



GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

Website: <http://www.seta.net>

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, November 3, 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.

A G E N D A

PAGE NUMBER

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
 - A. Minutes of the October 6, 2011 Regular Board Meeting 1-7
 - B. Approval of Claims and Warrants 8
 - C. Appointment of Required Partner Member to the Sacramento Works, Inc. Board (Kathy Kossick) 9
 - D. Approval of the Abolishment of the Program Officer and Head Start Family Services Worker Classifications (Jeanie Ross) 10
 - E. Approval to Modify Elk Grove Unified School District – Adult and Community Education's (EGACE) Youth Vendor Services Contract (Marianne Sphar) 11-13

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board (Kathy Kossick) 14
2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident (Roy Kim) 15
3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Specification Revisions for the Accountant I Classification and Abolishment of the Accounting Technician Classification (Jeanie Ross) 16-20

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

1. Approval of Revised Funding Recommendations for the Refugee Employment Social Services (RESS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary (ORD) Programs, Program Year 2011-2012 (Michelle O'Camb) 21-25

One Stop Services: None.

Youth Services: None.

C. CHILDREN AND FAMILY SERVICES

1. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council (Denise Lee) 26
2. Workshop/Overview of the Children and Family Services Department

IV. Information Items

- A. Fiscal Monitoring Reports (Roy Kim) 27-36
 - Department of Human Assistance, County of Sacramento
 - Galt Joint Union High School District
 - Opening Doors, Inc.
 - Sacramento City Unified School District
- B. Employer Success Stories and Activity Report (William Walker) 37-41

C.	Dislocated Worker Update (William Walker)	42-43
D.	Unemployment Update/Press Release from the Employment Development Department (Robin Purdy)	44-51
E.	Head Start Reports (Denise Lee) ✓ Fiscal Report (Roger Bartlett) ✓ Policy Council Minutes ✓ Program Report	52-69
V.	<u>Reports to the Board</u>	70
A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
F.	Public	
VI.	<u>Adjournment</u>	

DISTRIBUTION DATE: THURSDAY, OCTOBER 27, 2011

ITEM II-A - CONSENT

MINUTES OF THE OCTOBER 6, 2011 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 6, 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, October 6, 2011
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:05 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
Bonnie Pannell, Councilmember, City of Sacramento

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

- Recognition of Long-Term Employees: Ms. Sharon Adams acknowledged Ms. Conrada Arriba's 20 years of service to SETA Head Start. Ms. Arriba was recently promoted to Family Services Worker III.

II. Consent Items

- A. Minutes of the September 1, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Staff Recommendations for the Adult Vendor Services List

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 September 1, 2011 meeting.
- B. Approve the claims and warrants for the period 8/26/11 through 9/29/11.
- C. 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.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Non-Competitive Procurement for Office and Classroom Space for the Galt One-Stop Career Center and Approval to Authorize Lease Negotiations

Ms. Cindy Sherwood-Green reported that the board released an RFP for office space for the Galt area. Staff conducted a thorough recruitment through local realtors but only one proposal was received by the due date. 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. Because only one proposal was received although a thorough solicitation was done, staff is requesting that the board approve a non-competitive procurement finding.

Staff is requesting that the board approve staff and legal counsel to negotiate for a five year lease with options.

Moved/Yee, second/Scherman, 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.

Roll Call Vote: Aye: 4, Nay: 0; Abstentions: 0

2. **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

Mr. Rod Nishi reviewed this item which requests approval of a new classification. During the last Federal review, staff encountered less focus on the program and quality issues, but more focus on systems and processes in place. With a shift in the focus, the purpose of this unit would be to focus attention on systems analysis. This department would report directly to the Deputy Director.

The classification and salary range is at the specialist level. Staff met with the union in September and this was also approved by the Policy Council on September 27.

Mr. Nottoli asked how this would improve the program and Mr. Nishi replied that it would improve the sophistication of systems in place. The data collected and utilized by the analyst is the same data to ensure quality in the classroom. This allows focus on the systems that monitor and create the data. It is an internal review. This classification would review Program Information Report (PIR) data, especially health and nutrition which has had special attention over the years.

Ms. Karen Gonzales stated that the monitors will go into the classrooms, reviewing files, and looking at the child care food program to make sure the food counts are done correctly. It is expected that the unit will have 3-6 staff at this time, but this depends upon the quality of the pool of applicants. Ms. Gonzales is expecting a number of current employees to compete for the positions.

Ms. Kossick stated that it was very clear from the federal perspective that the Agency needs to place more emphasis on quality control.

Mr. Nottoli opened a public hearing; no speakers before the board.

Moved/Pannell, second/Yee, to 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.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

1. 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

Ms. Robin Purdy reviewed this item. In September, 2011, SETA received additional funding from the Employment Development Department and the California Energy Commission to continue the Clean Energy Workforce Training Program through December 31, 2012. Funding in the amount of \$150,000 will be used to provide training to an additional 25 technicians at American River College, 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). Staff is also requesting approval to allocate \$100,000 to American River College to provide the training. This program has been in existence since 2009 and has trained and certified 104 entry level and incumbent workers.

Staff is working with SMUD and PG & E to train their incumbent workers.

Moved/Pannell, second/Scherman, to accept an augmentation of \$150,000 to continue the Clean Energy Workforce Training program through December 31, 2012. In addition, 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.

Roll Call Vote: Aye: 4, Nay: 0; Abstentions: 0

Refugee Services: None.

One Stop Services

2. Approval to Submit a Request to Transfer Workforce Investment Act (WIA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2011-12

Ms. Purdy stated that for the last four years, staff has requested the ability to transfers funds from the dislocated worker to adult funding stream; it allows staff to spend time in the career centers more efficiently. Less time is spent on eligibility and paperwork.

Mr. Nottoli asked if staff targets some of the ZIP code areas where it is known that there are people struggling with unemployment? Ms. Purdy stated that the Agency has tried to put the career centers into the areas where there is high unemployment. Most outreach efforts are to pull people into the career centers. Ms. Purdy stated that she has a sense that staff is doing a pretty good job focusing on the people and areas with high unemployment.

Moved/Scherman, second/Pannell, to 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.

Voice Vote: Unanimous approval.

3. Approval of the Acceptance of National Emergency Grant (NEG) Funds and the Augmentations of CalWORKs and NEG Funds to On-the-Job Training Providers

Ms. Purdy reviewed this board item requesting acceptance of NEG funding in the amount of \$400,000. This item also requests approval to allocate funds to four current OJT providers that were funded during the first round and successfully completed their contract goals. 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.

Moved/Yee, second/Scherman, to:

- 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.
- Roll Call Vote: Aye: 4, Nay: 0; Abstentions: 0

Youth Services: None.

IV. Information Items

- A. The American Jobs Act: Impact for California: No additional report.
- B. Sacramento Is One Of Two Regions In The Nation Selected For Energy Upgrade Financing: No additional report.
- C. Sacramento Works One Stop Career Center Annual Report for 2010-2011

Ms. Purdy reviewed the summary on pages 1-2 which highlights activities in the career centers.

- D. Fiscal Monitoring Reports: No additional report.
- E. Workforce Investment Act Program Monitoring Reports: No additional report.
- F. Employer Success Stories and Activity Report: No additional report.
- G. Dislocated Worker Update: No additional report.
- H. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- I. Head Start Reports
 - ✓ Fiscal Report: A question was raised regarding the possibility of volume and program discounts. Mr. Kim replied that staff shops around for the most competitive prices and does everything possible to utilize discount programs.

Mr. Nottoli asked about utilizing local vendors that have some of the products. If some of the business can be done locally, it can assist the local economy. Mr. Kim replied that it depends upon whether the product or service is available locally. Sometimes there are products/services that are not available locally. In addition, some of the local vendors may not have the lowest prices.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that Ms. Denise Lee and her managers are in Washington, D.C. for a four-day leadership meeting with the Administration

for Children and Families. The Agency had a visit from two federal reviewers last week as a follow up to the PRISM review done in February; staff has not yet received feedback. Staff is scheduling a workshop for the Children and Family Services Department at the November 3 Governing Board meeting. The agenda will be arranged for time to absorb the information in the workshop.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: Ms. Scherman appreciated the calendar and updates that are sent from the South County Career Center. It helps all of the board members to have this information.

F. Public: No comments.

VI. Adjournment: Meeting adjourned at 10:48 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/30/11 through 10/27/11, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 9/30/11 through 10/27/11.

STAFF PRESENTER: Roy Kim

ITEM II-C - CONSENT

APPOINTMENT OF REQUIRED PARTNER MEMBER TO THE SACRAMENTO
WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works, Inc. Board is a 41-member board comprised of representatives from the private sector, education, economic development, labor, and required partners. The required partners represent public employment service, rehabilitation agency, and public assistance agency. A required partner seat has become vacant and staff has received an application.

Mr. Paul Castro is the Interim Director of Farmworker Services of the California Human Development Corporation and will be replacing Michael Micciche on the WIB.

Mr. Castro's application has been sent under separate cover. Legal counsel has reviewed this application.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Mr. Paul Castro to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.

STAFF PRESENTER: Kathy Kossick

ITEM II-D- ACTION

APPROVAL OF THE ABOLISHMENT OF THE PROGRAM OFFICER AND HEAD START FAMILY SERVICES WORKER CLASSIFICATIONS

BACKGROUND:

At your August 4, 2011 board meeting, the board approved a reallocation of the incumbents in the broad Program Officer classification to newly established classifications all with the name Program Officer in the title but with narrower class descriptions that more precisely define what the employees do and the qualifications they need. These changes result in a more efficient recruiting process.

The Head Start Family Services Worker classification was replaced by a new deep class Family Services Worker with multiple salary ranges that have afforded the incumbents the opportunity to advance to higher ranges. This change has given the Agency an opportunity to utilize more of the skills of these employees.

The Agency is requesting that the board officially delete the old classifications of Program Officer and Head Start Family Services Worker from the Agency Classification Plan.

RECOMMENDATION

Approve the abolishment of the Program Officer and Head Start Family Services Worker classifications.

STAFF PRESENTER: Jeanie Ross

ITEM II-E - CONSENT

APPROVAL TO MODIFY ELK GROVE UNIFIED SCHOOL DISTRICT – ADULT AND COMMUNITY EDUCATION’S (EGACE) YOUTH VENDOR SERVICES CONTRACT

BACKGROUND

In 2006 the SETA Governing Board approved the Elk Grove Unified School District – Adult and Community Education (EGACE) to become a contracted vendor under SETA’s fee-for-service Youth Vendor Services List offering Alternative Secondary School Services.

Due to budget cutbacks and reduced funding from other sources for its GED Preparation course, EGACE has increased its fees. Additionally, EGACE has made enhancements to the program by offering the course on-line, as well as a learning disability assessment for youth that may be in need of accommodations in order to obtain their GED. Also, EGACE now offers a High School Diploma Preparation course. As a result, EGACE submitted a formal request to SETA to modify its Youth Vendor Services contract to increase the fees for its GED Preparation course and offer the program enhancements, as well as to add the High School Diploma Preparation course as an Alternative Secondary School Services activity.

A team comprised of program and contracting staff reviewed and evaluated EGACE’s request and determined that the request is justified and that the new proposed fees for the GED Preparation course and enhancements, as well as the fees for the High School Diploma Preparation course are reasonable in cost.

Staff is seeking approval of the attached recommendation for modification.

RECOMMENDATION:

Approve the attached recommendation for modification of the Elk Grove USD – Adult and Community Education’s (EGACE) Youth Vendor Services contract.

STAFF PRESENTER: Marianne Sphar

Modification of Youth Vendor Services (VS) List Contract

Staff Recommendation

**Vendor: Elk Grove Unified School District -
Adult and Community Education**

Location: 8401-B Gerber Road, Sacramento, CA 95828

Vendor's Background:

Elk Grove Unified School District – Adult and Community Education (EGACE) has responded to the ever-changing learning needs of the South Sacramento County and Elk Grove communities for more than 50 years. EGACE promotes a multicultural and diverse learning environment and provides convenient and affordable opportunities to attain the skills so critically needed for livable wage jobs.

Since 1970, EGACE has been providing GED examination preparation. The instructors who facilitate the GED Preparation course and the recently launched High School Diploma course are credentialed by the California Commission on Teacher Credentialing. The new Learning Disability (LD) Assessment is coordinated by the lead educational psychologist of Elk Grove Unified School District.

Activity	Current Rate/Components	New Rate/Components	Min/Max Class Size
GED Preparation Class -Books/Materials -GED Examination -GED Exam Retake Fee -On-line Course fee -Learning Disability Assessment*	No charge \$13.00 per individual subject (up to 5 subjects, or \$26 for book including all five subjects). \$125 per individual Not Offered Not Offered Not Offered	\$40 first semester \$30 second semester \$22 (includes all five subjects) \$200 per individual \$45 per subject \$25 per semester and \$15 for On-Line Materials \$100 per hour per client/ 12 hour max., or \$1,200 max. per client	15/35
High School Diploma Program - Learning Disability Assessment*	Not Offered	\$40 first semester \$30 second semester \$80 Instructional materials \$100 per hour per client/ 12 hour max., or \$1,200 max. per client	15/35

*Evaluation of cognitive and academic functioning in order to determine if a client is eligible for educational accommodations in accordance with the Americans with Disabilities Act of 1998.

ITEM III-A - 1 – ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT
AND TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 4, 2011.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 2 - ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL LIABILITY,
VEHICLE LIABILITY, UMBRELLA, ERRORS AND OMISSIONS AND STUDENT
ACCIDENT

BACKGROUND:

The Agency's insurance policies for general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions expire December 1, 2011.

