



Sacramento  
Employment and  
Training  
Agency

**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

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

**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

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

**AGENDA**

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***“Preparing People for Success: in School, in Work, in Life”***

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<b>VI.</b>	<b><u>CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR</u></b> Pursuant to Government Code Section 54957.6 <u>Agency Negotiator:</u> Ed Takach <u>Employee Organization:</u> AFSCME Local 146	
<b>VII.</b>	<b><u>Adjournment</u></b>	

**DISTRIBUTION DATE: THURSDAY, JANUARY 27, 2011**

ITEM II-A - CONSENT

MINUTES OF THE JANUARY 6, 2011 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the January 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

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

Thursday, January 6, 2011  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:02 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  
Kevin McCarty, Councilmember, City of Sacramento

- Recognition of Green Job Corps Participants: Ms. Christine Welsch reported that SETA was awarded Green Jobs Corps funding 1 ½ years ago. Ms. Welsch introduced Stacy Hu, Asoka Ishiura-Lluch and Joy Otero, the staff that made the program “rock” in Sacramento. The youth participants enrolled in the Green Jobs Corps are charged with learning about green jobs and environmental stewardship, plus go to school and do community service. There were 24 young people that completed the hours. The participants will go before the city council to receive recognition from the mayor and city council.
- Recognition of Long-term employees: Ms. Christine Bem and Ms. Dettie MacCracken (20 years) were acknowledged for their years of service to SETA Head Start. Both Ms. Bem and MacCracken spoke of their experience working for SETA Head Start

II. **Consent Items**

- A. Minutes of the December 2, 2010 Regular Board Meeting  
B. Approval of Claims and Warrants  
The consent calendar was reviewed; no questions or comments.

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

- A. Approve the minutes of the December 2, 2010 meeting.  
B. Approve the claims and warrants for the period 11/24/10 – 12/21/10.  
Voice Vote: Unanimous approval.

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

##### **1. Approval of American Express Corporate Account Policy and Procedure**

Ms. Kossick stated that this requests an account policy for the utilization of points earned on the agency's American Express Card. Currently there is a balance of 2 million points. The points will be utilized in the same way that federal dollars have been spent. The board will be notified as to how the points are utilized.

Mr. Yee wanted to ensure legal counsel approved this policy; Mr. Larsen stated that the policy was tailored to ensure that it meets federal regulations with regard to the expenditure of funds. Ms. Kossick stated that the Agency is earning a resource but it has a very low dollar value.

Moved/Pannell, second/McCarty, to approve the American Express Corporate Account Policy and Procedure.

Voice Vote: Unanimous approval.

##### **2. Approval of Revisions to the Sacramento Employment and Training Agency 2010-2011 Budget**

Ms. Kossick stated that four new sources of funding added to the budget increasing the current budget by \$2.5 million. The City Council and Board of Supervisors will take action to approve this budget as well.

Moved/Scherman, second/Yee, to approve the revised budget for fiscal year 2010-2011.

Voice Vote: Unanimous approval.

##### **3. Approval of Selection of Audit Firm**

Ms. Kossick stated that this would be a three-year contract. Staff is recommending Gilbert and Associates be awarded the contract due to their extensive background in government funding.

Moved/Scherman, second/Yee, to approve the selection of Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2011 for a fee not to exceed \$49,000 for one year with two optional, additional one-year terms.

Voice Vote: Unanimous approval.

##### **4. Approval of Out of State Travel to Washington D.C. for the Gold Standard Evaluation of the Workforce Investment Act**

Ms. Kossick stated that this is a meeting of all 30 local areas participating in the Gold Standard Evaluation; Ms. Kossick will be attending as well as Ms. Robin Purdy.

Moved/Pannell, second/Scherman, to approve out of state travel to Washington D.C. for the Executive Director and Deputy Director to attend the Gold Standard Evaluation meeting on February 9-10, 2011 in Arlington, VA.

Voice Vote: Unanimous approval.

5. Authorize Executive Director to Sign Lease Agreement for Warehouse/ Workshop/Office Space

Mr. Rod Nishi reported that the Governing Board approved the release of a request for proposals for office space/workshop. Staff is requesting authority to enter into a five-year lease with North 10th Street Park, with the dates for the lease approximately 4/1/11-3/31/16. This is the current landlord of our warehouse facility.

Moved/Yee, second/Pannell, to authorize the Executive Director to execute the five year lease agreement with Carson Development, Inc.

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

**B. WORKFORCE INVESTMENT ACT**

1. Appointment of Economic Development Representative to the Sacramento Works, Inc. Board

Ms. Kossick stated that this would fill a vacancy on the WIB.

Moved/Yee, second/Pannell, to appoint Troy Givens to fill an Economic Development sector seat on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice Vote: Unanimous approval.

2. Approval to Accept Additional Veterans Employment Assistance Program (VEAP) Funds and Approval of Sole Source Contract to American River College and Authorize the Executive Director to Execute the Subcontract

Ms. Michelle O’Camb reviewed this item. In November, the Fresno WIB stated that SETA had to sole source with American River College for \$95,000, and the Fresno WIB would provide an additional \$5,000 for SETA administrative costs. EDD has approved this subcontract. The new funding allocation would increase from \$50,000 to \$150,000.

Ms. Pannell inquired whether the services can be offered in South Sacramento. Mr. Walker stated that there is a Power Pathways program at Cosumnes River

College. He explained that the veterans enrolled in the program will be from Sacramento County.

Moved/Pannell, second/Scherman, that contingent upon EDD approval, find that ARC is the only approved PG&E PowerPathways provider in Northern California and provides the only Line Worker/Utility Worker certificate course and accept an additional \$100,000 in Governor's WIA 15% VEAP funds from the Fresno County WIB to administer a \$95,000 sole source subcontract with ARC to provide the Power Pathways Utility Line Worker certificate program to 25 students. Authorize SETA's Executive Director to execute the subcontract.  
Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

3. Approval to Augment the Sacramento Tree Foundation with WIA 15% Green Jobs Corps Funds for Program Enhancement and Expansion of the Green Jobs Corps Program

Ms. Christine Welsch stated that this item approves the augmentation of funds to the Sacramento Tree Foundation; there were no questions or comments.

