ms. Lori Black, 263-4068 if there are questions.
 - Parent/Staff Recognitions: Ms. Daniels was wished a Happy Birthday.
 - Community Resources-Parents/Staff: Ms. Rebecca Lewis distributed information on some programs offered by The Effort. She thought was interesting was that The Effort has a program that deals with kids 15-26 years of age. The Effort will assist these kids to disassociate with the gangs, and give them job skills training. The Effort utilizes the job training facilities at SETA.
- B. Governing Board Minutes for the June 2, 2011 Meeting: No questions or comments.
- C. Fiscal Monitoring Reports: No questions or comments.

V. Committee Reports

- A. Executive Committee: Ms. Daniels reviewed the Executive Committee critique.
- B. Budget/Planning Committee: No additional report.
- C. Personnel/Bylaws Committee: Ms. Brown stated that the committee is on target for bylaws revisions. Committee members have read the bylaws and have made some very minor changes. The bylaws will be brought to the Policy Council in September for the first reading.
- D. Social/Hospitality Committee: Ms. Daniels reported the Committee met July 13 to plan the Parent Activity at the Old Sacramento Underground and History Museum. The Committee has begun planning the End-of-Year Parent

Appreciation luncheon scheduled for Saturday, October 8, 12:00-3:00 p.m. at the Doubletree Hotel. The Committee has chosen the color scheme, venue and has selected the invitation. The committee meets on first Wednesday of every month, and extra input is welcomed

- E. Monitoring and Evaluation Committee: No report.
- F. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Committee: The next meeting will be Wednesday, July 27, 1:30 p.m. in the Redwood Room.
- G. Male Involvement Committee/Community Advocating Male Participation (CAMP): Ms. Knox reported that there were only two people in attendance. Mr. Bob Silva distributed CAMP shirts. Mr. Silva had a training video but he tabled it until the next meeting. Male Involvement Committee meetings did not work out at 4 p.m.; meetings will now be held the third Wednesday of the month at 11 a.m.
- H. Health Services Advisory Committee Report: No report.
- I. Community Partnerships Advisory Committee: No meeting scheduled.
- J. Maternal, Child and Adolescent Health Advisory Board: Ms. Lewis stated that there are no meetings during the summer; the board will reconvene the first week in September.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick stated that WCIC will be celebrating their 75th anniversary with gala dinner; it is great to have an organization that has been around for 75 years. Ms. Kossick stated that Congress is looking at cutbacks and staff is expecting that CSBG funds will be cut back by 50%. Next month the Community Action Board will be approving the release of a CSBG RFP. It is expected that approximately \$400,000 will be available to community organizations. The Employer Services Department presented a statement of activity for the 2010-2011 fiscal year. For the period July 1-June 30, a total 3,586 employees have been affected by layoffs in our community. Employer Services staff and a Rapid Response team have worked with employers to make them aware of services available for their dislocated employees. On the flip side, 1,438 jobs have been generated by employers. This is a good number of jobs.

Ms. Michela Barbosa'Gage arrived at 10:05 a.m.

- B. Head Start Deputy Director's Report
 - Monthly Head Start Report: Ms. Carr this is the last week of Head Start's fiscal year; staff will begin closing out the books on Friday, July 29. Staff is looking at maintenance issues that have been deferred to ensure there was sufficient money. The fiscal department has worked to make sure that the Agency is on budget. There will be maintenance done that was put off that will now be done. In addition, staff is considering upgrading some new hatch computers. An upcoming Budget Committee meeting will be held in August

where staff will talk about the fiscal impact of the new FSW salary range which is expected to be minimal. The modified FSW salary range is an incredible opportunity for FSWs to be recognized for what their jobs entail. Staff is finalizing the numbers for the Program Information Report which is due to the Office of Head Start by the end of August.

- C. Chair's Report: Ms. St. Mary reviewed the schedule of committee meetings; board members were asked to please attend the meetings as this is where all of the work is done. Board members were asked to make appointments with LaShaun Burke or Nancy Hogan to pick up their reimbursement money ASAP.

- D. Head Start Managers' Reports

Ms. Carr stated that Ms. Brenda Campos, Ms. Karen Gonzales, and Ms. Denise Lee are attending a CHSA conference in San Diego.