SETA's broker, Arthur J. Gallagher, is currently exploring various markets to secure the necessary coverage and will present an oral report at the meeting.

If final quotes are not available at the November 3 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

STAFF PRESENTER: Roy Kim

ITEM III-A- 3- ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF SPECIFICATION REVISIONS FOR THE ACCOUNTANT I CLASSIFICATION AND ABOLISHMENT OF THE ACCOUNTING TECHNICIAN CLASSIFICATION

BACKGROUND:

The Agency Executive Director is proposing the revision of the specification for the Accountant I classification and the abolishment of the Accounting Technician classification. At the beginning of the 2011 calendar year the Accountant I classification had no incumbents and the Accounting Technician had nine incumbents. The two classes have the same salary range and both describe general accounting work at the highest para-professional accounting level in the Agency. The nine Accounting Technician incumbents worked in the Fiscal Department and the Children and Family Services Department

Two actions have now resulted in *no incumbents* being left in the Accounting Technician classification.

1. All job duties of the Accounting Technician incumbents in the Fiscal Department were reviewed as part of the overall Agency classification review. These staff were re-allocated to the Accountant I classification at your April 2011 meeting. This action was taken to allow the work in the Children and Family serves Department and the work in the Fiscal Department could be evaluated separately. This action taken in April left only CFS Department employees in the Accounting Technician classification.
2. The Accounting Technicians in the Children and Family Services Department were reviewed as part of the overall Agency classification review, and at your August 4, 2011 meeting your board established the Program Analyst classification and reallocated all of the Children and Family Services Accounting Technicians to that classification. The change reflects the fact that these CFS workers must bring program knowledge to accomplish their fiscal assignments.

CONSIDERATIONS:

1. The classification actions described above leaves the Accounting Technician classification vacant with no foreseeable need to use this classification again.
2. The Accountant I is now used exclusively in the Fiscal Department. The proposed specification revisions more precisely describe the fiscal work that the incumbents are assigned.

STAFF PRESENTER: Jeanie Ross

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

A copy of the modified job classification is attached. The Agency and the union have met and come to an agreement regarding this item.

RECOMMENDATIONS:

Open a public hearing, hear testimony, close the public hearing and adopt the proposed specification revisions for the Accountant I classification, and abolish the Accounting Technician classification.

STAFF PRESENTER: Jeanie Ross

Sacramento Employment and Training Agency

Last revised: November 2011
Revised April 2011
Established May 1986
Class Code: 5001

ACCOUNTANT I

ORGANIZATIONAL RESPONSIBILITIES

An Accountant I is responsible to the Chief, Fiscal Department or designee.

DEFINITION

Under general direction, to perform beginning professional accounting work, assisting with the maintenance of fiscal records and journals; to assist with the preparation and maintenance of a variety of financial and fiscal reports; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the positions which perform a variety of professional accounting assignments under the direction of the Chief, Fiscal Department or designee. ~~It is an entry and training level class for incumbents to become familiar with the SETA's fiscal procedures and reporting requirements. As soon as an incumbent has demonstrated sound work habits and expertise with SETA's fiscal system, they may reasonably expect promotion to the level of Accountant II, by passing a promotional only examination as outlined in SETA's Personnel Rules.~~

Job assignments require substantial knowledge of SETA's contracting and claims reimbursement procedures, methods, and systems

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. Makes journal entries, posts ledgers, takes trial balances and reviews claims, making reconciliations;~~
- ~~2. Assists with the preparation, review, and analysis of financial reports and statements;~~
- ~~3. Gathers data for financial reports that require application of accounting and auditing principles and judgement;~~
- ~~4. Compiles financial reports;~~
- ~~5. Assists with the installation of revisions to the fiscal system;~~
- ~~6. Assists with the installation of revisions to the fiscal system;~~
- ~~7. Assists with fiscal preparations and monitoring for subgrantee and delegate agency contracts;~~
- ~~8. Assists with maintenance of internal fiscal controls;~~
- ~~9. Assists with maintenance of payroll records and preparation of requisite payroll reports;~~

- ~~10. Serves as resource on accounting methods and fiscal procedures for Account Clerk staff;~~
- ~~11. Assists with special projects as assigned.~~

- 1. Receives and processes sub-grantee and/or participant claims for all grant funded programs.**
- 2. Sets up and maintains sub-grantee records and files.**
- 3. Prepares journal entries, posts ledgers, takes trial balances and reviews claims, and performs reconciliations;**
- 4. Assists with the preparation, review, and analysis of financial reports and statements;**
- 5. Gathers data for financial reports that require application of accounting and auditing principles and judgment;**
- 6. Compiles financial reports;**
- 7. Assists with the installation of revisions to the fiscal system;**
- 8. Assists with fiscal preparations and monitoring for sub grantee and delegate agency contracts;**
- 9. Assists with maintenance of internal fiscal controls;**
- 10. Serves as resource on accounting methods and fiscal procedures for Account Clerk staff;**
- 11. Assists with special projects as assigned.**

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, methods, and practices of accounting, financial recordkeeping, and financial administration;
- Codes, regulations, ordinances, and laws affecting public agency financial activities;
- Auditing, financial analysis, and research procedures;
- ~~Some~~ **Knowledge of** spreadsheet and word processing software.

AND

Ability to:

- Assist with a variety of fiscal recordkeeping and system maintenance assignments, requiring professional accounting expertise;
- Analyze fiscal information and draw sound conclusions;
- Prepare **a variety of** financial statements and **fiscal** reports;
- Serve as a resource for solving accounting problems and providing information to others;
- ~~Prepare a variety of reports;~~
- Establish and maintain cooperative working relationships.

AND

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

- I. Advanced educational training in finance and accounting methods and procedures.

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 OF REVISED FUNDING RECOMMENDATIONS FOR THE REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS), TARGETED ASSISTANCE (TA), TARGETED ASSISTANCE DISCRETIONARY (TAD), AND OLDER REFUGEE DISCRETIONARY (ORD) PROGRAMS, PROGRAM YEAR 2011-2012

BACKGROUND

On September 1, 2011 the Governing Board approved funding recommendations for the Refugee Employment Social Services (RESS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary (ORD) grant programs, Program Year (PY) 2011-2012. Funds were awarded to serve 1,182 refugees (648 in the social and acculturation component and 534 in employment related components) contingent upon receipt of final allocation announcements from the California Department of Social Services, Refugee Programs Bureau (RPB). Because SETA had not received the final allocations for PY 2011-12, the funding recommendations were based on Sacramento's 2010-11 RESS and TA allocations, as well as preliminary estimates of service allocations under TAD and ORD provided by RPB. The total preliminary estimates were as follows:

RESS:	\$590,528
TA:	\$319,638
TAD:	\$41,090
ORD:	\$43,725

Funds awarded are to provide the following services to refugees, asylees and certified victims of human trafficking who are within five (5) years of their arrival in the United States:

- Vocational English-as-a-Second Language combined with Employment Services (VESL/ES)
- Employment Services (ES) Stand Alone
- Social Adjustment and Cultural Orientation (SA & CO) for all refugees.

After the beginning of the program year, on October 5 and October 21, 2011, RPB issued draft final award announcements for the PY 2011-12 RESS, TA, TAD, and ORD grants. The final announcements reflect that SETA has received the following allocations for PY 2011-12:

RESS:	\$483,955	– reduction of \$106,574 from preliminary estimate
TA:	\$314,577	– reduction of \$5,061 from preliminary estimate
TAD:	\$26,850	– reduction of \$14,240 from preliminary estimate
ORD:	\$43,881	– increase of \$156 from preliminary estimate

STAFF PRESENTER: Michelle O'Camb

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

Collectively, the final allocations represent a total decrease of \$126,031 from preliminary estimates. By leveraging portions of two Refugee Program management and supervisory staff positions, SETA is able to minimize the impact the overall reduction in funding will have on direct program services. The revised recommended direct service allocations for PY 2011-12 refugee programs, which include carryover funds from the prior program year, are as follows:

RESS:	\$511,649
TA:	\$333,000
TAD:	\$27,393
ORD:	\$43,881

Under the revised recommended allocations, 1,115 refugees (595 in the social and acculturation component and 520 in employment related components) will receive services.

RECOMMENDATION

Approve revised funding recommendations for the PY 2011-12 Refugee Employment Social Services (RESS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary (ORD), as indicated on the attached funding charts.

STAFF PRESENTER: Michelle O’Camb

Sacramento Employment and Training Agency
REFUGEE PROGRAM
 Staff Funding Modification Recommendations, PY 2011 - 2012
Component: VESL/ES

RANK	AGENCY NAME	CURRENT FUNDING PY 11-12				MODIFICATION RECOMMENDATION			
		RESS/TA AMOUNT	TAD AMOUNT	RESS/TA # TO BE SERVED	TAD # TO SERVE	RESS/TA AMOUNT	TAD AMOUNT	RESS/TA # TO SERVE	TAD # TO SERVE
1	Twin Rivers USD	\$123,000	\$6,639	56	3	\$110,700	\$4,426	50	2
1	Asian Resources, Inc.	100,000	7,278	94	3	90,000	4,852	84	2
2	Bach Viet Association	127,000	7,246	49	3	114,300	4,830	44	2
3	SOAR	105,000	5,531	56	3	94,500	3,687	51	2
3	Lao Family Community Development, Inc.	85,010		43		76,509		39	
TOTALS		\$540,010	\$26,694	298	12	\$486,009	\$17,795	268	8

Sacramento Employment and Training Agency
REFUGEE PROGRAM
 Staff Funding Modification Recommendations, PY 2011 - 2012
Component: ES Stand Alone

		CURRENT FUNDING PY 11-12				MODIFICATION RECOMMENDATION			
RANK	AGENCY NAME	TA AMOUNT	TAD AMOUNT	TA # TO BE SERVED	TAD # TO SERVE	TA AMOUNT*	TAD AMOUNT	TA # TO SERVE*	TAD # TO SERVE
1	Twin Rivers USD	\$69,000	\$3,575	58	3	\$69,000	\$2,383	58	2
2	Asian Resources	67,000	3,937	75	3	67,000	2,625	75	2
2	Bach Viet	67,000	4,027	48	3	67,000	2,685	48	2
2	SOAR	52,000	2,857	55	3	52,000	1,905	55	2
TOTALS		\$255,000	\$14,396	236	12	\$255,000	\$9,598	236	8
<p>*No change to TA funding amounts or numbers of TA clients to be served.</p>									

Sacramento Employment and Training Agency
REFUGEE PROGRAM
 Staff Funding Modification Recommendations, PY 2011 - 2012
Component: SA and CO

		CURRENT FUNDING PY 11-12				MODIFICATION RECOMMENDATION			
RANK	AGENCY NAME	RESS AMOUNTS	ORD AMOUNTS	RESS # TO SERVE	ORD # TO SERVE	RESS AMOUNTS	ORD AMOUNTS*	RESS # TO SERVE	ORD # TO SERVE*
1	Southeast Asian Assistance Center	\$40,156	\$10,931	201	31	\$36,140	\$10,970	181	31
2	Hmong Women's Heritage Association	37,500	10,931	135	31	33,750	10,970	121	31
2	Slavic Assistance Center	37,500	21,863	188	62	33,750	21,941	169	62
TOTALS		\$115,156	\$43,725	524	124	\$103,640	\$43,881	471	124
<p>*Final ORD allocation amount revised only. No change to numbers of ORD participants to be served.</p>									

ITEM III-C - 1 – ACTION

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

BACKGROUND:

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

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

A public hearing was opened at the September 27, 2011 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their October 25, 2011 meeting.

The bylaws are being sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws.

STAFF PRESENTER: Denise Lee

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Mr. Paul Lake **DATE:** October 13, 2011

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Department of Human Assistance,
County of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
WIA-Title I	One-Stop (Adult)	\$ 258,000	7/1/10-06/30/11	7/1/10-06/30/11

Monitoring Purpose: Initial ___ Final X
Date of review: 10/5/11

	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	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: Department of Human Assistance
County of Sacramento

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Audrey Kilpatrick **DATE:** September 28, 2011
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Galt Joint Union High School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	OST – Dislocated Workers	\$105,158	10/1/09-9/30/10	10/1/09-9/30/10
WIA/ARRA	OST – Adult	\$70,105	10/1/09-9/30/10	10/1/09-9/30/10
WIA	Out-of-School Youth	\$156,209	7/1/10-6/30/11	7/1/10-6/30/11

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 7/18/11

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

Program Operator: Galt Joint Union High School District

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2009 to September 30, 2010 for the OST programs, and from July 1, 2010 to June 30, 2011 for the Out-of-School Youth program have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) The expenses reported for the OST Adult program exceeded the actual expenses by \$5,118.62.

Recommendations for Corrective Action:

- 1) Reimburse SETA the amount of \$5,118.62.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. David Blicker **DATE:** September 28, 2011
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Opening Doors, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Rescue & Restore	VHT-Y2	\$60,000	4/30/10-4/29/11	7/1/10-4/29/11
RESS	SA&CO	\$15,403	10/1/09-9/30/10	7/1/10-9/30/10

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 9/13/11

	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: Opening Doors, Inc.