Moved/Pannell, second/McCarty, to approve the augmentation of WIA 15% Green Jobs Corps funds to the Sacramento Tree Foundation with \$20,000 for an additional cohort of the LEAF program serving 15 to 20 youth.  
Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

4. Approval to Accept Workforce Investment Act Governor's 15% Discretionary Funds for the New Start Program and Augment Subgrantees

Mr. William Walker introduced Ms. Elvina Carrington and Mr. Ed Johnson who have worked with the ex-offender population. Mr. Johnson has worked in this program for 10 years. Stephanie Duran and Juanita Sendejas Lopez have also worked in this program. Mr. Walker stated that this population has different needs than most unemployed people; they need services to stabilize them. Mr. Johnson stated that the recidivism of ex-offenders in this program is very low. The participants need to be engaged and keeping them engaged to be viable community members.

Moved/Scherman, second/McCarty, to approve augmenting and extending the subgrant agreements of Asian Resources, Inc., Sacramento City Unified School District, Elk Grove Unified School District and Greater Sacramento Urban League for \$40,000 each to continue funding staff to provide services to New Start customers through September 30, 2011.  
Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

## **C. HEAD START**

1. Approval of Selection Criteria for Enrollment in Head Start – and –



2. Approval of Selection Criteria for Enrollment in Early Head Start

Items 1 and 2 were reviewed together.

Ms. Denise Lee stated that these two documents govern how the children are enrolled in the Head Start and Early Head Start programs. The priority is low-income children and then children with disabilities.

Ms. Scherman inquired how staff assists families coping with abuse and homelessness. Ms. Lee replied that staff does not directly ask if there are issues, but the enrollment process allows staff to glean out information so the families can be provided the appropriate services. It can be challenging.

Moved/Pannell, second/Scherman, to approve the Head Start Selection Criteria: Sacramento County, and the Early Head Start Selection Criteria: Sacramento County.

Voice Vote: Unanimous approval.

**D. COMMUNITY SERVICES BLOCK GRANT:** No items.

**E. REFUGEE PROGRAMS**

1. Approval to Submit a Proposal to the Office of Refugee Resettlement under the Rescue & Restore Victims of Human Trafficking Program

Ms. Mary Jennings stated that the Office of Refugee Resettlement recently released a funding opportunity. The purpose of this item is to request approval to apply for funding, up to \$300,000 per year.

Ms. Scherman asked if Ms. Jennings knew about the chaplain program and Ms. Jennings stated that she has worked with a large group of programs to develop a system to assist child victims.

Moved/Scherman, second/Yee, to approve the submission of a proposal to ORR requesting up to \$300,000 per budget period, and authorize SETA's Executive Director to sign the proposal and other documents required by the funding source, and to execute the agreement and any modifications if awarded funding.  
Voice Vote: Unanimous approval.

**IV. Information Items**

A. Fiscal Monitoring Reports: Francis House was monitored; Mr. Greg Bunker recently passed away. Ms. Sherwood-Green stated that there will be a memorial service in memory of Mr. Bunker.

- B. Head Start Reports: Ms. Lee stated that staff is preparing for the federal review. An annual report was distributed to board members which highlights the services that were provided in the program. Ms. Lee thanked board members for their willingness to participate in the review process. Ms. Lee provided information for board members in preparation for the interview with the federal review team. Most questions will be asked about communication and how the board works with staff as a team. Many of the items are provided to Governing Board members in the monthly Head Start report. The planning process document was reviewed. A team of 22 people will be participating in the review process. The final report will be sent 90 days after the review.
- C. American Recovery and Reinvestment Act Fiscal and Procurement Review Final Monitoring Report, Program Year 2009-10: No comments.
- D. Summary of Media Coverage Received for SETA, Sacramento Works and Head Start from July 1, 2010 through December 31, 2010: No comments.
- E. Dislocated Worker Update: No comments.
- F. Employer Activity Report: No comments.
- G. Unemployment Update/Press Release from the Employment Development Department: No comments.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that staff received a proposal from McCuen Properties reducing the rent and extending the lease for this office.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Mr. McCarty announced that this would be his last meeting; the new board member will be Jay Schenirer. Mr. McCarty thanked the board and staff and stated that he has enjoyed the experience. Mr. McCarty and Ms. Pannell were wished a Happy Birthday!
- F. Public: No comments.

**VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54956.8: This item was pulled from the agenda.**

**VII. Adjournment: Meeting adjourned at 11:12 a.m.**

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 12/22/10 through 1/26/11, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 12/22/10 through 1/26/11.

STAFF PRESENTER: Kathy Kossick

## ITEM II-B - CONSENT

### APPROVAL OF TEMPORARY RECLASSIFICATION EXTENSION

#### BACKGROUND:

On August 16, 2010, Monica Barber, Family Services Worker in the Children and Family Services Department, was temporarily reclassified to the position of Social Service/Parent Involvement Specialist. Pursuant to Article 1.1b(2) of the agreement between the Sacramento Employment and Training Agency and United SETA Employees, American Federation of State, County and Municipal Employees, Local #146. Staff is requesting an extension to September 29, 2011.

Ms. Barber has been assigned as the liaison for SETA's newly formed partnerships with Sacramento County of Education (SCOE) and River Oak Center for Children (ROCC) under the Early Head Start Expansion grant. She trains, partners, and coordinates relationships with collaborating agencies; oversees comprehensive services for children and families enrolled in the Early Head Start home base program; ensures quality customer service; coordinates with home visitors and partner agencies; and ensures that performance standards and outcomes are met. The reclassification assignment will terminate upon completion of the Early Head Start Expansion project (September 29, 2011).

The Executive Director has the authority to temporarily reclassify staff for three (3) months, however, Board approval is necessary to extend these assignments.

#### RECOMMENDATION:

Approve the temporary reclassification of Ms. Monica Barber to Social Services/Parent Involvement Specialist through September 29, 2011.

STAFF PRESENTER: Denise Lee

ITEM III-A - 1 - ACTION

APPROVAL TO ELIMINATE CLASSIFICATIONS

BACKGROUND:

The Agency Salary Classification Plan contains the duties, responsibilities, and salaries of all positions in the Agency. SETA Personnel Policies and Procedures Section 3.01: Salary Classification Plan requires that any modification be approved by the Governing Board and, as appropriate, by the Head Start Policy Council.