Ms. Lisa Carr: Ms. Carr reported that Mayor Kevin Johnson's committee on school attendance, readiness and summer learning, Sacramento Reads, has been meeting monthly. One of the things Head Start is working with them on is the attendance issue. It is crucial to get children to school. There is a kickoff event on August 24 at the Forty Acres Gallery in Oak Pak. Ms. Carr provided flyers. Mayor Johnson will be speaking at 5:30 p.m.

Ms. Carr reminded board members that tomorrow is a Customer Service/Attendance Committee meeting, 1:30 p.m. in the Redwood Room. She will be sharing information from the Mayor's Committee. National Public Radio will be doing a series on high school dropouts. It talks about the prospects of kids dropping out of school and the financial repercussions.

The monthly Positive Discipline workshop will be held this evening from 6:00-8:00 p.m. in the Shasta Room; call Ron Jones to make a reservation.

Staff is attending various recruitment events on Saturdays and Sundays to ensure SETA's name is getting out there and to ensure there will be full classroom enrollment.

Ms. Valerie Powell, spoke on behalf of **Ms. Brenda Campos** and reiterated the importance of the lead assessment meeting which will meet to determine ways to impress upon parents how important the lead assessment test is for their children. It is important that Head Start is in compliance with the new school year. The meeting will be held Thursday, August 11, 9:00 a.m. – 11:00 a.m. in the Oak Room. She will distribute flyers.

Secondly, there is a Program Support Services, Monitoring and Evaluation Committee meeting scheduled for Tuesday, August 30, 9:00-10:30 a.m. in the

Redwood Room. This gives parents an opportunity to learn about the Program Support Unit.

III. Action Items (continued)

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

The board went into closed session at 10:18 a.m. Ms. St. Mary called the meeting back to order at 10:34 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for Associate Teacher/Infant Toddler, and Site Supervisor

VI. Other Reports (continued)

E. Open Discussion and Comments: No comments.

F. Public Participation: Ms. Michela Barbosa'Gage stated that a librarian that came to her center recently passed away; he was really great with the kids and read with them.

Ms. Gonzales reported that the Banana Festival will be held August 14 at William Land Park.

Ms. Lewis announced that a fundraiser for "Stop the Violence" will be held at McClatchy Park. The O'Jays will be playing. Costs \$35 in advance, with \$45 at the gate.

VII. Adjournment: The meeting was adjourned at 10:36 a.m.

Seta Head Start Food Service Operations Monthly Report *August 2011

August 1st - Walnut Grove closes 1 AM Class

August 1st to 5th - WCIC - 75th Anniversary Celebration
Solid Foundation Center Closed for Maintenance Projects

August 11 & 12 - Mather one AM and one PM class closed for Maintenance

August 12th - Open House at Elkhorn Head Start
The Food Service provided the refreshments for the Children.

August 30th - Yearly Fire Inspection at the WCIC Kitchen.

Meetings and Trainings:

ECOLAB Food Safety Webinar 8/16 attended by Connie Otwell.

Leadership Meeting 8/17 attended by Connie Otwell.

PAC Food Service Meeting 8/18 attended by Connie Otwell

Total Number of Meals and Snacks Prepared for All Kitchens				
	Lunch	PM Snack	Breakfast	Field Trips
	45,664	27,895	32,439	80

Total Amount of Meals and Snacks Prepared	106,078
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Purchases:

Food	\$79,256.55
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Non - Food	\$16,608.84
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Building Maintenance and Repair:	\$1,029.43
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Kitchen Small Wares and Equipment:	\$62.02
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Vehicle Maintenance and Repair :	\$729.06
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Vehicle Gas / Fuel:	\$2,147.15
Normal Delivery Days	23

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 08/31/11)

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)	9	(4%)	N/A	
Elk Grove USD (420)	34	(8%)	N/A	
Sacramento City USD (1292)(147)	37	(3%)	2	(1%)
San Juan USD (700) (161)	50	(7%)	27	(16%)
WCIC (120)	2	(1%)	N/A	
SETA (2796)(1878 Tracks) (345)	120	(6%)	29	(8%)
County (4621)* (653)*	252	(5%)	58	(9%)