Findings and General Observations:

1. We have reviewed the RESS program from July 1, 2010 to September 30, 2010, and the Rescue and Restore Victims of Human Trafficking program from July 1, 2010 to April 29, 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
Fiscal Monitoring Findings
Page 2

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA for RESS, TA, and WIA 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

ITEM IV-B – 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

Employer	Jobs	No of Positio
Accentcare	CAN/Caregiver	55
ACS Roofing	Bookkeeper/Accountant	1
ACS Roofing	Window Cleaner - Gutter Cleaner	1
Aerotek	General Laborer	1
ALSCO, Inc.	Accounts Receivable	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
Baygell Properties	Commercial Property Manager	1
Berkeley Farms	Truck Driver Class A	1
Bissell Brothers	Cleaner	1
California Green Clean	Housekeeper/Cleaner	1
California Redevelopment Association	Member Services Associate PT	1
Bread of Life	Office Manager	1
Campbell Soup Company	Certified Forklift Driver	14
Capitol Autism Services	Behavior Tutor	10
Carmellia Network	Accounting and Executive Assistant	1
Carmichael Oaks Assisted Living	Caregiver	1
Carmichael Oaks Assisted Living	Concierge/Receptionist	1
Carmichael Oaks Assisted Living	Medication Aide	1
Child Care Careers	Infant/Preschool/School-Age Teachers	10
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
Folsom Cordova Community Partnership	Employment Services Case 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

Employer Recruitment Activity Report

Employer	Jobs	No of Positio
H & R Block	Tax Professional	20
HR to Go	Administrative Support	1
Indecare Home Care & Living Assistance	Caregiver	10
Jack Frost Design	Administrative Assistant	1
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
Los Rios Community College District	Accountant Clerk I	1
Los Rios Community College District	Administrative Service Analyst	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	Confidential Chancellor's Executive Assistant	1
Los Rios Community College District	Custodian	1
Los Rios Community College District	Dean, Business Division	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 Assistant - Learning Resources	1
Los Rios Community College District	Instructional Asst. - Sign Language Studies	1
Los Rios Community College District	Instructional Asst.-Microcomputer Laboratory for	1
	Assistive Technology	
Los Rios Community College District	Library Media Technical Asst.	1
Los Rios Community College District	Operations Technician	1
Los Rios Community College District	Outreach Clerk	1
Los Rios Community College District	Physical Education/Athletic Attendant	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	Srn. Information Technology Technician	1
Los Rios Community College District	Student Personnel Asst. - Davis Outreach Program	1

Employer Recruitment Activity Report

Employer	Jobs	No of Positio
Los Rios Community College District	Student Personnel Asst. - Disables Student Programs & Services Center	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
Manpower	General Laborer	2
Nonprofit Resource Center	Program Assistant	1
Northern Sheets, LLC.	Industrial Electro Mechanic	1
On My Own	Direct Service Provider	10
Opening Doors, Inc.	Survivors of Human Trafficking Program Associates	1
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
Relationship Skills Center	Operations Coordinator	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
Sacramento Children's Home	Maintenance Supervisor	1
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	Children and Family Services Quality Assurance Analyst	1
SETA	Workforce System Administrator	1
SETA	Workforce System Analyst	1
SETA	Teacher, Head Start	1
Sierra Pacific	Sale Representative	10
St. John's Shelter Program for Women and Children	Accounting and Executive Assistant	1
Sumrall Solutions LLC	Fund Accountant - Associate I	15
Support For Home	Caregiver	10
Support for Home	Personal Care Aides	10
United Way California Capital Region	Front Desk Coordinator	1

Employer Recruitment Activity Report

Employer	Jobs	No of Positio
United Way California Capital Region	Administrative Manager	1
Volt Staffing Services	Warehouse Person	20
Volt Staffing Services	Warehouse Specialist	20
Wild Hawk Grille	Cart Attendant/Cashier	1
Xerox Corporation	Print Operator and Driver	1
TOTAL		446

ITEM IV-C- INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

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 October 24, 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 Cordova, 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
Official	10/3/2011	Hewlett-Packard Company Rancho Cordova, CA	12/2/2011	76	Pending
Official	10/4/2011	Foster Farms Dairy 1221 66th Street Sacramento, CA 95819	12/2/2011	96	Pending
			Total # of Affected Workers	1,007	

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of September is 11.5 %.

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)**

Leisure and hospitality led month-over job losses

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 11.5 percent in September 2011, down from a revised 11.9 percent in August 2011, and below the year-ago estimate of 12.3 percent. This compares with an unadjusted unemployment rate of 11.4 percent for California and 8.8 percent for the nation during the same period. The unemployment rate was 10.9 percent in El Dorado County, 10.4 percent in Placer County, 11.9 percent in Sacramento County, and 10.7 percent in Yolo County.

Between August 2011 and September 2011, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 4,000 to total 811,500 jobs.

- Leisure and hospitality declined by 3,600 jobs with losses in accommodation and food services (down 1,900 jobs) and arts, entertainment, and recreation (down 1,700 jobs).
- Construction contracted by 1,800 jobs. Construction of buildings (down 900 jobs), residual construction (down 600 jobs), and specialty trade contractors (down 300 jobs) accounted for the loss.
- Manufacturing decreased by 700 jobs with losses in durable goods (down 600 jobs) and nondurable goods (down 100 jobs).
- On the upside, government increased by 2,500 jobs. Local government (up 3,700 jobs) offset a 1,200-job decline in state government, and federal government remained unchanged. The growth was concentrated in local government educational services (up 5,200 jobs).

Between September 2010 and September 2011, total wage and salary employment in the region decreased by 2,600 jobs or 0.32 percent.

- Government shrank by 4,000 jobs. State government (down 2,900 jobs), local government (down 1,000 jobs), and federal government (down 100 jobs) accounted for the decrease.
- Trade, transportation, and utilities declined by 2,700 jobs with losses in retail trade (down 1,900 jobs), wholesale trade (down 500 jobs), and transportation, warehousing, and utilities (down 300 jobs).
- On the upside, education and health services gained 3,700 jobs. Health care and social assistance (up 3,000 jobs) and residual education and health services (up 700 jobs) accounted for the increase.
- Leisure and hospitality increased by 1,900 jobs. Accommodation and food services (up 2,900 jobs) offset a loss in arts, entertainment, and recreation (down 1,000 jobs).

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,166,000	16,097,500	2,068,600	11.4%
ALAMEDA	18	750,500	674,100	76,400	10.2%
ALPINE	56	430	360	70	16.5%
AMADOR	34	16,640	14,490	2,150	12.9%
BUTTE	32	102,800	89,800	13,000	12.7%
CALAVERAS	45	19,360	16,550	2,810	14.5%
COLUSA	47	11,990	10,190	1,800	15.0%
CONTRA COSTA	13	518,800	466,500	52,300	10.1%
DEL NORTE	30	11,710	10,270	1,440	12.3%
EL DORADO	24	88,900	79,200	9,700	10.9%
FRESNO	46	439,800	374,200	65,600	14.9%
GLENN	43	12,810	10,970	1,830	14.3%
HUMBOLDT	18	60,400	54,200	6,200	10.2%
IMPERIAL	58	76,200	53,700	22,600	29.6%
INYO	7	9,360	8,500	860	9.2%
KERN	40	372,500	321,600	50,900	13.7%
KINGS	41	61,600	52,900	8,600	14.0%
LAKE	53	24,920	20,980	3,940	15.8%
LASSEN	28	13,390	11,770	1,620	12.1%
LOS ANGELES	29	4,881,400	4,284,200	597,200	12.2%
MADERA	37	68,200	59,300	9,000	13.1%
MARIN	1	132,500	122,700	9,800	7.4%
MARIPOSA	12	10,090	9,100	990	9.8%
MENDOCINO	13	41,920	37,690	4,230	10.1%
MERCED	54	107,700	90,500	17,200	16.0%
MODOC	32	3,950	3,450	500	12.7%
MONO	21	8,040	7,210	830	10.3%
MONTEREY	13	220,000	197,700	22,300	10.1%
NAPA	4	75,700	69,300	6,400	8.5%
NEVADA	18	49,510	44,440	5,070	10.2%
ORANGE	5	1,580,600	1,444,700	135,900	8.6%
PLACER	22	174,500	156,400	18,100	10.4%
PLUMAS	36	9,680	8,420	1,260	13.0%
RIVERSIDE	41	909,000	782,000	127,000	14.0%
SACRAMENTO	27	666,800	587,300	79,500	11.9%
SAN BENITO	26	24,900	22,000	2,900	11.6%
SAN BERNARDINO	34	844,800	736,100	108,700	12.9%
SAN DIEGO	11	1,568,600	1,415,900	152,700	9.7%
SAN FRANCISCO	3	459,600	421,700	37,900	8.3%
SAN JOAQUIN	51	300,700	254,500	46,200	15.4%
SAN LUIS OBISPO	8	135,500	122,800	12,700	9.3%
SAN MATEO	2	375,300	345,200	30,000	8.0%
SANTA BARBARA	5	216,800	198,200	18,500	8.6%
SANTA CLARA	10	889,700	804,400	85,300	9.6%
SANTA CRUZ	13	150,300	135,100	15,200	10.1%
SHASTA	39	84,000	72,700	11,300	13.5%
SIERRA	38	1,570	1,360	210	13.2%
SISKIYOU	50	18,710	15,850	2,870	15.3%
SOLANO	25	212,800	189,300	23,500	11.0%
SONOMA	9	254,800	230,900	23,900	9.4%
STANISLAUS	49	238,400	202,400	35,900	15.1%
SUTTER	51	41,400	35,000	6,400	15.4%
TEHAMA	44	24,400	20,890	3,520	14.4%
TRINITY	55	4,920	4,130	790	16.1%
TULARE	47	209,600	178,200	31,400	15.0%
TUOLUMNE	31	25,350	22,200	3,140	12.4%
VENTURA	13	428,100	385,000	43,100	10.1%
YOLO	23	95,300	85,100	10,200	10.7%
YUBA	57	28,800	23,600	5,200	18.1%

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.

REPORT 400 M
Monthly Labor Force Data for California
Counties and Metropolitan Statistical Areas
September 2011 - Preliminary
 Data Not Seasonally Adjusted

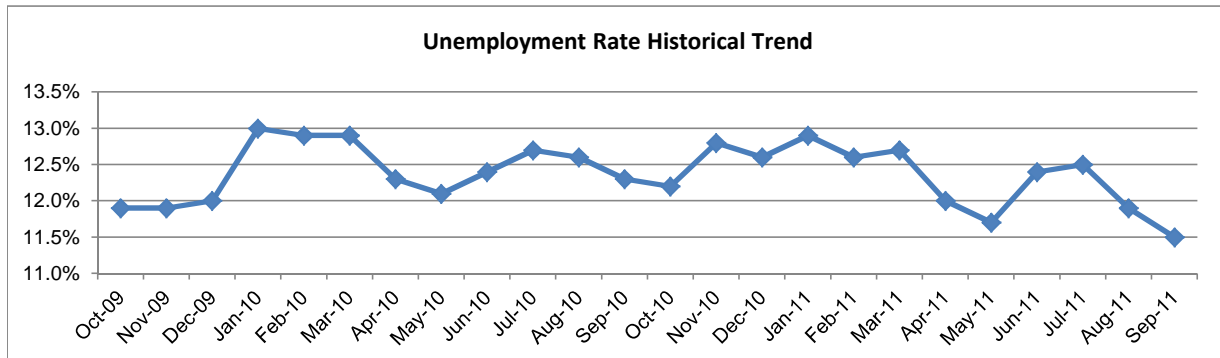
Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,166,000	16,097,500	2,068,600	11.4%
BAKERSFIELD DELANO MSA (Kern Co.)	45	372,500	321,600	50,900	13.7%
CHICO MSA (Butte Co.)	36	102,800	89,800	13,000	12.7%
EL CENTRO MSA (Imperial Co.)	64	76,200	53,700	22,600	29.6%
FRESNO MSA (Fresno Co.)	51	439,800	374,200	65,600	14.9%
HANFORD CORCORAN MSA (Kings Co.)	46	61,600	52,900	8,600	14.0%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	33	4,881,400	4,284,200	597,200	12.2%
MADERA CHOWCHILLA MSA (Madera Co.)	41	68,200	59,300	9,000	13.1%
MERCED MSA (Merced Co.)	59	107,700	90,500	17,200	16.0%
MODESTO MSA (Stanislaus Co.)	54	238,400	202,400	35,900	15.1%
NAPA MSA (Napa Co.)	5	75,700	69,300	6,400	8.5%
OAKLAND FREMONT HAYWARD MD	15	1,269,200	1,140,600	128,600	10.1%
Alameda Co.	21	750,500	674,100	76,400	10.2%
Contra Costa Co.	15	518,800	466,500	52,300	10.1%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	15	428,100	385,000	43,100	10.1%
REDDING MSA (Shasta Co.)	44	84,000	72,700	11,300	13.5%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	43	1,753,800	1,518,100	235,700	13.4%
Riverside Co.	46	909,000	782,000	127,000	14.0%
San Bernardino Co.	38	844,800	736,100	108,700	12.9%
SACRAMENTO ARDEN ARCADE ROSEVILLE MSA	29	1,025,500	908,000	117,400	11.5%
El Dorado Co.	27	88,900	79,200	9,700	10.9%
Placer Co.	25	174,500	156,400	18,100	10.4%
Sacramento Co.	31	666,800	587,300	79,500	11.9%
Yolo Co.	26	95,300	85,100	10,200	10.7%
SALINAS MSA (Monterey Co.)	15	220,000	197,700	22,300	10.1%
SAN DIEGO CARLSBAD SAN MARCOS MSA (San Diego Co.)	13	1,568,600	1,415,900	152,700	9.7%
SAN FRANCISCO SAN MATEO REDWOOD CITY MD	2	967,400	889,600	77,800	8.0%
Marin Co.	1	132,500	122,700	9,800	7.4%
San Francisco Co.	4	459,600	421,700	37,900	8.3%
San Mateo Co.	2	375,300	345,200	30,000	8.0%
SAN JOSE SUNNYVALE SANTA CLARA MSA	11	914,600	826,400	88,200	9.6%
San Benito Co.	30	24,900	22,000	2,900	11.6%
Santa Clara Co.	11	889,700	804,400	85,300	9.6%
SAN LUIS OBISPO PASO ROBLES MSA (San Luis Obispo Co.)	9	135,500	122,800	12,700	9.3%
SANTA ANA ANAHEIM IRVINE MD (Orange Co.)	6	1,580,600	1,444,700	135,900	8.6%
SANTA BARBARA SANTA MARIA GOLETA MSA (Santa Barbara Co.)	6	216,800	198,200	18,500	8.6%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	15	150,300	135,100	15,200	10.1%
SANTA ROSA PETALUMA MSA (Sonoma Co.)	10	254,800	230,900	23,900	9.4%
STOCKTON MSA (San Joaquin Co.)	56	300,700	254,500	46,200	15.4%
VALLEJO FAIRFIELD MSA (Solen Co.)	28	212,800	189,300	23,500	11.0%
VISALIA PORTERVILLE MSA (Tulare Co.)	52	209,600	178,200	31,400	15.0%
YUBA CITY MSA	61	70,200	58,600	11,600	16.5%
Sutter Co.	56	41,400	35,000	6,400	15.4%
Yuba Co.	63	28,800	23,600	5,200	18.1%
Alpine Co.	61	430	360	70	16.5%
Amador Co.	38	16,640	14,490	2,150	12.9%
Calaveras Co.	50	19,360	16,550	2,810	14.5%
Colusa Co.	52	11,990	10,190	1,800	15.0%
Del Norte Co.	34	11,710	10,270	1,440	12.3%
Glenn Co.	48	12,810	10,970	1,830	14.3%
Humboldt Co.	21	60,400	54,200	6,200	10.2%
Inyo Co.	8	9,360	8,500	860	9.2%
Lake Co.	58	24,920	20,980	3,940	15.8%
Lassen Co.	32	13,390	11,770	1,620	12.1%
Mariposa Co.	14	10,090	9,100	990	9.8%
Mendocino Co.	15	41,920	37,690	4,230	10.1%
Modoc Co.	36	3,950	3,450	500	12.7%
Mono Co.	24	8,040	7,210	830	10.3%
Nevada Co.	21	49,510	44,440	5,070	10.2%
Plumas Co.	40	9,680	8,420	1,260	13.0%
Sierra Co.	42	1,570	1,360	210	13.2%
Siskiyou Co.	55	18,710	15,850	2,870	15.3%
Tehama Co.	49	24,400	20,890	3,520	14.4%
Trinity Co.	60	4,920	4,130	790	16.1%
Tuolumne Co.	35	25,350	22,200	3,140	12.4%