In 2007 the Agency agreed to complete a Classification Study by the end of the term of the labor agreement (June, 2010) between the Agency and the American Federation of State, County, and Municipal Employees (AFSCME) Local 146. One of the purposes of the study was a review of all classifications and identification of changes and those classifications recommended for elimination. The classifications recommended for elimination have not been utilized for long time periods, describe work for which the Agency is no longer responsible for, or have been replaced with broader classifications currently in use. The Agency has submitted the attached list to the Union.

RECOMMENDATION:

Approve the elimination of classifications identified on the attached listing.

STAFF PRESENTER: Rod Nishi

Class Code	Job Title
	<b>Proposed for Abolishment</b>
1047	ACADEMIC SERVICES SPECIALIST
5007	ACCOUNT CLERK I
5004	ACCOUNTING SYSTEMS ANALYST
2011	ADMINISTRATION MANAGER-MIS/MONITORING
2015	ADMINISTRATION MANAGER-MIS/MONITORING/RR
4006	BILINGUAL ELIGIBILITY ASSISTANT I
4007	BILINGUAL ELIGIBILITY ASSISTANT II
1013	BILINGUAL TYPIST CLERK I
1007	BILINGUAL TYPIST CLERK II
1041	CITY/COUNTY SERVICES COORDINATOR
1009	CLERK I
1008	CLERK II
1030	CLERK III
1060U	COMMUNITY AFFAIRS MANAGER
3001	COMMUNITY SERVICES ANALYST I
3002	COMMUNITY SERVICES ANALYST II
3003	COMMUNITY SERVICES ANALYST III
1015	COMMUNITY SERVICES WORKER
1000	COURIER
1067U	CULTURAL DIVERSITY TEAM LEADER
1046	CURRICULIM SPECIALIST/INSTRUCTOR
1019	CURRICULUM SPECIALIST
3016	DISLOCATION WORKER SPECIALIST
4003	ELIGIBILITY ASSISTANT I
4004	ELIGIBILITY ASSISTANT II
1034S	HEAD START CHILDCARE COORDINATOR
1075S	HEAD START COURIER/MAINTENANCE SPEC. (SUP)
6041	HEAD START CUSTODIAN/GARDENER
6049	HEAD START DRIVER/TEACHER ASSISTANT
1063	HEAD START EMPLOYMENT & TRAINING COORDINATOR (SUP)
6012	HEAD START FAMILY SERVICES SPECIALIST
6047	HEAD START FAMILY SERVICES WORKER II
6025S	HEAD START FAMILY SERVICES WORKER (SUP)
1048	HEAD START HOME BASE SPECIALIST (NON-SUP)
6038S	HEAD START HOME VISITOR (SUP)
1033	HEAD START MANAGEMENT INFORMATION SYSTEMS ANALYST
6021S	HEAD START OFFICE MANAGER
1032S	HEAD START PARENT INVOLVEMENT/SOCIAL SERVICES MGR
1026U	HEAD START PERSONNEL SPECIALIST (NON-SUP)
6001	HEAD START SENIOR COORDINATOR (EDUCATION)
6008	HEAD START SENIOR COORDINATOR (PROGRAM)
6045S	HEAD START SPECIAL PROJECTS/TRAINING COORDINATOR
3018	INSURANCE ANALYST
1016	INTAKE WORKER
3020	JOB SEARCH SPECIALIST I
2014	OPERATIONS MANAGER-GAIN
2013	OPERATIONS MANAGER-GRANTS
1065U	PERSONNEL PROGRAM OFFICER
1066U	PERSONNEL/HUMAN RESOURCES AND SERVICES DEPUTY CHIEF
1059U	PERSONNEL/HUMAN RESOURCES AND SERVICES DIV CHIEF
7023U	SR. PERSONNEL ANALYST (NON-SUP)
1011U	SENIOR PERSONNEL CLERK
1061	SPACE PLANNER/INTERIOR DESIGN CONSULTANT
1040	SPECIAL ASSISTANT

## ITEM III-A - 2 - ACTION

### APPROVAL OF REVISED JOB CLASSIFICATIONS

#### BACKGROUND:

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

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

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

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

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

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

The proposed list of classifications to be modified is attached. Sent to you under separate cover is each of the classifications with modifications identified in **bold print** or ~~strikeouts~~. The Policy Council approved this at their January 25, 2011 meeting.

#### RECOMMENDATION:

Approve the revisions to the classifications identified in the attachment.