* 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
August, 2011
Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	380	380	100	343	90
Elk Grove ARRA Expansion	40	40	100	39	98
Sacramento City USD	1,272 (162)	211	133	145	45
Sac City ARRA Expansion	20	-	-	-	-
Sacramento Employment and Training Agency	1,860 (2,778)	1,905	103	1,401	75
Sacramento Employment Training Agency AARA Expansion	18	20	111	7	39
San Juan USD	680	693	102	556	82
San Juan ARRA Expansion	20	-	-	-	-
Twin Rivers USD	179	179	100	162	91
Twin Rivers ARRA Expansion	32	33	103	24	75
WCIC/Playmate Head Start	100 (20)	20	100	10	50
WCIC ARRA Expansion	20	-	-	-	-

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	115	114	99	37	32
Sac City ARRA Expansion	32	31	97	6	19
Sacramento Employment and Training Agency	213	214	100	150	70
Sacramento Employment Training Agency AARA Expansion	132	130	98	65	49
San Juan USD	129	129	100	48	37
San Juan ARRA Expansion	32	32	100	19	59

(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

Back to School



Monthly Head Start Report

September 2011

SETA Operated Program

Program Support Services Update: HEALTHY FUTURES PROJECT 2011-2012 Galt Head Start Early Learning Center

Since June 2011, the Galt Head Start Center has been participating in the Healthy Futures Project, a year-long SETA program funded by a Community Services Block Grant (CSBG) discretionary grant, in collaboration with SETA's Workforce Development Department. This project is funded to serve a total of 64 clients including youth and young adults (in partnership with Linkage to Education), and 32 families living in the Galt area targeting Head Start families. The program objective is to strengthen Head Start families' ability to avoid or overcome obesity and obesity-related conditions by providing the necessary skills, resources and experiences.

Enrolled families at the Galt Head Start will meet with a bilingual Spanish/English Registered Dietitian (R. D.) at a minimum of four occasions to develop a personalized family Nutrition Plan and to follow up with their progress. In partnership with Health Education Council's (HEC) In the Grow Program, nutrition and physical activity workshops will be scheduled throughout the year. Reading nutrition labels, food budgeting, cooking demonstrations and fun ways to be physically active are some of the workshop topics. Two fun field trips or active participation at a community health event such as fun run/walk will also be scheduled. Incentives and raffle prizes are available to encourage participation.

A parent orientation workshop that included physical movement, summer smoothie drink demonstration and pre-program assessment was held on August 4, 2011 at the St. Christopher's Multi-Purpose Center across from the Galt Head Start site. Lunch, program incentives and raffle prizes were offered to the attendees. Future meetings and events in the Galt site are scheduled for September 15, October 4, October 27 and December 16 (tentative).

Program contact for Healthy Futures at Galt Head Start is Melanie Nicolas at mpnicola@headstart.seta.net. Countywide Healthy Futures Project is coordinated by SETA Manager Cindy Sherwood-Green at CindySG@delpaso.seta.net and Supervisor Victor Bonanno at Victor@delpaso.seta.net

Education Update:

Classrooms are being observed using the ELLCO (Early Language and Literacy Classroom Observation) in August and September. This tool takes a focused look at how materials and teacher/child interactions promote language and literacy development. Information gained from these observations will be used by mentor coaches and teachers to plan for improvements.

Two Education Leadership staff attended the CLASS for Infants and Toddlers training in Minnesota. This is a new observation tool to be used in our Early Head Start classrooms to promote quality interactions. The preschool CLASS tool has been such a valuable and effective method of providing feedback to teachers and we are excited about the impact the CLASS tool will have on our EHS program.

Family Partnership Unit:

SACREADS

SETA Head Start is proud to join Mayor Kevin Johnson and his initiative called SAC READS. We are partnering with school districts, local companies, non-profit agencies, colleges and universities, to name just a few, to ensure that by third grade, children are reading at their grade level. SETA Head Start is at the table to remind parents that the birth to five year old population must be part of the solution if we are looking to increase literacy among Sacramento's children. We are focusing on three areas: attendance at school, literacy, and summer learning. SETA is a year-round program, so our children are learning in the summer, but we are focusing our energies on families getting their children to school, and our continued emphasis on literacy.