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.

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 11.5 percent in September 2011, down from a revised 11.9 percent in August 2011, and below the year-ago estimate of 12.3 percent. This compares with an unadjusted unemployment rate of 11.4 percent for California and 8.8 percent for the nation during the same period. The unemployment rate was 10.9 percent in El Dorado County, 10.4 percent in Placer County, 11.9 percent in Sacramento County, and 10.7 percent in Yolo County.



Industry	Aug-2011	Sep-2011	Change		Sep-2010	Sep-2011	Change
	Revised	Prelim				Prelim	
Total, All Industries	815,500	811,500	(4,000)		814,100	811,500	(2,600)
Total Farm	10,200	10,000	(200)		9,400	10,000	600
Total Nonfarm	805,300	801,500	(3,800)		804,700	801,500	(3,200)
Mining and Logging	400	400	0		500	400	(100)
Construction	42,000	40,200	(1,800)		39,500	40,200	700
Manufacturing	33,000	32,300	(700)		34,000	32,300	(1,700)
Trade, Transportation & Utilities	130,500	129,900	(600)		132,600	129,900	(2,700)
Information	16,700	16,700	0		16,700	16,700	0
Financial Activities	47,100	47,400	300		48,000	47,400	(600)
Professional & Business Services	103,300	103,400	100		102,900	103,400	500
Educational & Health Services	101,800	102,400	600		98,700	102,400	3,700
Leisure & Hospitality	85,600	82,000	(3,600)		80,100	82,000	1,900
Other Services	28,300	27,700	(600)		28,600	27,700	(900)
Government	216,600	219,100	2,500		223,100	219,100	(4,000)

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

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

Data Not Seasonally Adjusted

	Sep 10	Jul 11	Aug 11 Revised	Sep 11 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,036,400	1,029,200	1,029,500	1,025,500	-0.4%	-1.1%
Civilian Employment	908,800	900,800	906,900	908,000	0.1%	-0.1%
Civilian Unemployment	127,600	128,400	122,600	117,400	-4.2%	-8.0%
Civilian Unemployment Rate	12.3%	12.5%	11.9%	11.5%		
(CA Unemployment Rate)	12.1%	12.4%	11.9%	11.4%		
(U.S. Unemployment Rate)	9.2%	9.3%	9.1%	8.8%		

Total, All Industries (2)	814,100	810,200	815,500	811,500	-0.5%	-0.3%
Total Farm	9,400	10,100	10,200	10,000	-2.0%	6.4%
Total Nonfarm	804,700	800,100	805,300	801,500	-0.5%	-0.4%
Total Private	581,600	586,000	588,700	582,400	-1.1%	0.1%
Goods Producing	74,000	73,300	75,400	72,900	-3.3%	-1.5%
Mining and Logging	500	400	400	400	0.0%	-20.0%
Construction	39,500	40,100	42,000	40,200	-4.3%	1.8%
Construction of Buildings	8,900	8,500	10,200	9,300	-8.8%	4.5%
Construction - Residual	5,100	7,200	7,700	7,100	-7.8%	39.2%
Specialty Trade Contractors	25,500	24,400	24,100	23,800	-1.2%	-6.7%
Building Foundation & Exterior Contractors	5,700	6,000	6,000	5,900	-1.7%	3.5%
Building Equipment Contractors	10,400	10,400	10,400	10,300	-1.0%	-1.0%
Building Finishing Contractors	5,700	5,000	4,900	4,900	0.0%	-14.0%
Specialty Trade Contractors - Residual	3,700	3,000	2,800	2,700	-3.6%	-27.0%
Manufacturing	34,000	32,800	33,000	32,300	-2.1%	-5.0%
Durable Goods	22,100	21,600	21,500	20,900	-2.8%	-5.4%
Computer & Electronic Product Manufacturing	6,900	6,900	7,000	6,900	-1.4%	0.0%
Durable Goods - Residual	15,200	14,700	14,500	14,000	-3.4%	-7.9%
Nondurable Goods	11,900	11,200	11,500	11,400	-0.9%	-4.2%
Food Manufacturing	5,200	4,700	5,200	5,100	-1.9%	-1.9%
Non-Durable Goods - Residual	6,700	6,500	6,300	6,300	0.0%	-6.0%
Service Providing	730,700	726,800	729,900	728,600	-0.2%	-0.3%
Private Service Producing	507,600	512,700	513,300	509,500	-0.7%	0.4%
Trade, Transportation & Utilities	132,600	130,100	130,500	129,900	-0.5%	-2.0%
Wholesale Trade	22,400	22,000	22,000	21,900	-0.5%	-2.2%
Merchant Wholesalers, Durable Goods	11,500	11,600	11,600	11,500	-0.9%	0.0%
Merchant Wholesalers, Nondurable Goods	8,500	8,500	8,500	8,400	-1.2%	-1.2%
Wholesale Trade - Residual	2,400	1,900	1,900	2,000	5.3%	-16.7%
Retail Trade	87,600	85,900	86,300	85,700	-0.7%	-2.2%
Motor Vehicle & Parts Dealer	10,200	10,000	10,100	10,100	0.0%	-1.0%
Building Material & Garden Equipment Stores	7,200	7,300	7,300	7,100	-2.7%	-1.4%
Grocery Stores	16,500	16,600	16,600	16,700	0.6%	1.2%
Health & Personal Care Stores	5,200	5,000	5,100	5,100	0.0%	-1.9%
Clothing & Clothing Accessories Stores	6,500	6,600	6,700	6,600	-1.5%	1.5%
Sporting Goods, Hobby, Book & Music Stores	4,400	4,300	4,300	4,500	4.7%	2.3%
General Merchandise Stores	19,500	18,600	18,700	18,800	0.5%	-3.6%
Retail Trade - Residual	34,600	34,100	34,100	33,500	-1.8%	-3.2%
Transportation, Warehousing & Utilities	22,600	22,200	22,200	22,300	0.5%	-1.3%
Information	16,700	16,700	16,700	16,700	0.0%	0.0%
Publishing Industries (except Internet)	2,900	2,900	2,900	2,800	-3.4%	-3.4%
Telecommunications	9,000	8,900	8,900	8,800	-1.1%	-2.2%
Information - Residual	4,800	4,900	4,900	5,100	4.1%	6.3%
Financial Activities	48,000	47,100	47,100	47,400	0.6%	-1.3%
Finance & Insurance	36,000	35,200	35,200	35,500	0.9%	-1.4%
Credit Intermediation & Related Activities	13,400	12,500	12,600	12,700	0.8%	-5.2%
Depository Credit Intermediation	8,200	8,400	8,400	8,400	0.0%	2.4%
Nondepository Credit Intermediation	3,100	2,200	2,300	2,300	0.0%	-25.8%
Credit Intermediation and Related Activities -	2,100	1,900	1,900	2,000	5.3%	-4.8%
Finance and Insurance - Residual	4,800	4,800	4,700	4,800	2.1%	0.0%
Insurance Carriers & Related	17,800	17,900	17,900	18,000	0.6%	1.1%

Data Not Seasonally Adjusted

	Sep 10	Jul 11	Aug 11	Sep 11	Percent Change	
			Revised	Prelim	Month	Year
Real Estate & Rental & Leasing	12,000	11,900	11,900	11,900	0.0%	-0.8%
Real Estate	9,100	9,100	9,100	9,200	1.1%	1.1%
Real Estate and Rental and Leasing - Residual	2,900	2,800	2,800	2,700	-3.6%	-6.9%
Professional & Business Services	102,900	103,400	103,300	103,400	0.1%	0.5%
Professional, Scientific & Technical Services	51,900	51,000	51,000	51,000	0.0%	-1.7%
Architectural, Engineering & Related Services	8,600	8,500	8,500	8,400	-1.2%	-2.3%
Professional, Scientific, and Technical Services	43,300	42,500	42,500	42,600	0.2%	-1.6%
Management of Companies & Enterprises	9,600	9,500	9,500	9,600	1.1%	0.0%
Administrative & Support & Waste Services	41,400	42,900	42,800	42,800	0.0%	3.4%
Administrative & Support Services	39,500	40,900	40,700	40,700	0.0%	3.0%
Employment Services	14,500	14,100	14,300	14,700	2.8%	1.4%
Services to Buildings & Dwellings	10,600	10,600	10,600	10,500	-0.9%	-0.9%
Administrative and Support Services - Residual	14,400	16,200	15,800	15,500	-1.9%	7.6%
Administrative and Support and Waste Management	1,900	2,000	2,100	2,100	0.0%	10.5%
Educational & Health Services	98,700	101,300	101,800	102,400	0.6%	3.7%
Education and Health Services - Residual	11,600	12,000	11,500	12,300	7.0%	6.0%
Health Care & Social Assistance	87,100	89,300	90,300	90,100	-0.2%	3.4%
Ambulatory Health Care Services	37,500	38,300	38,400	38,500	0.3%	2.7%
Hospitals	22,500	22,900	22,900	23,000	0.4%	2.2%
Nursing & Residential Care Facilities	14,300	14,600	14,600	14,600	0.0%	2.1%
Health Care and Social Assistance - Residual	12,800	13,500	14,400	14,000	-2.8%	9.4%
Leisure & Hospitality	80,100	86,000	85,600	82,000	-4.2%	2.4%
Arts, Entertainment & Recreation	12,600	13,500	13,300	11,600	-12.8%	-7.9%
Accommodation & Food Services	67,500	72,500	72,300	70,400	-2.6%	4.3%
Accommodation	8,300	9,900	9,800	9,100	-7.1%	9.6%
Food Services & Drinking Places	59,200	62,600	62,500	61,300	-1.9%	3.5%
Full-Service Restaurants	27,500	29,800	29,900	29,400	-1.7%	6.9%
Limited-Service Eating Places	29,000	29,800	29,700	29,200	-1.7%	0.7%
Food Services and Drinking Places - Residual	2,700	3,000	2,900	2,700	-6.9%	0.0%
Other Services	28,600	28,100	28,300	27,700	-2.1%	-3.1%
Repair & Maintenance	7,900	7,800	7,800	7,800	0.0%	-1.3%
Other Services - Residual	20,700	20,300	20,500	19,900	-2.9%	-3.9%
Government	223,100	214,100	216,600	219,100	1.2%	-1.8%
Federal Government	14,100	14,100	14,000	14,000	0.0%	-0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
Federal Government excluding Department of Defense	12,400	12,400	12,300	12,300	0.0%	-0.8%
State & Local Government	209,000	200,000	202,600	205,100	1.2%	-1.9%
State Government	109,400	108,000	107,700	106,500	-1.1%	-2.7%
State Government Education	24,700	25,100	25,300	24,300	-4.0%	-1.6%
State Government Excluding Education	84,700	82,900	82,400	82,200	-0.2%	-3.0%
Local Government	99,600	92,000	94,900	98,600	3.9%	-1.0%
Local Government Education	55,700	48,000	51,200	56,400	10.2%	1.3%
County	18,600	18,100	18,000	17,700	-1.7%	-4.8%
City	10,300	10,800	10,700	9,900	-7.5%	-3.9%
Special Districts plus Indian Tribes	15,000	15,100	15,000	14,600	-2.7%	-2.7%

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.