STAFF PRESENTER: Rod Nishi

Class Code	Job Title
5008	ACCOUNT CLERK II
5001	ACCOUNTANT I
5002	ACCOUNTANT II
1068S	ACCOUNTANT II (SUP)
1068U	ACCOUNTANT II (SUP)
5006	ACCOUNTING TECHNICIAN
6055	ASSOCIATE TEACHER
7016	BILINGUAL AIDE
1021S	CLERICAL SUPERVISOR
1001	CLERK OF BOARDS
7021	DATA BASE DEVELOPER
1002U	DEPARTMENT SECRETARY
7004	EARLY HEAD START EDUCATOR
4002S	ELIGIBILITY SUPERVISOR
3005	EMPLOYMENT AND TRAINING ANALYST II
3006	EMPLOYMENT AND TRAINING ANALYST III
3006S	EMPLOYMENT AND TRAINING ANALYST SUPERVISOR
1024S	EMPLOYMENT SERVICES SUPERVISOR
1045	HEAD START CHILDCARE TEACHER ASSISTANT
6048	HEAD START CLINICAL SOCIAL WORKER
6024	HEAD START COOK/DRIVER
1074S	HEAD START COORDINATOR (EDUCATION) (SUP)
1076S	HEAD START COORDINATOR (FOOD SRVC) (SUP)
6002	HEAD START COORDINATOR (HEALTH/MENTAL HEALTH)
1062S/6046S	HEAD START COORDINATOR (HEALTH) (SUP)
6046	HEAD START COORDINATOR (HEALTH) (NON-SUP)
6004S	HEAD START COORDINATOR (NUTRITION)
1055S	HEAD START COORDINATOR (SOCIAL SERVICES/PARENT I) (SUP)
6005	HEAD START COORDINATOR (SOCIAL SERVICES/PARENT I) (NON-SUP)
6006S	HEAD START COORDINATOR (SPECIAL EDUCATION)
6039	HEAD START COURIER/MAINTENANCE
1053S	HEAD START EDUCATION/SPECIAL ED SPECIALIST (SUP)
6042S	HEAD START EDUCATION SPECIALIST (SUPERVISORY)
6042	HEAD START EDUCATION SPECIALIST (NON-SUP)
6011	HEAD START EDUCATION/SPECIAL EDUC. SPECIALIST (NON-SUP)
1029	HEAD START FACILITIES ANALYST
1054S	HEAD START FACILITIES SPECIALIST (SUP)
1071	HEAD START FAMILY PLACEMENT WORKER
6025	HEAD START FAMILY SERVICES WORKER
1070S	HEAD START FOOD SERVICES SPECIALIST (SUP)
6010	HEAD START HEAD COOK
6014	HEAD START HEALTH/NUTRITION SPECIALIST
1042S	HEAD START HOME BASE SPECIALIST (SUP)
6037	HEAD START HOME VISITOR
1050	HEAD START NUTRITION SPECIALIST (SOP) (NON-SUP)
1028S	HEAD START NUTRITION SPECIALIST (SUP)
1073	HEAD START PARENT INTERN
6034	HEAD START RESOURCE TEACHER/CDA ADVISOR
1043S	HEAD START SOCIAL SERVICES/PARENT INVOLVEMENT SP (SUP)
1049	HEAD START SOCIAL SERVICES/PARENT INVOLVEMENT SP (NON-SUP)
1027S I	HEAD START SOCIAL SERVICES SPECIALIST (SUP) TIER I
1027S II	HEAD START SOCIAL SERVICES SPECIALIST (SUP) TIER II
1027S III	HEAD START SOCIAL SERVICES SPECIALIST (SUP) TIER III
1051 I	HEAD START SOCIAL SERVICES SPECIALIST (NON-SUP) TIER I
1051 II	HEAD START SOCIAL SERVICES SPECIALIST (NON-SUP) TIER II
1051 III	HEAD START SOCIAL SERVICES SPECIALIST (NON-SUP) TIER III
6026	HEAD START SPECIAL EDUCATION FIELD TECHNICIAN
1039	HEAD START SPEECH THERAPIST



Class Code	Job Title
6032	HEAD START TEACHER
6033	HEAD START TEACHER ASSISTANT
1056	HEAD START TEACHER ONE
6023	HEAD START TYPIST CLERK II
6022	HEAD START TYPIST CLERK III
7018	INFORMATION TECHNOLOGY ANALYST I
7019	INFORMATION TECHNOLOGY ANALYST II
3025S	LABOR MARKET INFORMATION PROJECT SUPERVISOR
3007	MANAGEMENT INFORMATION ANALYST I
3008	MANAGEMENT INFORMATION ANALYST II
3009	MANAGEMENT INFORMATION ANALYST III
7020S	MANAGEMENT INFORMATION ANALYST (SUP)
3010	MARKETING SPECIALIST I
3011	MARKETING SPECIALIST II
3012	MARKETING SPECIALIST III
1031	OFFICE SUPPLY AND ADMINISTRATION SUPPORT CLERK
1057U	PAYROLL CLERK
7024U	PERSONNEL ANALYST
1012U	PERSONNEL CLERK
7007U	PROGRAM COORDINATOR
7015S	PROGRAM OFFICER
7012U	PURCHASING ANALYST -- NO MATRIX INCLUDED
4010S	REFUGEE SERVICES SUPERVISOR
7022U	SENIOR PERSONNEL ANALYST (SUP)
6056S	SITE SUPERVISOR
1014	STAFF SUPPORT OFFICER
7003	STUDENT INTERN
1064U	TRAINING/STAFF DEVELOPMENT OFFICER
1006	TYPIST CLERK I
1005	TYPIST CLERK II
1010	TYPIST CLERK III (Confidential)
1004	TYPIST CLERK III
1023	WORKFORCE DEVELOPMENT PROFESSIONAL I, II, III -- NO MATRIX INCLUDED
6051S	YOUTH SERVICES SUPERVISOR

ITEM III-A – 3 - ACTION

APPROVAL OF STAFF RECOMMENDATION FOR THE ADULT AND YOUTH  
VENDOR SERVICES (VS) LISTS

BACKGROUND:

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

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

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation for the Adult and Youth VS Lists.

STAFF PRESENTER: Marianne Sphar

## Adult and Youth Vendor Services (VS) Lists

### Staff Recommendation

**APPLICANT:** Sacramento Urban Resource Center

**Location:** 5665 Power Inn Road, Suite 122, Sacramento, CA

#### **Applicant's Background:**

Sacramento Urban Resource Center (SURC) is a community based non-profit organization that serves low-income families through an array of compassionate social and economic outreach programs. Their mission and purpose is to reach at-risk youth/adults who are gang affected and/or identified as gang involved, specifically within the neighborhoods of South Sacramento, and Southern Sacramento County.

Services provided by SURC include support and guidance around long-term career and educational paths, teaching job seeking strategies/skills, assistance with seeking employment opportunities, and assistance in collecting "right-to-work" documents, drivers' licenses, and other types of identification and certifications. Additionally, SURC incorporates resource identification for emergency/crisis support and works collaboratively with diverse groups of community-based agencies to meet the needs of at-risk youth, adults and their families. They work closely with health and medical service providers, social and educational institutions, legal authorities and others for the sake of delivering quality, meaningful, in-depth services.