Summer Parenting Series Comes to a Close

August saw the close of our summer parenting series sponsored by the Child Abuse Council. The last workshop in the series was about Shaken Baby Syndrome. Parents learned about the dangers of shaken baby syndrome and ways to calm crying babies. Parents who attended these summer sessions also earned a certificate, along with all the great knowledge they received to help become better parents. The Family Support Unit will begin offering new parenting classes later in the fall.

Recruitment and Enrollment-Busy, Busy, Busy

Family Service Workers have been very busy enrolling new families into the Head Start classrooms and ensuring that all classes are fully enrolled. This summer has also allowed staff to be at many community recruitment events, including the Summer in the Park series sponsored by City Council Member Bonnie Pannell. Staff looks forward to many more opportunities to work in the community to let people know about all the wonderful things Head Start does for children and families in the community.

Elk Grove Unified School District

Education Services Update:

A half-day pre-service was held at Florin Elementary School on August 8, 2011. Bob Roe, Director, PreK-6, began the morning by welcoming everyone. He emphasized how important PreK is in the overall picture of education in Elk Grove Unified School District and how much he values the work

that EGUSD's teachers do. He reminded teachers about the importance of accuracy when taking and recording attendance. He told everyone that he was looking forward to a wonderful school year and seeing them in their classrooms soon.

Ada Arevalo, Program Specialist, PreK, reviewed calendars for parent meetings, parent workshops, parent conferences, and the school year calendar. She reminded teachers that parent workshops play a vital part in how staff support and educate parents and the importance of making sure parents are aware of them.

Claudia Charter, Program Specialist, PreK, handed out the Classroom Health and Safety Checklist and asked teachers to post it in their classrooms as a daily quick reference guide for ensuring the classrooms are safe for the children. She gave each teacher a Substitute Folder and asked them to complete it and place it in the front of their file cabinet. She showed teachers the new forms for tracking In-Kind Classroom Volunteer hours and In-Kind Home Activity hours and explained how to use them. She explained the importance of using these exactly as they are printed. The new forms were developed in conjunction with the Sacramento Employment and Training Agency (SETA), our grantee, and other delegate agencies as a result of the Federal Review. Every Head Start agency in Sacramento County will be using the same forms and EGUSD staff will be tracking their use very carefully this year.

Ruth Martinez, Program Educator, PreK, discussed the importance of the new file review form and gave directions on how to fill it out. Teachers and para-educators were given two hours to work together to look through the files of their incoming students using the new form so that they would have a good understanding of the families they would be working with prior to doing their home visits.

At the August 26 in-service, Isabelle Aguiniga, Head School Nurse for EGUSD, presented information regarding how to use an EpiPen, how to handle bee stings, and the proper use of an inhaler. She explained the necessity of filling out the **Bumps and Blows to the Head** form if a student has any trauma to the head and the importance of having the EGUSD Medication form filled out before administering any medications to students. She gave teachers a copy of each of these forms as well as a First Aid Quick Reference Guide.

Judy Schulz, Operations Manager, EGUSD's Food and Nutrition Services, spoke to teachers about food safety and handling, guidelines regarding portion sizes, and the proper posting in the classrooms for students with special dietary needs.

Florence Oneto, Social Worker, PreK, gave a presentation on mandated reporting of child abuse and neglect. She reminded teachers and para-educators that it was their legal responsibility to report any suspected abuse.

Teachers and Para-educators in traditional and modified traditional classes spent the week of August 15 preparing for the start of school on August 22, visiting families in their homes, and setting the groundwork for a successful transition into the school setting.

Head Start classes began on August 22 with full enrollment: 380 students in the regular Head Start classrooms and 40 in the expansion classrooms.

Disabilities Services and Mental Health Services Update:

The program educators and clerks have worked closely with the PreK Special Education Program Specialist and the consulting Psychologist in placing students with an active IEP into the Head Start program. There are currently 34 students with active IEPs in the program.

Health Services Update:

Height and weight measurements for each student were completed by the para-educators. Program educators are in the process of graphing each child's information and contacting parents with health concerns related to underweight or overweight issues.

Family and Community Partnerships Update:

Plans are being made for Family Fun Day on September 17, at Prairie Elementary, which will offer information on the One Stop Career Center, the public library, Southgate Park and Recreation District, nutrition education, medical and dental insurance, and adult education. Free dental, vision, height, and weight screenings will be available to families.