October 21, 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

	Sep 10	Jul 11	Aug 11 Revised	Sep 11 Prelim	Percent Change Month Year
--	--------	--------	-------------------	------------------	-----------------------------------

These data are produced by the Labor Market Information Division of the California
 Employment Development Department (EDD). Questions should be directed to:
 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.

#####

ITEM IV-E – 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, August 23, 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 9:07 a.m. and read the Thought of the Day. Ms. Lisa Daniels called the roll. Ms. Devon McCracken and Ms. Yvette Hernandez were seated; both represent the SETA-Operated Program.

Members Present:

Amarjit Gill, Elk Grove Unified School District (arrived at 9:10 a.m.)
Willie Jean Peck, 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
Michela Barbosa'Gage, Twin Rivers Unified School District (arrived at 9:40 a.m.)
Lisa Daniels, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program
Connie Wallace, SETA-Operated Program
David Quintero, Past Parent
Rebecca Lewis, Grandparent Representative
Tamara Knox, Past Parent
Coventry St. Mary, Early Head Start (San Juan)
Christina Cisco, Early Head Start (SOP) (arrived at 9:11 a.m.)

New Members to be Seated:

Devon McCracken, SETA-Operated Program
Yvette Hernandez, SETA-Operated Program
Socorro Gutierrez, SETA-Operated Program (arrived at 9:15 a.m.)

New Member to be Seated but Absent:

Erika Contreras, SETA-Operated Program (unexcused)

Members Absent:

Victor Goodwin, CAMP (unexcused)
Kiersten Gonzales, SETA-Operated Program (unexcused)
Lucero Canto, Home Base (unexcused)
Blanca Rosales, Home Base (unexcused)
Darlene Low, San Juan Unified School District (excused)
Dina Patterson, Foster Parent Representative (unexcused)

II. Consent Item

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

Minutes were reviewed; no questions or corrections.

Moved/Daniels, second/Proteau, to approve the July 26, 2011 minutes as distributed.

Show of hands vote: Aye: 11, Nay: 0, Abstention: 1 (St. Mary)

Ms. Christina Cicsco arrived at 9:11 a.m. and was seated.

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

Ms. Socorro Gutierrez arrived at 9:15 a.m. and was seated.

III. Action Item

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

The board went into closed session at 9:16 a.m. Ms. St. Mary called the meeting back to order at 9:20 a.m. and reported out of closed session that the Policy Council approved the eligibility list for Early Head Start Educator.

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Representatives: New members, Socorro Gutierrez, Yvette Hernandez, Devon McCracken, introduced themselves and spoke of their involvement in the Head Start program.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account
 - Mr. Roger Bartlett reviewed the fiscal report through the end of July 2011. Administrative costs are 10.2%; the Agency is required to spend less than 15%. The grant year will end up having spent 98.5% of the monies granted. Personnel costs come to 98.5% expended. A few major items are being paid yet, i.e., Bright Beginnings modular and site work, supplies and services. Staff expects that approximately \$500,000 will remain unexpended. Mr. Bartlett reviewed two errors in the statement account.

Ms. Willie Jean Peck asked why the left over funds cannot be utilized. Mr. Bartlett stated that staff always tries to err on the conservative side by not spending down the entire budget. This year there is no carryover.

- Parent/Family Support Unit Events and Activities: Ms. St. Mary reviewed the upcoming activities. Mayor Johnson has invited SETA to co-host a Sacramento Reads event, August 24 at Forty Acres in Oak Park.
 - PC/PAC Calendar of Events: Ms. St. Mary reviewed calendar and reminded the board of the Happiest Baby on the Block and Shaken Baby Syndrome workshop to be held this evening.
 - Parent/Staff Recognitions: No comments.
 - Community Resources-Parents/Staff: No additional report.
- B. Fiscal Monitoring Report: No questions or comments.

V. Committee Reports

- A. Executive Committee: Ms. Daniels reviewed the Executive Committee critique.
- B. Budget/Planning Committee: Ms. Connie Wallace reported that the committee talked about fiscal activities and the grant monies not spent.
- C. Personnel/Bylaws Committee: Ms. Brown stated that the committee has some suggested changes which will be brought to the board next month for the first reading. It is hoped to have the bylaws approved at the October meeting.
- D. Social/Hospitality Committee: Ms. Daniels reported that the End-of-Year Appreciation Luncheon is scheduled for Saturday, October 8, 12:30 – 3:00 p.m. at the Doubletree, Salon C, by the Hilton Hotel; Ms. Daniels reviewed the menu. Three guests are allowed but they must pay for their own meals and parking fee. Board members were asked to confirm their attendance with Lori Black, 263-4068. The next committee meeting will be September 7 at 1:00 p.m.
- E. Monitoring and Evaluation Committee: No additional report.
- F. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Committee: The next meeting is August 26, 2011.
- G. Male Involvement Committee/Community Advocating Male Participation (CAMP): Ms. Brown stated that the attendees viewed a video that Mr. Bob Silva is considering showing to the board. The CAMP is considering having a Fatherhood Conference. Attendees received their tee shirts. The attendees talked about the next Daddy and Me event but a date has not been selected.
- H. Health Services Advisory Committee Report: The first meeting will be held October 26 from 5:30 – 7:30 p.m.

Ms. Michela Barbosa'Gage arrived at 9:40 a.m.

- I. Community Partnerships Advisory Committee: Ms. Daniels reported that the next meeting will be Thursday, September 15, 9:00 a.m.
- J. Maternal, Child and Adolescent Health Advisory Board: Ms. Lewis reported that the board has been off for the summer but will reconvene September 13, 9:00 a.m. She was asked to interview on September 1 to be offered one of 19 seats that will be given voting rights; she currently does not have voting rights. If she is appointed, she will be able to vote.

The Chair went off the agenda to share the following information on pages 14-31.

PC/PAC Joint Activity Report: Ms. St. Mary reported that the attendees went to the Old Sacramento Discovery Museum and the Old Sacramento underground. Ms. Peck stated that one of the most interesting parts of the tour was that people lived there and where they lived or had businesses. There was interesting information on each person and how the discovery of gold was sent out to the public. It was a very interesting tour. It was a fun activity and good way to get to know each other.

End of the Year Appreciation event: Ms. Daniels stated that there is a sign-up sheet going around for people to choose their luncheon selection.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick stated that the Governing Board will be approving the release of a Request for Proposals (RFP) for Community Services Block Grant funds for Sacramento County. Normally there is \$800,000 available, but this year there is a possible 50% decrease depending upon Congressional action. Staff will not know the final amount until October or November.

B. Head Start Deputy Director's Report

➤ Monthly Head Start Report: Ms. Denise Lee referred board members to page 40 in the board packet, county-wide enrollment and attendance report. These reports are crucial especially for attendance. Staff spends a lot of time ensuring there is full enrollment in classes, but attendance is also crucial. Board member voices and participation is very important. There is a challenge to ensure there are children in classes every single day. The kids not in class are missing out in the process of preparing for kindergarten. If kids attend only half of the time, the teachers have to work even harder to get them ready for their assessment tests. Ms. Lee stated that she and her managers had an opportunity to attend the California Head Start Association conference in San Diego and heard from the Office of Head Start; the OHS committed to how important accountability is in the Head Start program. This is a \$9.8 billion funded program, one of the few social programs being funded. Ms. Lee reminded parents that their voices are important. Program accountability is becoming more crucial. Family community outcomes tool will be released to find the outcome of services provided to families.

Ms. Barbosa'Gage asked whether Twin Rivers has their program attendance up. Ms. Lee replied that Twin Rivers does report their attendance to the agency. This information should be available at the delegate meetings. Twin Rivers should provide an Average daily Attendance report along with a monthly attendance report.

- C. Chair's Report: Ms. St. Mary spoke about the grand opening of the Elkhorn site. She and Ms. Brown attended the open house. It is a beautiful site, very open, a lot of room inside and outside in the playground area. Board members were reminded to please attend any committee meetings scheduled.
- D. Head Start Managers' Reports
 - ✓ Brenda Campos:
 - ◆ SETA Monitoring/Quality Assurance Review Report: Ms. Campos stated that representatives from the Administration for Children and Families (ACF) will be at SETA September 28-29 to do a follow up review; one of the issues reviewed is how in-kind hours are reported. Staff participated in a conference call where information was provided regarding the review. The representatives will be covering two issues: how in-kind is reported and blood lead level testing in children. The grantee plus WCIC and Twin Rivers will be involved in the follow up review. The reviewers are requiring a list of all children enrolled in all three programs as of February 4. From that, they want the list of children that did not receive their blood lead level testing.

The Program Information Report (PIR) is due to the Office of Head Start by 8/31.

- ✓ Lisa Carr: Ms. Carr urged parents to attend the Happiest Baby on the Block and Shaken Baby Syndrome workshop scheduled for the evening. One of the videos is how to get fussy babies to go to sleep. These workshops are being provided in conjunction with the Child Abuse Council. Those interested in attending are asked to call Mr. Ron Jones at 263-0609 for a reservation. Staff is very interested to hear from board members what kind of training they want the agency to provide. Mayor Kevin Johnson's Third Grade Reading Campaign will be held August 24. SETA is hosting a table, and all parents are encouraged to bring their children. Mayor Johnson's staff has been working hard to ensure this will be a success. At the last SETA-Operated Program attendance meeting, Ms. Carr provided a Power Point Presentation regarding attendance. There is a lot of information that looks at what happens to children that do not attend school. Children really miss out by Grade 3 if they do not have a good foundation. Learning begins at Early Head Start, especially for parents that bring their children to school every day.
 - Annual County-wide Parent Conference: The next meeting date to be provided.
- ✓ Karen Gonzales: Ms. Gonzales stated that the Elkhorn open house was wonderful. Staff is looking at what can be done to raise the bar for attendance in pre-school. Staff will be working with the Sacramento County Office of Education, Center for Social and Emotional Learning, and partnering with Sacramento City and Elk Grove in four-part pilot series of training for teachers. This will train the teachers on how to deal with children with behavioral issues. It is hoped that training will also be available to parents. Ms. Peck stated that discipline needs to be done at home first and it then goes into the classroom. In October/November, the workshops will be available to parents so the parents have strategies to deal with challenging

behaviors. If there is a positive climate for children, they are more apt to come to school.

Ms. Brown asked about the annual county-wide parent conference. Ms. Carr stated that the planning is on break for the summer since most of the delegate staff is not yet back. Planning meetings will begin in September. It is hoped that the conference will not be held during Spring break. Ms. Brown reported that she heard a wonderful presentation on lead assessment. Paula had information on lead and Ms. Brown suggested inviting her to be a resource person at the parent conference.

Ms. McCracken stated that a souvenir she purchased in San Francisco had a note on it that it contained lead.

Mr. Quintero asked for the lead pamphlet in Spanish. Ms. Brenda Campos will follow up and provide the pamphlet in Spanish.

E. Open Discussion and Comments: Mr. Francisco Navarro is putting together an orientation video on what Head Start is. The orientation video will help board members to learn about the board process so they're comfortable. The video will be shown to the board. There was a PC/PAC Executive Committee meeting on August 29. The next meeting will be announced to all parents.

F. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 10:35 a.m.

SETA Head Start

Food Service Operations Monthly Report

*September 2011

September 6th - The Cook / Drivers were reassigned to new delivery routes
or Satellite Kitchens for next program year.

Meetings and Trainings:

Connie Otwell attended Program Support Services Meeting on 9/9/11

All Food Service Staff attended the Quarterly Food Service Meeting with
Brenda Campos on 9/16/11. A Disaster Preparedness Training was also
provided by Valerie Powell

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
44,028	26,690	30,528	0

Total Amount of Meals and Snacks Prepared **101,246**

Purchases:

Food	\$81,190.16
Non - Food	\$19,238.91

Building Maintenance and Repair: \$784.65

Kitchen Small Wares and Equipment: \$468.22

Vehicle Maintenance and Repair : \$1,707.86

Vehicle Gas / Fuel:	\$2,135.30
Normal Delivery Days	21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 09/30/11)

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	11	(5%)	N/A	
Elk Grove USD (420)	35	(8%)	N/A	
Sacramento City USD (1292)(147)	52	(4%)	10	(7%)
San Juan USD (700) (161)	51	(7%)	10	(6%)
WCIC (120)	3	(2%)	N/A	
SETA (2796) (345) (1878 Tracks)	148	(8%)	32	(9%)
County (4621)* (653)*	300	(6%)	52	(8%)

* 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
September, 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	348	92
Elk Grove ARRA Expansion	40	40	100	38	95
Sacramento City USD	1,272	1,191	94	1,080	85
Sac City ARRA Expansion	20 (0)	0	0	0	0
Sacramento Employment and Training Agency	1,858 (2,778)	1,867	100	1,432	77
Sacramento Employment Training Agency AARA Expansion	18	20	111	12	67
San Juan USD	680	713	105	568	84
San Juan ARRA Expansion	20 (0)	0	0	0	0
Twin Rivers USD	179	179	100	137	93
Twin Rivers ARRA Expansion	32	33	103	30	94
WCIC/Playmate Head Start	100	100	100	85	85
WCIC ARRA Expansion	20	20	100	17	85

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	115	115	100	67	58
Sac City ARRA Expansion	32	35	109	17	53
Sacramento Employment and Training Agency	213	214	100	173	81
Sacramento Employment Training Agency AARA Expansion	132	130	98	99	75
San Juan USD	129	133	103	94	73
San Juan ARRA Expansion	32	34	106	25	78

(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

A decorative border of orange pumpkins with carved faces surrounds the entire page. The pumpkins are arranged in a grid-like pattern, with some overlapping.