<b>Activity</b>	<b>Individual Rate</b>
<b>Life Skills/ Success Skills (Adult)</b>	\$12 per hour per client 1 hour per session 72 session maximum per client or \$864
<b>Adult Mentoring (Youth)</b>	\$12 per hour per client 1 hour per session 72 session maximum per client or \$864

ITEM III-A – 4 - ACTION

APPROVAL TO HIRE SETA RETIRED ANNUITANTS

BACKGROUND:

During this fiscal year the Agency has determined a need for temporary, part-time SETA consultants. The Agency is planning on hiring retired annuitant employees to assist with three short-term projects as follows:

1. To complete deliverables for the Clean Energy Regional Industry Cluster of Opportunity grant, staff is requesting approval to hire Mr. James Pardun to work with SETA's employer outreach team to contact 200 clean energy companies in the region and educate them on the workforce supports and hiring incentives available through Sacramento Works. The anticipated number of hours for this project is 300-400.
2. To assist with the implementation, staff training and transition to the Jobs.SacramentoWorks.org virtual one stop career center system and coordination of the WIA procurement process, staff is requesting approval to hire Ms. Melissa Noteboom to work with the Workforce Development Department Deputy Director. The anticipated number of hours for this project is 700-800.
3. To ensure a successful transition of the Child Care Food Program reporting and data input, staff is recommending approval to hire Ms. Noelia Rommel. The anticipated number of hours for this project is 40-50.

Each of these individuals has been a regular full time employee on the Agency's payroll during this fiscal year. Funding for these assignments is available from the salary savings in not filling the vacancy from their retirement.

RECOMMENDATION:

Approve hiring Melissa Noteboom, James Pardun, and Noelia Rommel as retired annuitants and temporary SETA Consultant employees.

STAFF PRESENTER: Kathy Kossick

ITEM III-B - 1 – ACTION

APPOINTMENT OF REQUIRED REPRESENTATIVE 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 representative public employment service, rehabilitation agency, and public assistance agency. One required partner seat have become vacant and staff has received an application for this seat.

Mr. Paul Lake is the new Director of the County Department of Human Assistance. He is replacing Bruce Wagstaff who has been promoted.

Mr. Lake's application is being sent under separate cover. Legal counsel has reviewed this application.

Staff will be available to answer questions.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 2 - ACTION

APPOINTMENT OF PRIVATE BUSINESS SECTOR MEMBER TO THE  
SACRAMENTO WORKFORCE INVESTMENT BOARD

BACKGROUND:

The Sacramento Works Workforce Investment Board is a 41-member board charged with providing policy, planning and oversight for local workforce development initiatives. The SETA Governing Board makes member appointments to this board. There is currently one private sector vacancy on the Sacramento Works, Inc. board.

The Board Development Committee of Sacramento Works, Inc. has been active in recruiting members to the board that reflect industries that contain critical occupational groups in the Sacramento workforce area. The Sacramento Works, Inc. Executive Committee took action January 24, 2011 to recommend the appointment of the following private sector applicant:

✓ Stephanie Leach, Kaiser Permanente

The Sacramento Metropolitan Chamber of Commerce recommends the appointment of this applicant.

RECOMMENDATION:

Review the applications enclosed under separate cover and appoint one applicant to the Sacramento Works Workforce Investment Board to fill a Private Sector seat.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 3 - ACTION

CONCURRENCE WITH SACRAMENTO WORKS, INC. TO APPROVE THE REQUEST  
FOR PROPOSALS FOR WIA YOUTH PROGRAM SERVICES FOR FISCAL YEAR  
BEGINNING JULY 1, 2011

BACKGROUND:

Sacramento Works Youth Council began the public planning process for the procurement of WIA Youth services in the fall 2010. These meetings have included overviews of various youth council initiatives, options for new strategies and input from the community. These strategies have included:

- **Youth-related Green strategies**
- **Career Pathways**
- **Targeting services to very high-risk youth**
- **Service Learning**
- **Integration of WIA youth program elements in career centers and new program concepts.**

The Sacramento Works Youth Council reviewed the incorporation of these strategies into the WIA youth program design and the Sacramento Works, Inc. concurred. On January 26, 2011, the Sacramento Works, Inc. approved the WIA Youth Services Request for Proposals for the WIA Youth Program Services.

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

RECOMMENDATION:

Concurrence with Sacramento Works, Inc. to approve the Request for Proposals for the WIA Youth Program Services for fiscal year beginning July 1, 2011.

STAFF PRESENTER: Christine Welsch

ITEM III-B -4 - ACTION

APPROVAL OF THE 2010-11 WORKFORCE INVESTMENT AREA  
PLAN SUMMARY

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) submitted the initial Workforce Investment Area Strategic Plan in December, 1999, effective July 1, 2000 for Fiscal Year 2000-2001. The plan has been updated annually for the past eleven years. This year the State's Employment Development Department (EDD) issued a Draft Directive informing Local Workforce Investment Areas that they have the option to either extend PY 2009-10 local plan modifications through PY 2010-11 or to submit a summary to EDD of any significant changes to the previous year's plan. SETA has opted to submit a plan summary. The 2010-11 Sacramento Workforce Investment Area's Plan Summary addresses significant changes that have been implemented or are planned for implementation during the current Fiscal Year (FY 2010-2011) and an update on the Strategic Plan developed by Sacramento Works, Inc. in 2009.

The Sacramento Works, Inc. board reviewed and approved this at their January 26 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve the 2010-2011 Sacramento Local Workforce Investment Area's Plan Summary.

STAFF PRESENTER: Robin Purdy



## 2010-11 WIA PLAN SUMMARY

### **Background:**

The Sacramento Employment and Training Agency (SETA) submitted the initial Workforce Investment Area Strategic Plan in December, 1999, effective July 1, 2000 for Fiscal Year 2000-2001. The plan has been updated annually for the past eleven years. This year's WIA Plan Summary addresses significant changes that have been implemented or are planned for implementation during the current Fiscal Year (FY 2010-2011).