Fiscal Update:

The fiscal technician for the Head Start program has submitted the close-out report for the fiscal year 2010-2011.

Recruitment:

EGUSD's PreK Team has been focused on filling classes and compiling waiting lists. Individual registrations have been held at all sites to increase the number of students on the waiting lists.

Sacramento City Unified School District

Education and Child Development:

SCUSD's 10-month, traditional teaching staff returned on August 31 for pre-service training. Nearly 100% of the preschool teachers were in attendance to receive information on several topics including: DRDP, Nutrition, Classroom Safety and Professional Development.

On August 29 and 30, SCUSD's Resource Teachers and Coordinators attended the District's Data Inquiry training. The goal of the training was for Resource Teachers to be able to lead teachers in the use of assessment results to improve teaching and student outcomes in our preschool classrooms.

The 2011-2012 Professional Development for the Child Development Department will focus on three areas: Social Emotional Development with two CSEFEL (Center for Social Emotional Foundation in Early Learning) trainings, three Language and Literacy trainings will be presented by Dr. Theresa Roberts, and the Math training will emphasize number sense.

Health:

During the month of August, health screenings by Lisa Stevens, RJN, continued at the two registration sites. Mrs. Stevens assumed the responsibility for screenings at both centers since one of the Children's Center Nurses resigned at the first part of August.

Also during the month of August, the Head Start Program was audited by SETA for documentation of blood lead levels for the returning preschoolers for the 2011-2012 school year. According to feedback from SETA, the auditors were pleased with their findings.

EHS and Home Base:

August 22, 23 & 24, the EHS home visiting team welcomed EHS home visiting staff from San Luis Obispo to share in a training by Linda Kamura on involving parents and individualizing for socializations. The training was very hands-on and staff learned many new socialization strategies and were very happy to see Linda return.

On August 31, EHS center based teachers began the first in a series that will total 46 hours of trainings on the new CA Infant/Toddler Learning Foundations by Judy Ishiura, trainer with WestEd.

San Juan Unified School District

Education Services Update:

The school year will begin with a theme entitled “Building Classroom Community.” The goal is to help children and families acclimate to the new classroom environment that includes learning centers, as well as provide time for teacher observations that will give knowledge about each child’s developmental levels and learning styles. Inviting families to participate in this year’s classroom activities is a priority in building a classroom community.

Disabilities Services Update:

The first few weeks of August were fast and furious in our Screening Center, as staff screened hundreds of children in preparation for the new school year. Families were greeted and sent forth with their “passports” through the various screening stations, including Health, Developmental, and Family Partnership. The Care Management Team worked long and hard to complete the process so CUM folders could be made. Children were enrolled and any needed referrals /assessments could begin in the first week of school.

Newly hired Bilingual Assistants assisted in the screening process. New Full Inclusion Staff have completed home visits and are organizing their schedules to meet the needs of the students and classes that they serve. Garfield is now a full inclusion class that offers opportunities that allow students to participate in this class. Both teachers are establishing a workable schedule that creates a wonderful sharing and caring environment.

Mental Health Services Update:

The Mental Health Therapist has a new counseling intern group oriented to ECE policies and prepared for placement at sites as mental health referrals arise. As parents begin the screening process for fall enrollment, families/children with identified needs are contacted by MHT for needed mental health services and follow up intervention.

Nutrition Services Update:

The school year has begun by saying a fond farewell to the iconic Food Pyramid! Trainings will occur in October on the new Choose My Plate campaign.

Health Services Update:

Health is screening three days a week in the centralized screening room, which will be reduced to once a week in September. The Health Team will be meeting with Kate Varanelli regarding conducting dental screenings in the fall. In addition, the Health Team has attended the mandatory *Smiles for Kids* training at the Dental Association so the families and children without insurance can attend in February for dental work. The nurse has also been training the teachers regarding seizures, Epipens, & other health conditions of children they have in their classrooms.

Family and Community Partnerships Update:

The Policy Committee met in August. There was not a lot of business to attend to but a quorum was achieved. Everyone is looking forward with anticipation to the new school year.