Monthly Head Start Report

October 2011

SETA Operated Program

Education Update:

Early Head Start Home Base staff went through an insightful training on creating successful socializations for families. This training focused on individualization and meaningful interactions. The information gathered through this professional development opportunity will be used in future planning for the Home Base Program.

SETA embarked on a partnership with SCOE to train Head Start staff on the CSEFEL (Center on the Social Emotional Foundations for Early Learning) model. Teaching team from the full inclusion classrooms at the Northview and Hillsdale Center attended a high-quality training on how to provide support to all children's social emotional development. Additional SETA staff also attended training on how to coach and train on the CSEFEL material, allowing sustainability for the project.

Family Partnership Unit:

September is a very busy month for Family Service Workers. They were busy ensuring that all of the early learning centers were fully enrolled, and that children received their 45 days health screens.

Family Service Workers also successfully assessed into their new ranges for their jobs. They spent time after work and on weekends studying for their online assessment. Staff was able to assess into three different levels, and along with feedback from their supervisors, were able increase pay and/or hours when they took on additional tasks. This is an exciting time for FSWs, and supervisors are working hard to develop training which will allow even more FSWs an opportunity to improve their skills and move ranges if they desire.

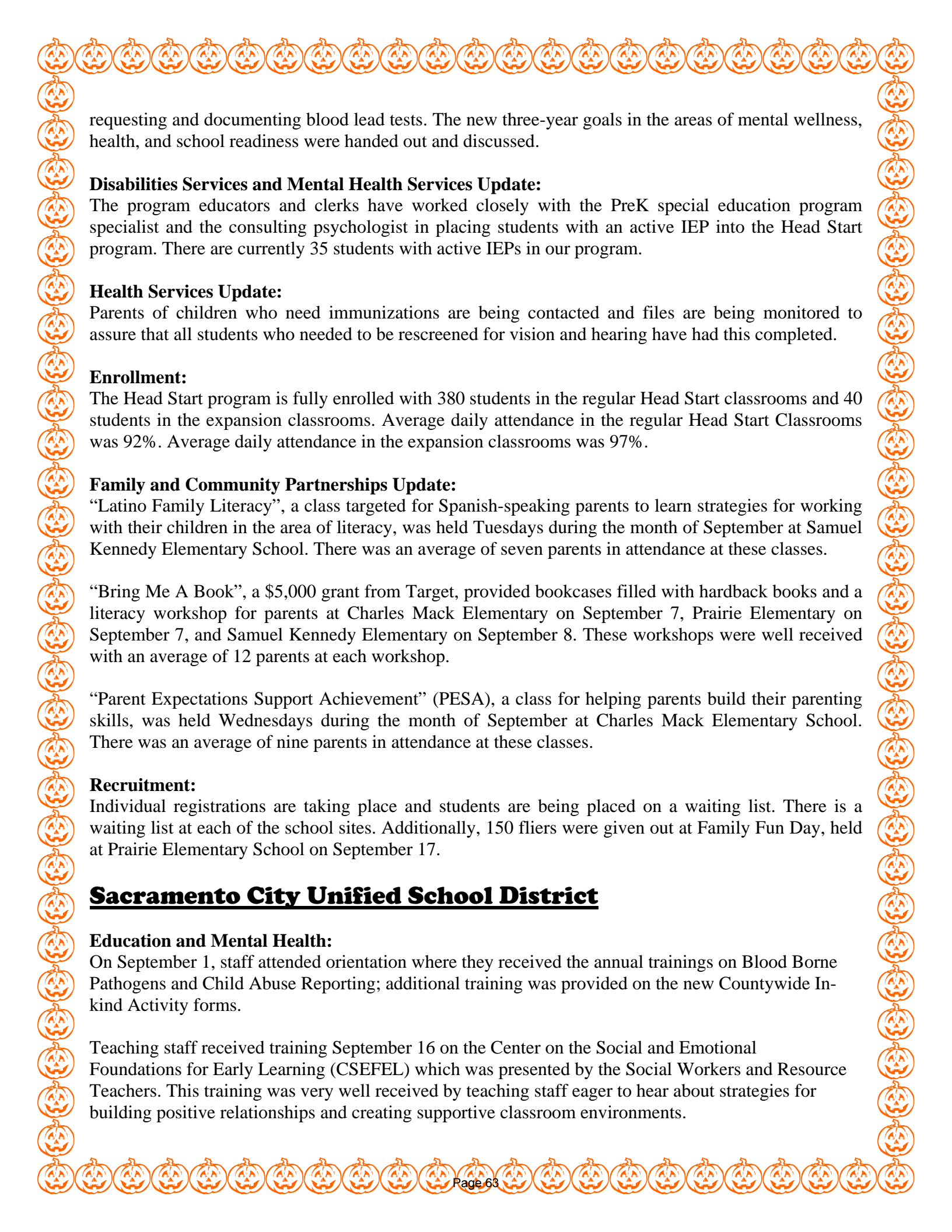
Our recruitment team has also been out at community events, publicizing all the good things Head Start has to offer. We recently attended the Prevention and Wellness Fair at the Sacramento Native American Health Center. We look forward to more opportunities to share about Head Start and Early Head Start and all the wonderful things we have to offer.

Elk Grove Unified School District

Education Services Update:

Liz Aguilar, Education Area Expert from the Sacramento Employment and Training Agency (SETA), provided training on how to use anecdotal notes for student assessment.

Claudia Charter, Program Specialist for PreK education, guided teachers through the revisions made for seeking support for mental and behavioral needs, attendance procedures, and procedures for

A decorative border of orange pumpkins with carved faces surrounds the text on all four sides.

requesting and documenting blood lead tests. The new three-year goals in the areas of mental wellness, health, and school readiness were handed out and discussed.

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 35 students with active IEPs in our program.

Health Services Update:

Parents of children who need immunizations are being contacted and files are being monitored to assure that all students who needed to be rescreened for vision and hearing have had this completed.

Enrollment:

The Head Start program is fully enrolled with 380 students in the regular Head Start classrooms and 40 students in the expansion classrooms. Average daily attendance in the regular Head Start Classrooms was 92%. Average daily attendance in the expansion classrooms was 97%.

Family and Community Partnerships Update:

“Latino Family Literacy”, a class targeted for Spanish-speaking parents to learn strategies for working with their children in the area of literacy, was held Tuesdays during the month of September at Samuel Kennedy Elementary School. There was an average of seven parents in attendance at these classes.

“Bring Me A Book”, a \$5,000 grant from Target, provided bookcases filled with hardback books and a literacy workshop for parents at Charles Mack Elementary on September 7, Prairie Elementary on September 7, and Samuel Kennedy Elementary on September 8. These workshops were well received with an average of 12 parents at each workshop.

“Parent Expectations Support Achievement” (PESA), a class for helping parents build their parenting skills, was held Wednesdays during the month of September at Charles Mack Elementary School. There was an average of nine parents in attendance at these classes.

Recruitment:

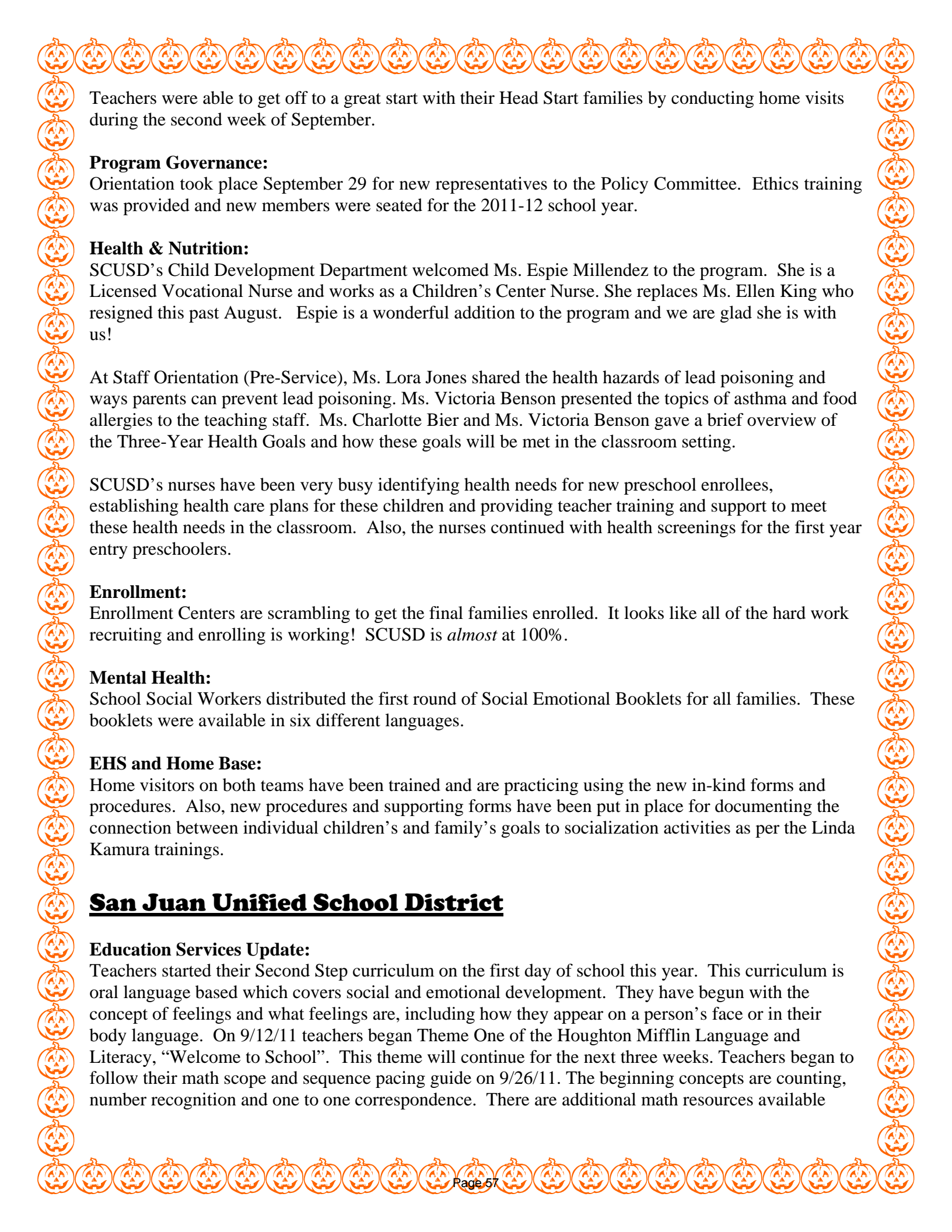
Individual registrations are taking place and students are being placed on a waiting list. There is a waiting list at each of the school sites. Additionally, 150 fliers were given out at Family Fun Day, held at Prairie Elementary School on September 17.

Sacramento City Unified School District

Education and Mental Health:

On September 1, staff attended orientation where they received the annual trainings on Blood Borne Pathogens and Child Abuse Reporting; additional training was provided on the new Countywide In-kind Activity forms.

Teaching staff received training September 16 on the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) which was presented by the Social Workers and Resource Teachers. This training was very well received by teaching staff eager to hear about strategies for building positive relationships and creating supportive classroom environments.

A decorative border of orange pumpkins with carved faces surrounds the entire page. The pumpkins are arranged in a continuous line along the top, bottom, and sides of the text.

Teachers were able to get off to a great start with their Head Start families by conducting home visits during the second week of September.

Program Governance:

Orientation took place September 29 for new representatives to the Policy Committee. Ethics training was provided and new members were seated for the 2011-12 school year.

Health & Nutrition:

SCUSD's Child Development Department welcomed Ms. Espie Millendez to the program. She is a Licensed Vocational Nurse and works as a Children's Center Nurse. She replaces Ms. Ellen King who resigned this past August. Espie is a wonderful addition to the program and we are glad she is with us!

At Staff Orientation (Pre-Service), Ms. Lora Jones shared the health hazards of lead poisoning and ways parents can prevent lead poisoning. Ms. Victoria Benson presented the topics of asthma and food allergies to the teaching staff. Ms. Charlotte Bier and Ms. Victoria Benson gave a brief overview of the Three-Year Health Goals and how these goals will be met in the classroom setting.

SCUSD's nurses have been very busy identifying health needs for new preschool enrollees, establishing health care plans for these children and providing teacher training and support to meet these health needs in the classroom. Also, the nurses continued with health screenings for the first year entry preschoolers.

Enrollment:

Enrollment Centers are scrambling to get the final families enrolled. It looks like all of the hard work recruiting and enrolling is working! SCUSD is *almost* at 100%.

Mental Health:

School Social Workers distributed the first round of Social Emotional Booklets for all families. These booklets were available in six different languages.