*The WIA PY 2010-11 Plan Summary includes:*

- Local economic conditions, workforce intelligence, and green jobs forecast.
- A summary of the Sacramento Works, Inc. Strategic Plan goals, objectives and outcomes
- The identification of viable critical occupation clusters through analysis of current workforce intelligence and labor market information.
- Clean Energy Workforce Training Program and Green Workforce Initiatives and partnerships focused on providing un/underemployed individuals (and other targeted populations), with entry-level or advanced training that will prepare them for competitive Green Jobs.
- The California New Start Project, which establishes a partnership between the Sacramento Works One-Stop Career Centers (SWCCs) and the CA State Department of Corrections and Rehabilitation (CDCR), to eliminate recidivism while improving opportunities for the reintegration of parolees.
- The Veterans' Employment-Related Assistance Program (VEAP), which establishes a partnership between SETA, PG&E's Power Pathways program and the Los Rios Community College District to create a training and employment pathway for recently separated veterans, leading to jobs at PG&E and other utility companies.
- The National Emergency Grant (NEG), a one-time ARRA-funded program that provides OJT opportunities for "prolonged unemployed" dislocated workers.
- CalWORKs funding, continuing a partnership between SETA and Sacramento County Department of Human Assistance (DHA) to provide OJT opportunities to eligible CalWORKs recipients.
- The Disability Program Navigator (DPN) Initiative, wherein SETA continues to focus on cultivating partners and strengthening the staff capacity at the SWCCs in providing services and support to job seekers with disabilities.
- Healthcare Initiatives, continuing the partnership between SETA and the Los Rios Community College District in providing customers the necessary skills to help them pursue careers in high growth healthcare sector jobs.

- Talent Transfer Construction Initiatives, continuing the partnership between SETA, the Sacramento Sierra Building and Construction Trades Council and their members, Los Rios Community College District to provide retraining and employment services to dislocated construction workers.
- Strategic changes implemented by SETA to its Integrated Service Delivery model.
- Plans for implementation of Waivers to the Workforce Investment Act which have been approved by the U.S. Department of Labor, including
  - Increase in Employer Reimbursement for On-the-Job Training
  - Incumbent Worker Training
  - Description of pre-existing statewide waivers
- New and/or Updated Policies
  - OJT Policies and Procedures/Contract Document/Reimbursement Percentage to Employers
  - Virtual OneStop System (VOS) Staff-Assisted Employer Registration Process
  - Financial Assistance Award
  - Eligibility and Data Collection
  - Guidelines for Scanning Right-to-Work (RTW) Documents
- Service delivery changes replacing SMARTware, the automated tracking system used by the SWCC system, with Geographic Solutions Virtual One-Stop (VOS), a state-of-the-art internet-based, electronic one-stop career center system.
- Youth Programs and Services
  - Sacramento Regional Green Jobs Corps
  - CalGRIP and the Sacramento Safe Community Partnership (SSCP)
  - Youth Program Procurement
  - New and/or Updated Policies

**I. LOCAL ECONOMIC CONDITIONS, WORKFORCE INTELLIGENCE, AND GREEN JOBS FORECAST -**

Data from the Employment Development Department (EDD) demonstrates that Sacramento County's unemployment rate peaked at 13.1 percent in March 2010 with 90,100 unemployed in a labor force of 688,500. EDD's most recent data shows that Sacramento County had an unemployment rate of 12.8 percent as of November 2010. The County's average job growth rates have trailed national and state averages, and the County continues to experience negative job growth in major labor sectors. However, forecasts for 2011 indicate that the local workforce will continue to improve and 4 of the largest sectors will reach positive job growth in the 2011 third quarter.

Third quarter (2010) data from the Center for Strategic Economic Research (CSER) indicates that the regional job loss rate will continue to improve during 2011. The most significant gains will occur in the third quarter of 2011. CSER's Sacramento Region Business Forecast shows the Sacramento area experiencing an average annual job growth rate of -2 percent over the 12 month period ending in September 2011. Although this growth rate reflects an average loss of 17,000 jobs, it constitutes an improvement over the past 12 months. Between December 2009 and November 2010, the region experienced an annual job growth rate of -2.7 percent, constituting 22,900 lost jobs.

The forecast also indicates that job growth will improve for 8 of Sacramento County's 11 largest job sectors. The data shows that the Manufacturing, Construction, Financial Activities, and Education and Health Services sectors will reach positive job growth in the 2011 4<sup>th</sup> Quarter. Construction, Manufacturing and Business and Professional sectors will experience the most significant gains in 2011. Despite these short-term gains, long-term workforce conditions remain uncertain for Sacramento County because government job growth continues to recover at a low rate. As the region's largest employer, public sector employment is strongly linked to overall economic improvement. Broader economic growth would benefit the sectors with slower job growth.

Although recent economic conditions resulted in layoffs and business closures, budget cuts, and housing foreclosures, SETA is working to create new opportunities for job seekers and innovative business strategies that will prepare a strong workforce and a promising future for the Sacramento region. Together with business, labor, education, and community-based organizations, SETA is making significant investments in training and employment services to develop and match the skills of the workforce to meet the demand for jobs with a positive outlook.

### **Green Jobs Forecast:**

Sacramento consistently led California in green job growth for the last decade. State and local policies and a focused effort by leaders in business, labor, education, and government will lead to greater investment in green jobs in the future. By adopting green growth policies and investing in infrastructure to implement those policies early, Sacramento remains well-positioned to lead California's future green economy.

Between 1995 and 2008, green jobs grew by 87 percent in Sacramento. During the same period, the region increased its air and environmental quality jobs by 157 percent. Sacramento also experienced a 141 percent growth in energy production jobs

In addition to increasing its green workforce, the region also invested in green infrastructure and served as a hub for environmentally-friendly consumerism. In 2009, the Natural Resources Defense Council (NRDC) ranked Sacramento in its top ten for green building, energy production and conservation and environmental standards and participation. The Nielsen Company ranked Sacramento in its top ten markets with residents most likely to participate in green energy programs.

AB 32 (California's Global Warming Solutions Act of 2006) requires the state to reduce its greenhouse emissions by 30 percent before 2020. In 2010, the California Air Resources Board (CARB) estimated that AB 32 will create 10,000 new jobs in California over the next decade. AB 32 implementation will require significant local investment in green technology to ensure that the Sacramento continues to meet mandates included in the measure.

Sacramento's public private and non-profit entities are taking steps to ensure that the region's green job market maintains its competitive edge. The Sacramento Municipal Utility District (SMUD) is in the process of installing digital smart meters. The meters automatically transmit energy use information wirelessly and will allow consumers to observe and control their energy use on an hourly, daily and monthly basis. SMUD anticipates that this new Smart Grid will encourage the growth of energy-efficient manufacturing and consumerism. Smart meter installation will support job growth by creating an energy infrastructure that requires green-tech trained utility workers. In January, 2011, SETA recruited and screened applicants for Utility Partners of America (UPA), the company that SMUD selected to install SMARTmeters and is funding a combination of classroom and on-the-job-training for up to 30 new hires at UPA.