Transition Services Update:

The School Readiness team is in the process of distributing transitional backpacks to all students entering preschool. The backpacks contain many resources for both the students and the parents that support entering school for the first time.

Program Support/Staff Training Update:

Teachers received new Education Binders with all master forms needed for the year. Additional resources were created by a Teacher Assessment Committee this summer and were added to the binder appendix.

There was also a training session for Bilingual Teaching Assistants where the new Bilingual Tool Kit was shared and the structure for dual language learners was discussed.

Fiscal Update:

This is the final month for the 2010-11 Head Start and Early Head Start fiscal year. Staff is in the middle of closing out the fiscal year 2010-11 for San Juan Unified School District/Child Development Dept. (Fund 12). At the same time staff is preparing for the submission of the final close-out packet of the Head Start and Early Head Start FY 2010-11 due August 31, 2011.

Staff is in the process of gearing up for Head Start and State Preschool classes to begin, along with reviewing all fiscal policies with the Preschool and Infant/Toddler Teachers. In-Kind was a major focus as there continues to be a shift from obtaining the majority of the In-Kind funds from the collaboration option to obtaining more participation from parents in the classroom. A countywide in-kind class tracking form was created over the summer with input from the grantee and all the delegate agencies. Training was essential for the teachers so that parent hours could be maximized.

Early Head Start:

August brought about many exciting changes for the infant/toddler program and three new teachers were welcomed. Staff is still preparing to open a new site located at 1500 Dom Way (the district is renaming the site) and it is almost ready for licensing. Many children left for preschool as new families were welcomed to the program. Staff was happy to have many of the enrolled children in the combo model return to the centers after receiving home visits this summer. Staff also had two and a half days of staff training, and we were selected as one of five programs in the Sacramento area to receive PITC Partners for Quality – Infant/Toddler Reflective Curriculum Planning Process training through a grant from First 5.

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, and expansion updates.

Events:

The 2011-2012 school year began on August 11 at all Head Start sites. Prior to the first day of school, parents engaged in the orientation process with their classroom teachers. The introductory session was a great opportunity for parents and the students to meet the classroom teacher as well as visit the

classroom. Each parent received a Parent Handbook and an overview of the school rules/policies and procedures. During the parent orientation, the School Social Worker also began the Family Partnership Agreement with the parents to begin goal setting strategies and identification of what resources and training would be beneficial.

During the month of August, information sessions to recruit new Policy Committee (PC) members were also held. Teachers talked to parents about the roles of the parent groups, and parents were invited to sessions to receive additional information about participation. Twenty parents participated in the two sessions. PC elections are scheduled the week of September 19.

Professional Development:

Early Childhood Education preschool staff participated in a Professional Development Day on August 10. The focus of the training was the implementation of the newly adopted Creative Curriculum materials. Staff was provided with pacing guides and additional instructional support to implement the new materials to students. Additional professional development is scheduled for the monthly Staff Professional Learning Community (PLC) as well as on September 6 during the District Neighborhood Network Training Day.

Staff meetings were also held to review the program's three-year goals which include mental health, health and school readiness.

Components:

Component leaders returned to school on August 4 to prepare for the new school year. Health Component leaders have scheduled screenings for vision, hearing, dental and blood pressure.

The Nutrition Component Leader has been following up on blood lead level testing for the upcoming Federal Review visit on September 28 and 29. Follow-up includes ensuring all students enrolled from February 2011 have completed blood lead level testing and have completed documentation in the enrollment files.

The School Social Worker/Counselor has begun the Family Partnership Agreement with the incoming families as well as supported classroom teachers with classroom observations and implementation of behavioral strategies/interventions. Component Leader is also assessing mental health referrals that have been submitted by the teaching staff and parents for social skills and behavior intervention.

The Speech and Language Pathologist (SLP) completed speech screenings for all of Head Start and will begin assessing which students need additional speech intervention and services.

The Education Component Leader has assisted with orientation for all new Head Start teachers. The orientation included information on file set-up, documentation and home visit requirements.

The ERSEA Component Leaders have been enrolling students and arranging enrollment files. Data input into the ChildPlus and AERIES school databases has begun as well as establishing a waiting list.