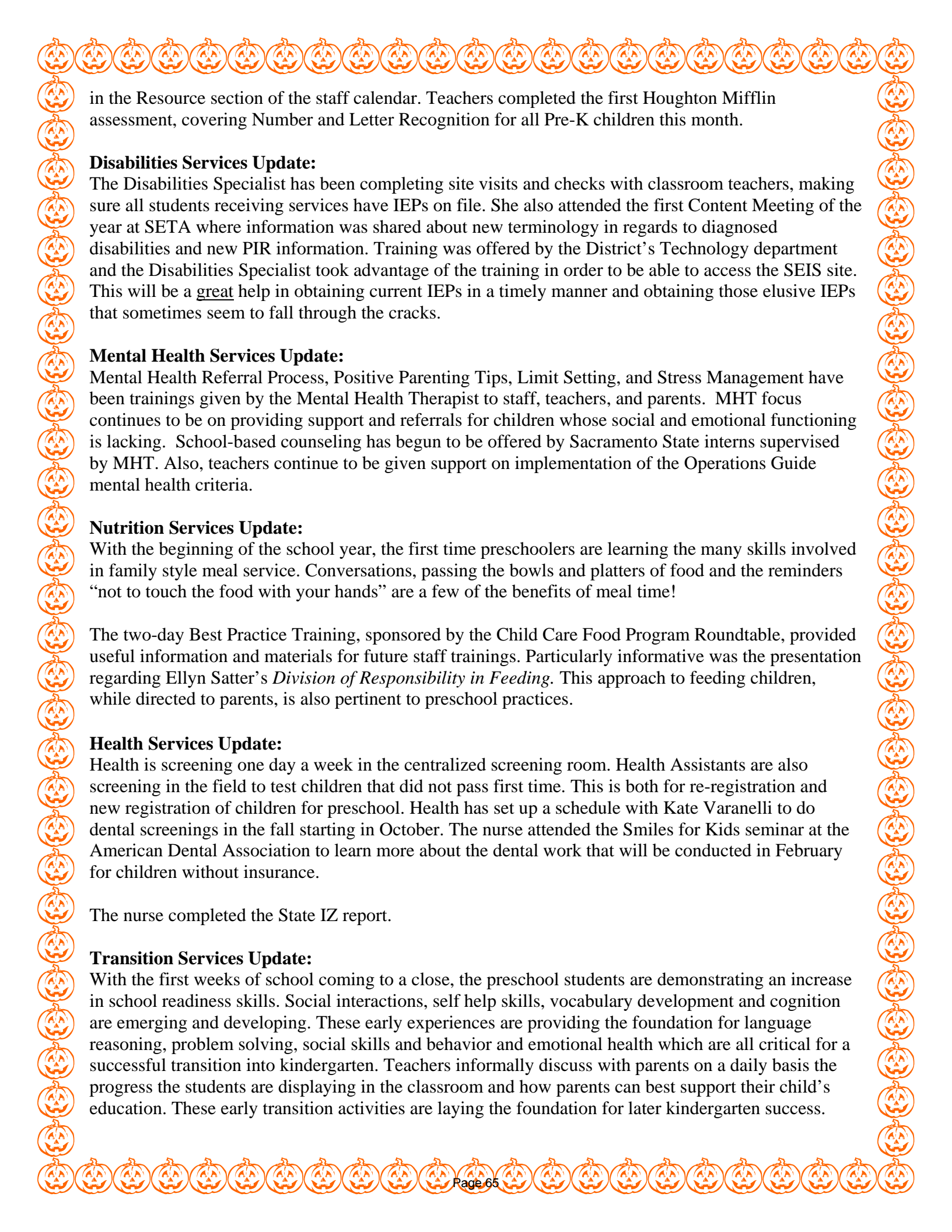
EHS and Home Base:

Home visitors on both teams have been trained and are practicing using the new in-kind forms and procedures. Also, new procedures and supporting forms have been put in place for documenting the connection between individual children's and family's goals to socialization activities as per the Linda Kamura trainings.

San Juan Unified School District

Education Services Update:

Teachers started their Second Step curriculum on the first day of school this year. This curriculum is oral language based which covers social and emotional development. They have begun with the concept of feelings and what feelings are, including how they appear on a person's face or in their body language. On 9/12/11 teachers began Theme One of the Houghton Mifflin Language and Literacy, "Welcome to School". This theme will continue for the next three weeks. Teachers began to follow their math scope and sequence pacing guide on 9/26/11. The beginning concepts are counting, number recognition and one to one correspondence. There are additional math resources available

A decorative border of orange pumpkins with carved faces surrounds the text. The pumpkins are arranged in a repeating pattern along the top, bottom, and sides of the page.

in the Resource section of the staff calendar. Teachers completed the first Houghton Mifflin assessment, covering Number and Letter Recognition for all Pre-K children this month.

Disabilities Services Update:

The Disabilities Specialist has been completing site visits and checks with classroom teachers, making sure all students receiving services have IEPs on file. She also attended the first Content Meeting of the year at SETA where information was shared about new terminology in regards to diagnosed disabilities and new PIR information. Training was offered by the District's Technology department and the Disabilities Specialist took advantage of the training in order to be able to access the SEIS site. This will be a great help in obtaining current IEPs in a timely manner and obtaining those elusive IEPs that sometimes seem to fall through the cracks.

Mental Health Services Update:

Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management have been trainings given by the Mental Health Therapist to staff, teachers, and parents. MHT focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. School-based counseling has begun to be offered by Sacramento State interns supervised by MHT. Also, teachers continue to be given support on implementation of the Operations Guide mental health criteria.

Nutrition Services Update:

With the beginning of the school year, the first time preschoolers are learning the many skills involved in family style meal service. Conversations, passing the bowls and platters of food and the reminders "not to touch the food with your hands" are a few of the benefits of meal time!

The two-day Best Practice Training, sponsored by the Child Care Food Program Roundtable, provided useful information and materials for future staff trainings. Particularly informative was the presentation regarding Elynn Satter's *Division of Responsibility in Feeding*. This approach to feeding children, while directed to parents, is also pertinent to preschool practices.

Health Services Update:

Health is screening one day a week in the centralized screening room. Health Assistants are also screening in the field to test children that did not pass first time. This is both for re-registration and new registration of children for preschool. Health has set up a schedule with Kate Varanelli to do dental screenings in the fall starting in October. The nurse attended the Smiles for Kids seminar at the American Dental Association to learn more about the dental work that will be conducted in February for children without insurance.

The nurse completed the State IZ report.

Transition Services Update:

With the first weeks of school coming to a close, the preschool students are demonstrating an increase in school readiness skills. Social interactions, self help skills, vocabulary development and cognition are emerging and developing. These early experiences are providing the foundation for language reasoning, problem solving, social skills and behavior and emotional health which are all critical for a successful transition into kindergarten. Teachers informally discuss with parents on a daily basis the progress the students are displaying in the classroom and how parents can best support their child's education. These early transition activities are laying the foundation for later kindergarten success.

A decorative border of orange pumpkins with carved faces surrounds the text. The pumpkins are arranged in a repeating pattern along the top, bottom, and sides of the page.

Family and Community Partnership:

The Policy Committee had one last regular meeting in September with 2010-2011 representatives. It was a small turn out as several reps who have children that age-out of the program often do not return for this meeting. We also held our appreciation/recognition lunch this month for representatives from the previous year and again it was a small turn out. The lunch was held at Rey Azteca Taqueria. This was suggested as the restaurant of choice by a representative whose husband is the cook there. Those who did attend enjoyed a delicious lunch and received awards recognizing and thanking them for their efforts on behalf of the program and all the children and families within it.

Program Support/Staff Training Update:

Teachers received information on the new Individualization Binder including the process for documenting evidence of anecdotal observations and individualized strategies that are created for all students three times a year. The first individualization period begins in September, followed by winter and spring individualization periods.

Teachers also discussed standardizing support for dual language learners in the preschool classrooms through the support of bilingual teaching assistants. One targeted strategy will be in pre-read Spanish or Russian during large group time. In addition, small group presentations in Spanish or Russian using Houghton-Mifflin language cards, or Second Step oral language cards will be reviewed during the three week theme. The collaboration of teachers and bilingual teaching assistants is required to ensure planning for home language support in the classroom.

Fiscal Update:

September ended the last of the Head Start and Early Head Start ARRA Grants. Final reports will be due to SETA on October 30. At that time funds that were once designated as ARRA will be rolled into the Base HS/EHS Funding. At this time, only half of the funds will be carried over to Head Start and Early Head Start Base Grant. Only half of the supplemental funds have been appropriated by the Federal Government, so this is why only half will be budgeted.

Head Start and Early Head Start August Reports were submitted to SETA by September 10, and were within current spending trends.

The final fiscal monitoring report was received for fiscal year 2009-10. No findings were reported.

Early Head Start:

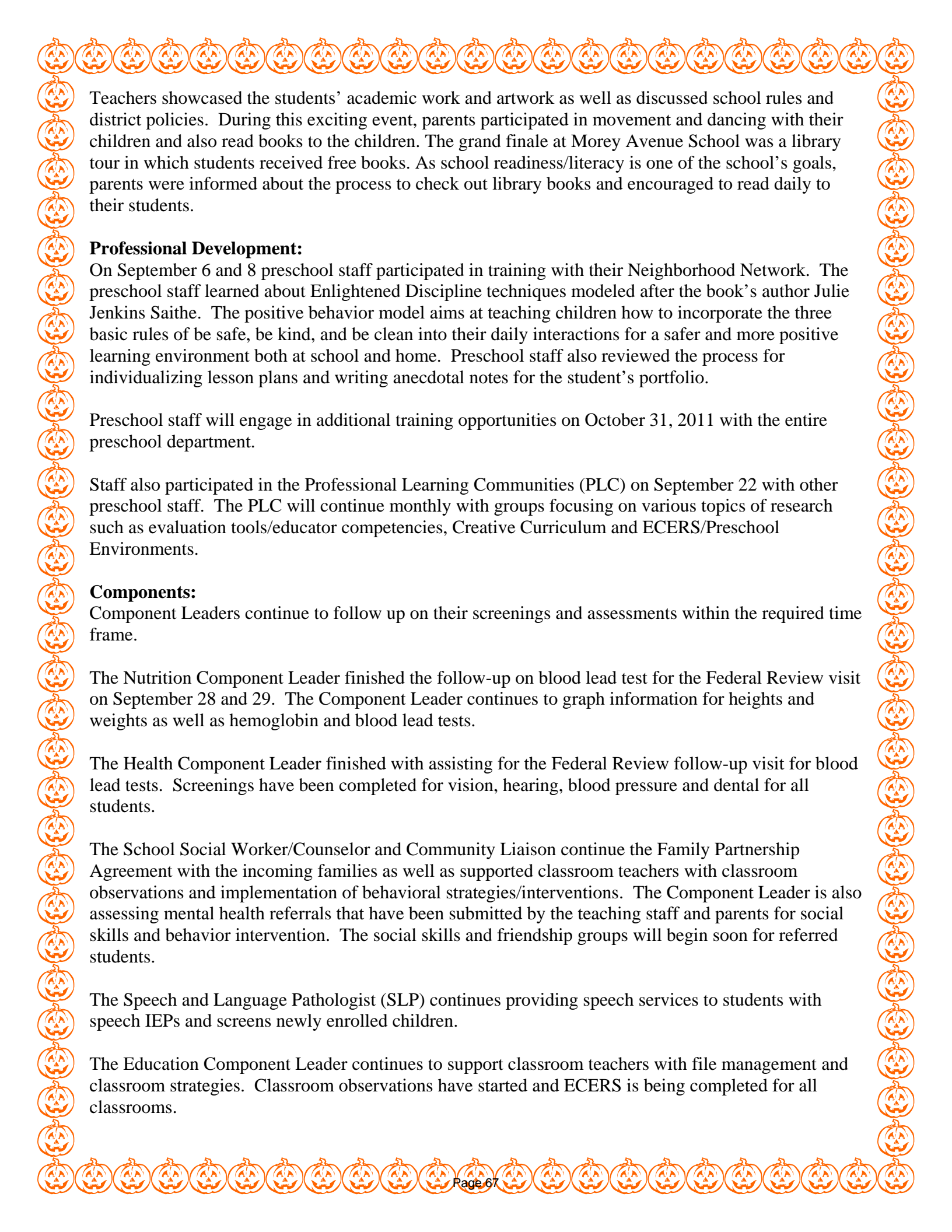
As of September 22, the new toddler center at Dom Way is licensed and open! Sixteen children and staff from Sierra Arden and Marshall are now attending in 2 new classrooms at this former elementary school. This is a collaboration site with the state CCTR program and Early Head Start. Many parents have commented that this location is much more convenient for them. With three preschool classes already on-site, this will provide for a smooth transition to preschool when these toddlers turn three years old.

Twin Rivers Unified School District

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

Events:

All schools completed Back to School Nights in which parents toured the school site and classrooms.

A decorative border of orange pumpkins with carved faces surrounds the text on all four sides of the page.

Teachers showcased the students' academic work and artwork as well as discussed school rules and district policies. During this exciting event, parents participated in movement and dancing with their children and also read books to the children. The grand finale at Morey Avenue School was a library tour in which students received free books. As school readiness/literacy is one of the school's goals, parents were informed about the process to check out library books and encouraged to read daily to their students.

Professional Development:

On September 6 and 8 preschool staff participated in training with their Neighborhood Network. The preschool staff learned about Enlightened Discipline techniques modeled after the book's author Julie Jenkins Saithe. The positive behavior model aims at teaching children how to incorporate the three basic rules of be safe, be kind, and be clean into their daily interactions for a safer and more positive learning environment both at school and home. Preschool staff also reviewed the process for individualizing lesson plans and writing anecdotal notes for the student's portfolio.