Sacramento's green-tech workers will also benefit from the region's growing reputation as a global destination for green manufacturing. Several companies have announced plans to open new plants in the Sacramento area. Japanese machine-tool maker Mori Seiki has plans to open a plant in Davis employing 150 people. The German solar energy company, Mounting Systems, is establishing its North American headquarters in West Sacramento in January and will employ at least 100 workers. ErgSol is scouting locations for a thermal collection plant in Sacramento, and is projecting to employ 800 workers at peak production. Sacramento Works has provide recruitment, screening and training incentives to a wide range of clean energy technology employers in the last year, including Beutler Corporation, N Solar, Inc., Siemens Corporation, OPDE, Solar Power, Inc., and ZETA Homes.

## **II. UPDATE ON SACRAMENTO WORKS STRATEGIC PLAN**

At the Sacramento Works, Inc. Board Retreat, the board developed three strategic goals:

1. Support regional employers' efforts to hire, train and transition employees by enhancing and communicating the availability and value of Sacramento Work Business Services.
2. To prepare customers for viable employment and career pathways in the region by improving and enhancing the services provided through the Sacramento Works Career Center system.
3. Prepare youth to thrive and succeed in the regional workforce by providing relevant work readiness and employment programs and engaging regional employers and academia.

Each of the Sacramento Work's, Inc. Committees (Employer Outreach, Planning/Oversight, and Youth Council) reviewed and approved the goal, strategies, planned activities, outputs and outcomes developed by their committees.

### **III. CRITICAL OCCUPATIONAL CLUSTERS -**

Each year the Sacramento Works, Inc. (SWI) Board reviews the labor market projections of employment provided by the Employment Development Department's Labor Market Information Division, the Center of Excellence at Los Rios Community College District, EMSI, Inc., and the Center for Strategic Economic Research to update the occupational content of the regional Critical Occupational Clusters list. This list provides guidance to job seekers and customers utilizing the SWCC system in their search for long-term, career oriented employment in the region. In addition, it provides education and training agencies, as well as local employers with information on occupations that will provide the best employment opportunities in the region. The list also assists SWCC staff in identifying relevant training programs for those demand occupations that will, in turn, provide customers with scholarship training opportunities. Labor Market forecast information is made available to the public through CareerGPS.com, a website developed by Sacramento Works and LEED Sacramento, which includes current, detailed information about which jobs are in high demand in the Sacramento Region, how much they pay, what type of education or training is recommended, and where you can go to get it.

In FY 2009-10, the SWI recognized nine critical occupational clusters. In addition, the Board recognized that the clean energy/green jobs cluster is growing in the region and approved prioritizing training for green jobs in the workforce plan. At this point in time, Green occupations are not separated out into a separate occupational cluster, but are represented in each of the following nine identified clusters recommended for approval for FY 2010-11:

#### **Administrative and Support Services**

The Administrative and Support Services occupational cluster is comprised occupations directly related to office administration, clerical support, and finance and insurance, occupations that provide a wide variety of support-related activities and services, including firefighting and investigation and security related occupations,

- Locally, for the occupations included in this cluster, an increase of more than 44,800 jobs due to absolute job growth and more than 36,000 jobs due to replacement need are projected between 2010 and 2015.

#### **Architecture and Engineering**

The Architecture and Engineering occupational cluster is comprised of occupations involved primarily in planning and designing residential, institutional, leisure, commercial, and industrial buildings and structures by applying knowledge of design, construction procedures, zoning regulations, building codes, and building materials.

- Locally, for the occupations included in this cluster, an increase of approximately 1,345 jobs due to absolute job growth and approximately 1,000 jobs due to replacement need are projected between 2010 and 2015.

## **Construction**

The Construction occupational cluster is primarily comprised of occupations involved in the construction of buildings. Also included in this group are specialty trade contractors (e.g. Electricians, Painters, Carpet Installers, etc.), Cabinetmakers, Construction and Building Inspectors, Cost Estimators, and Welders.

- Locally, for the occupations included in this cluster, an increase of more than 8,400 jobs due to absolute job growth and nearly 4,400 jobs due to replacement need are projected between 2010 and 2015.

## **Healthcare and Supports**

The Healthcare and Support Services occupational cluster is comprised of occupations employed by hospitals, nursing and residential care facilities, physician's offices, dental offices, outpatient care centers, and medical/diagnostic laboratories. This group also includes biomedical and health related businesses.

- Locally, for the occupations included in this cluster, an increase of approximately 11,380 jobs due to absolute job growth and more than 5,225 jobs due to replacement need are projected between 2010 and 2015.

## **Human Services**

The Human Services occupational cluster is primarily supportive, developmental, or educational related occupations that are designed to enhance the quality of life and well-being of people and communities. Needs addressed by Human Services related occupations include, but are not limited to: personal health (both physical and mental), social relations, and maintaining or growing personal or community capacity (such as child care, education, disabilities, aging, etc.). This group also includes recreation related occupations.

- Locally, for the occupations included in this cluster, an increase of more than 1,775 jobs due to absolute job growth and more than 1,500 jobs due to replacement need are projected between 2010 and 2015.

## **Information Technology**

The Information Technology occupational cluster is comprised of occupations involved in the design, production, and administration of computer hardware and software systems and networks. As with Administrative and Support Services and Clean Energy Technology related occupations, many of the occupations in this category are employed, to some degree, across most industries.

- Locally, for the occupations included in this cluster, an increase of approximately 4,330 jobs due to absolute job growth and more than 2,800 jobs due to replacement need are projected between 2010 and 2015.

## **Installation, Maintenance, and Repair**

The Installation, Maintenance, and Repair occupational cluster is primarily comprised of occupations involved in restoring machinery, equipment, and other products to working

order as well as occupations that typically provide general or routine maintenance or service on products to ensure that they work efficiently and to prevent breakdown and unnecessary repairs.

- Locally, for the occupations included in this cluster, an increase of more than 2,225 jobs due to absolute job growth and more than 2,135 jobs due to replacement need are projected between 2010 and 2015.

### **Tourism and Hospitality**

The Tourism and Hospitality occupational cluster is primarily comprised of occupations involved in providing accommodations and food service related activities as well as occupations providing customer service, recreation, and entertainment related activities.