Policy and Parent Committees:

The Parent Committees at both Expansion sites had parent meetings and elected parent representatives for the 2011-2012 Policy Committee. The Policy Committee held a meeting at Morey Avenue on August 23 with the members of the 2010-2011 group. During the meeting, members approved the

Supplemental Budget modification, discussed the current year enrollment and plans for the new Policy Committee group. The new group will be officially seated September 2011.

Parenting:

Plans are underway to provide parenting classes in collaboration with the Mutual Assistance Network (MAN) during spring of 2012.

Fiscal:

The close-out reports for the 2010-2011 have been completed by the Budget Analyst.

Teaching staff have begun to complete their ECERS to establish the needs of their classrooms and learning materials. First orders from teaching staff are due in October 2011.

WCIC

Program Design and Management:

WCIC values team leadership, education, team-building, and stability of diverse quality staff.

Special Events:

WCIC's Board of Directors, staff, customers, and community celebrated WCIC's 75th Anniversary during the week of August 1- 6, 2011. Activities included an Art Exhibit hosted by The Brick House; Children's Literacy & Storytelling hosted by NIA-Women of Purpose; Poetry and Spoken Word hosted by The Black Group, NSAA the Black Root, the Black United Fund of Sacramento Valley and Sacramento Area Black Caucus; Health, Wellness and Cease Fire Youth Symposium hosted by Enlightened Minds Group; House Party hosted by Brenda Usher and WCIC's Head Start staff; and Banquet Gala Celebration hosted by WCIC Board of Directors, staff and members. Special thank you acknowledgements were sent to over two hundred individuals and/or organizations for the fellowship that showed affection and appreciation for the work and leadership of the WCIC's 75th Anniversary Planning Committee.

There were 14 individuals and/or organizations that participated in the Banquet Table Sponsorships efforts, which have set a new standard for social responsibility in the Oak Park community, and have set a powerful example that will inspire other individuals, organizations, and companies to do the same.

The banquet featured a catered banquet, hat show, music, speakers and a special tea tribute to the founding mothers.

The entire WCIC Family appreciated everyone's willingness to get involved with WCIC, and with the funds that were raised during the weeklong celebration it looks very likely that WCIC will be able to maintain the Senior Nutrition Program for 2011-2012.

The weeklong festivities were a joyous celebration that included WCIC's 75 years of History, Founding Mothers Legacy, and acknowledgement of Playmate Head Start's Co-Founder, Nelwyn Garret England.

Early Childhood Education:

During the month of August 2011, WCIC's Team was busy recruiting and enrolling children for the 2011-2012 program year to ensure 100% enrollment on the first day of school. The first day of school is scheduled for Tuesday, September 6, 2011.

Ms. Janet Wong-Acorda, Head Teacher, attended Mayor Kevin Johnson's Sacramento Reads/ Stand Up For Great Schools Campaign on August 24, 2011 at the Guild Theatre in Sacramento. Information on school districts that have the highest reading levels/academics were as follows: St. Hope/PS7 rated 90%; Crocker/Riverside Elementary rated 80%; Hearst Elementary rated 78%; Westlake Elementary rated 72%; and Genevieve Didion Elementary rated 71%. The featured guest was award winning teacher Rafe Esquith and his students, the Hobart Shakespeareans. The Hobart Shakespeareans is a public school classroom designed to improve the quality of life for economically disadvantaged children. The school is located in Central Los Angeles. Their enrollment is almost 2,000 students. The Hobart Boulevard Elementary School has 92% children that live in poverty. None of the children speak English as a primary language. In closing, the Hobart Shakespeareans students acted a Shakespeare play.

Family and Community Partnerships:

UC Davis and Head Start Healthy Kids partnered with several WCIC/Playmate Head Start families. Several families participated in eating healthy foods and video taping of the project. Nutrition classes were offered from June 30, 2011 to August 11, 2011 at WCIC/Playmate for 1.5 hours a week. Blood draws were done on the children who participated in the Healthy Kids project. Stipends were paid for each parent that participated in the project.

Recent Program Instruction Memos from Administration for Children and Families (ACF)

ACF-IM-HS-11-03 Staff qualifications, preschool classroom teachers, infant-toddler, center-based caregiver, teachers

ACF-IM-HS-11-04 Staff qualifications, preschool classroom teachers, waiver

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.