Preschool staff will engage in additional training opportunities on October 31, 2011 with the entire preschool department.

Staff also participated in the Professional Learning Communities (PLC) on September 22 with other preschool staff. The PLC will continue monthly with groups focusing on various topics of research such as evaluation tools/educator competencies, Creative Curriculum and ECERS/Preschool Environments.

Components:

Component Leaders continue to follow up on their screenings and assessments within the required time frame.

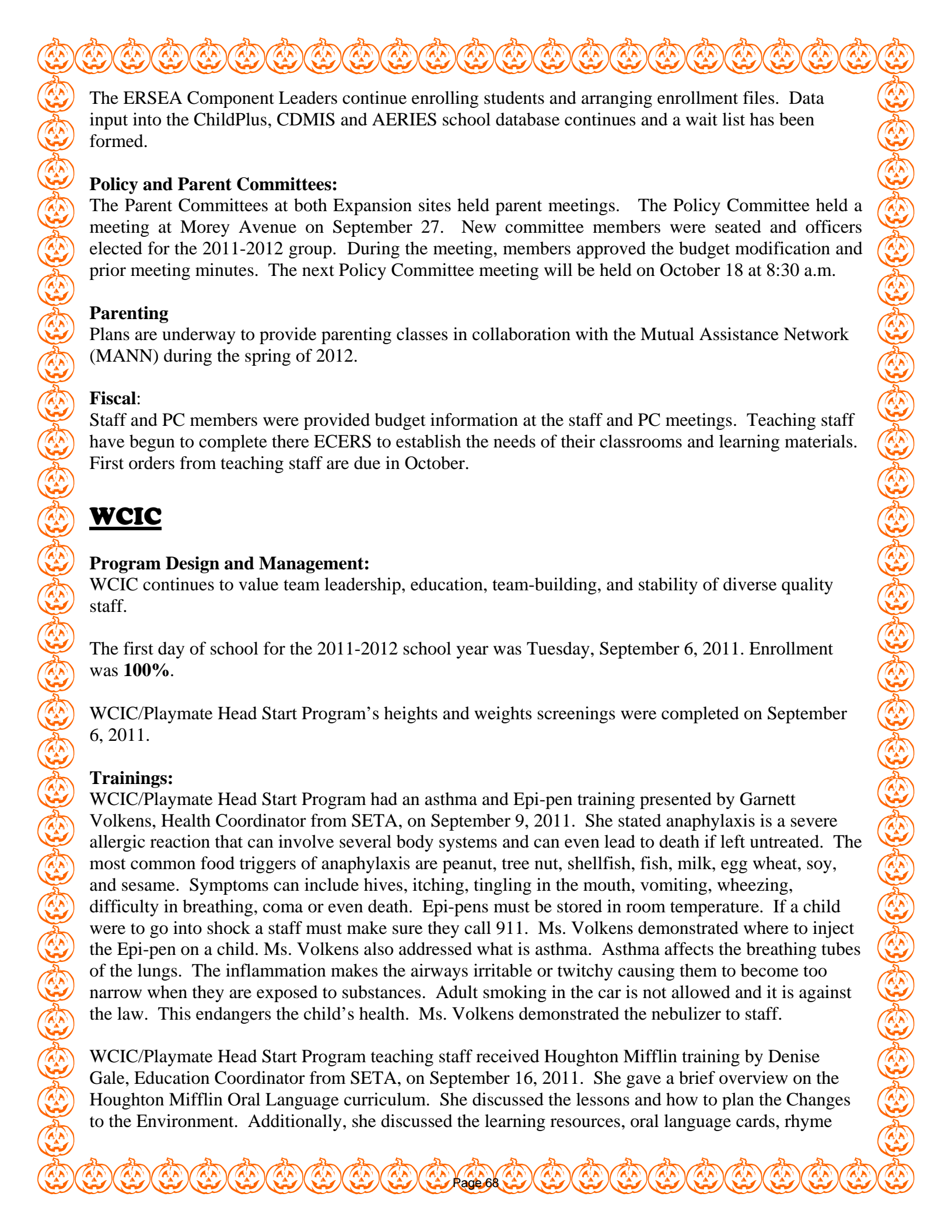
The Nutrition Component Leader finished the follow-up on blood lead test for the Federal Review visit on September 28 and 29. The Component Leader continues to graph information for heights and weights as well as hemoglobin and blood lead tests.

The Health Component Leader finished with assisting for the Federal Review follow-up visit for blood lead tests. Screenings have been completed for vision, hearing, blood pressure and dental for all students.

The School Social Worker/Counselor and Community Liaison continue the Family Partnership Agreement with the incoming families as well as supported classroom teachers with classroom observations and implementation of behavioral strategies/interventions. The 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 social skills and friendship groups will begin soon for referred students.

The Speech and Language Pathologist (SLP) continues providing speech services to students with speech IEPs and screens newly enrolled children.

The Education Component Leader continues to support classroom teachers with file management and classroom strategies. Classroom observations have started and ECERS is being completed for all classrooms.

A decorative border of orange pumpkins with carved faces surrounds the text on the page.

The ERSEA Component Leaders continue enrolling students and arranging enrollment files. Data input into the ChildPlus, CDMIS and AERIES school database continues and a wait list has been formed.

Policy and Parent Committees:

The Parent Committees at both Expansion sites held parent meetings. The Policy Committee held a meeting at Morey Avenue on September 27. New committee members were seated and officers elected for the 2011-2012 group. During the meeting, members approved the budget modification and prior meeting minutes. The next Policy Committee meeting will be held on October 18 at 8:30 a.m.

Parenting

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

Fiscal:

Staff and PC members were provided budget information at the staff and PC meetings. 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.

WCIC

Program Design and Management:

WCIC continues to value team leadership, education, team-building, and stability of diverse quality staff.

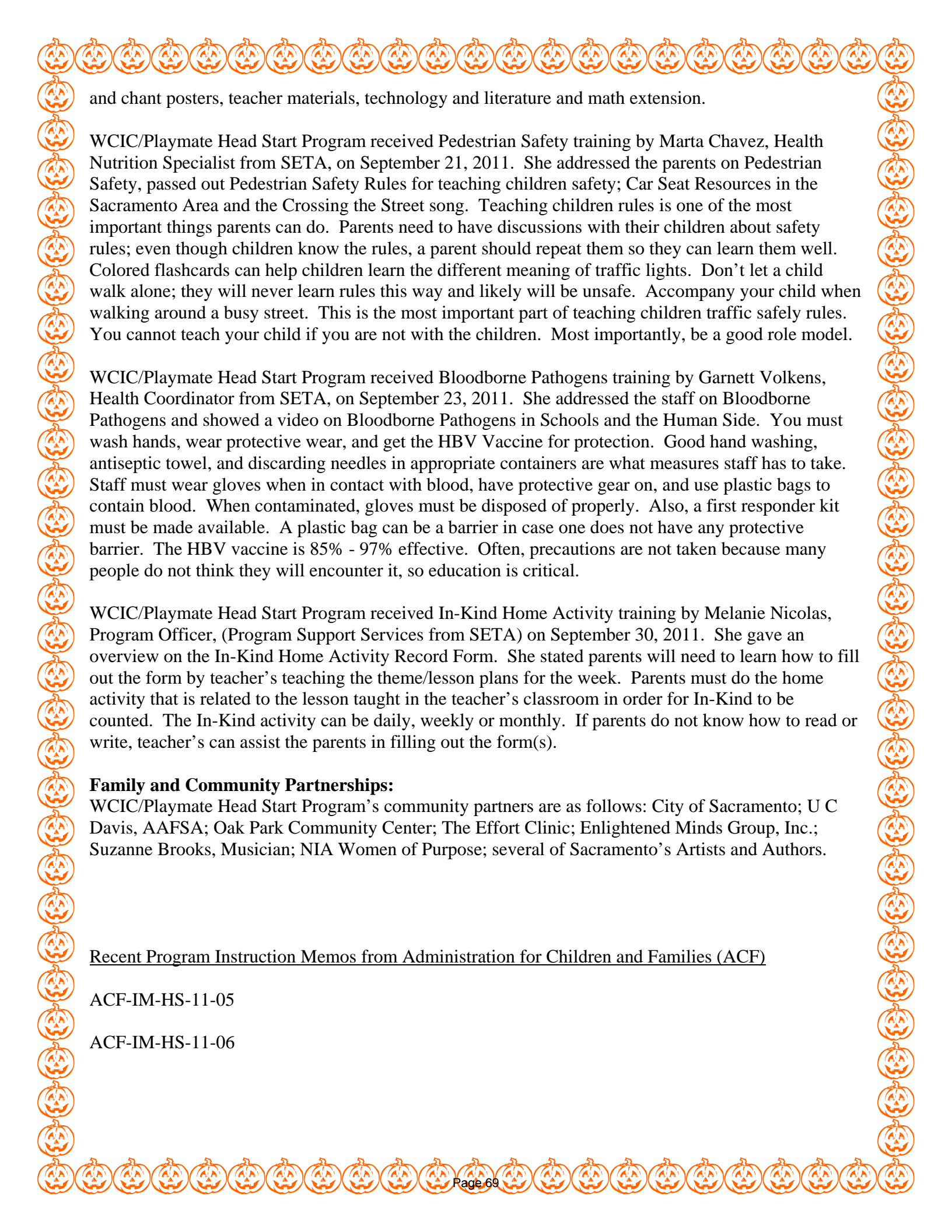
The first day of school for the 2011-2012 school year was Tuesday, September 6, 2011. Enrollment was **100%**.

WCIC/Playmate Head Start Program's heights and weights screenings were completed on September 6, 2011.

Trainings:

WCIC/Playmate Head Start Program had an asthma and Epi-pen training presented by Garnett Volkens, Health Coordinator from SETA, on September 9, 2011. She stated anaphylaxis is a severe allergic reaction that can involve several body systems and can even lead to death if left untreated. The most common food triggers of anaphylaxis are peanut, tree nut, shellfish, fish, milk, egg wheat, soy, and sesame. Symptoms can include hives, itching, tingling in the mouth, vomiting, wheezing, difficulty in breathing, coma or even death. Epi-pens must be stored in room temperature. If a child were to go into shock a staff must make sure they call 911. Ms. Volkens demonstrated where to inject the Epi-pen on a child. Ms. Volkens also addressed what is asthma. Asthma affects the breathing tubes of the lungs. The inflammation makes the airways irritable or twitchy causing them to become too narrow when they are exposed to substances. Adult smoking in the car is not allowed and it is against the law. This endangers the child's health. Ms. Volkens demonstrated the nebulizer to staff.

WCIC/Playmate Head Start Program teaching staff received Houghton Mifflin training by Denise Gale, Education Coordinator from SETA, on September 16, 2011. She gave a brief overview on the Houghton Mifflin Oral Language curriculum. She discussed the lessons and how to plan the Changes to the Environment. Additionally, she discussed the learning resources, oral language cards, rhyme

A decorative border of orange pumpkins with carved faces surrounds the text on the page.

and chant posters, teacher materials, technology and literature and math extension.

WCIC/Playmate Head Start Program received Pedestrian Safety training by Marta Chavez, Health Nutrition Specialist from SETA, on September 21, 2011. She addressed the parents on Pedestrian Safety, passed out Pedestrian Safety Rules for teaching children safety; Car Seat Resources in the Sacramento Area and the Crossing the Street song. Teaching children rules is one of the most important things parents can do. Parents need to have discussions with their children about safety rules; even though children know the rules, a parent should repeat them so they can learn them well. Colored flashcards can help children learn the different meaning of traffic lights. Don't let a child walk alone; they will never learn rules this way and likely will be unsafe. Accompany your child when walking around a busy street. This is the most important part of teaching children traffic safely rules. You cannot teach your child if you are not with the children. Most importantly, be a good role model.

WCIC/Playmate Head Start Program received Bloodborne Pathogens training by Garnett Volkens, Health Coordinator from SETA, on September 23, 2011. She addressed the staff on Bloodborne Pathogens and showed a video on Bloodborne Pathogens in Schools and the Human Side. You must wash hands, wear protective wear, and get the HBV Vaccine for protection. Good hand washing, antiseptic towel, and discarding needles in appropriate containers are what measures staff has to take. Staff must wear gloves when in contact with blood, have protective gear on, and use plastic bags to contain blood. When contaminated, gloves must be disposed of properly. Also, a first responder kit must be made available. A plastic bag can be a barrier in case one does not have any protective barrier. The HBV vaccine is 85% - 97% effective. Often, precautions are not taken because many people do not think they will encounter it, so education is critical.

WCIC/Playmate Head Start Program received In-Kind Home Activity training by Melanie Nicolas, Program Officer, (Program Support Services from SETA) on September 30, 2011. She gave an overview on the In-Kind Home Activity Record Form. She stated parents will need to learn how to fill out the form by teacher's teaching the theme/lesson plans for the week. Parents must do the home activity that is related to the lesson taught in the teacher's classroom in order for In-Kind to be counted. The In-Kind activity can be daily, weekly or monthly. If parents do not know how to read or write, teacher's can assist the parents in filling out the form(s).

Family and Community Partnerships:

WCIC/Playmate Head Start Program's community partners are as follows: City of Sacramento; U C Davis, AAFSA; Oak Park Community Center; The Effort Clinic; Enlightened Minds Group, Inc.; Suzanne Brooks, Musician; NIA Women of Purpose; several of Sacramento's Artists and Authors.

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

ACF-IM-HS-11-05

ACF-IM-HS-11-06

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.