- Locally, for the occupations included in this cluster, an increase of more than 2,640 jobs due to absolute job growth and more than 2,300 jobs due to replacement need are projected between 2010 and 2015.

### **Transportation and Production**

The Transportation and Production occupational cluster is comprised of a diverse group of occupations directly related to the actual manufacturing and/or production of goods, as well as the manufacturing of industrial machinery, recycling, and green energy manufacturing efforts. Also included in this category are occupations related to the storage, distribution, and transportation of manufactured goods.

- Locally, for the occupations included in this cluster, an increase of more than 7,990 jobs due to absolute job growth and approximately 9,690 jobs due to replacement need are projected between 2010 and 2015.

## **IV. STRATEGIC CHANGES -**

### **Green Initiatives – Partnerships and Planning Initiatives focusing on the Growth of Clean Energy Technology**

The Sacramento region has been developing a Clean Energy Sector Strategy since 2006, when the Sacramento Metropolitan Chamber of Commerce, Valley Vision, and the Sacramento Area Commerce and Trade Organization initiated Partnerships for Prosperity (PFP). PFP's mission to unite organizations and jurisdictions in the creation of a new and shared economic development strategy for the region was launched by establishing a foundation for coordinated research and action by which the Partnership could evaluate progress on existing initiatives and discuss how to maximize efforts moving forward for the good of the Sacramento Region.

One of the action teams formed out of the Partnership for Prosperity was the Green Capital Alliance. The Green Capital Alliance includes utilities, education, employers, government, workforce and economic development organizations and other community leaders who meet regularly to identify and act on tactics to support the growth of clean energy and green jobs

in the region. The Green Capital Alliance acts as the Green Employer Council for SETA's Clean Energy Workforce Training Programs and has accepted the increasingly important role of creating markets for local clean energy products, and identifying sources of energy cost savings.

By sharing knowledge, advocating new policies, and promoting business development, the GCA, on behalf of the Sacramento region, has been able to leverage the vast capabilities and resources of the region's clean energy intelligence and expertise. Because of the work of the GCA and the partnership between SETA/Sacramento Works, Valley Vision, SACTO's Center for Strategic Economic Research and Los Rios Community College District's Center of Excellence, SETA was awarded a Regional Industry Cluster of Opportunity Planning grant for the clean energy technology sector. The grant awarded funds for research and planning which resulted in a broad-based community planning effort supported by Congresswoman Doris Matsui and Mayor Kevin Johnson and an action plan for continuing to support growth of the sector in the region, make Sacramento's growing technology sector a defining feature of the economy, and make the six-county region a leader in sustainability.

The Center for Strategic Economic Research and the Center for Excellence conducted extensive background research of the clean energy technology sector to assess the nature and economic conditions relevant to the Sacramento Region. As the convener of the Green Capital Alliance, Valley Vision facilitated the priority setting process, facilitated a series of stakeholder meetings, CEO Roundtables, focus groups and individual meetings with clean energy employers to develop prioritized strategies and an action plan.

As a result of research funded by the grant, the Center for Strategic Economic Research reports that between 1998 and December of 2010, the clean energy cluster grew 121%, and the number of clean energy technology companies increased to 206 with a reported \$846 million in sales.

#### *Sacramento Works – Success in Developing Clean Energy Workforce Training*

The California Clean Energy Workforce Training Program is a collaborative effort combining WIA, ARRA, the State Energy Program, Assembly Bill 118 Alternative and Renewable Fuel and Vehicle Technology Program, and the Governor's Discretionary 15 Percent funding. The goal of the initiative is to promote the use of industry sector strategies as a framework for addressing the need of skilled workers in energy efficiency and related jobs, renewable energy, and alternative and renewable transportation technologies. SETA/Sacramento Works, on behalf of regional partners, received funding for four clean energy workforce training grants to achieve the following objectives:

- target Green Building, Clean Energy, and Alternative and Renewable Fuel and Vehicle Technology industries;
- build a regional partnership of employers, training providers, community organizations, labor, and other key stakeholders;



- address the workforce needs of employers and the training, employment, and career advancement needs of workers;
- bolster regional economic competitiveness by aligning educational, economic, and workforce development planning and leveraging of resources; and
- promote systematic change supporting innovation and the achievement of ongoing benefits for industries, workers, and communities.

### **Summary of Clean Energy Workforce Training Programs**

#### **1. Sacramento Green Building Retraining Initiative (SGBR) -**

This partnership targets 200 unemployed workers, dislocated construction workers and veterans in El Dorado, Placer, Yolo and Sacramento Counties and retrains them with green building skills. Training partners include the Sacramento Area Electrical Training Center, the Sacramento Valley Sheet Metal Workers Apprenticeship Training program, American River College and Build It Green.

This Initiative enhances the skill-set to increase access to green building construction employment opportunities, increasing the number of qualified workers in green building and energy efficiency construction work.

#### **2. Sacramento Region Green Building Pre-Apprenticeship Training Partnership -**

The Sacramento Region Green Building Pre-Apprenticeship Training Partnership program provides classroom and hands-on skill training to 200 adults 18 years of age or older who are unemployed, underemployed and new workforce entrants in Sacramento, Yolo, Placer, and El Dorado counties. SETA's primary training partners in this initiative are:

- American River College
- Cosumnes River College
- Sacramento Area Electrical Training Center (NECA-IBEW Local 340)
- Beutler Corporation

Training will result in Industry-Identified Certificates in relevant fields:

- Pre-Apprenticeship Training Certificate
- Green Building Pre-Apprenticeship Training Certificate
- Pre-Apprenticeship Training Green Building Certificate
- Weatherization Technician Certificate
- Home Energy Audit Certificate
- Pre-Apprenticeship Construction Training Certificate

#### **3. Alternative Vehicle and Fuels Clean Energy Workforce Training -**

The Alternative Vehicle and Fuel Workforce Training Program implemented a sector strategy to address the region's emerging clean energy workforce needs in the area of alternative vehicles and fuel technology. Training is provided by American River College (ARC). ARC has for the past three years actively developed clean and green

transportation programs including the first Clean/Green Diesel program in California and the first Alternative Fuel and Vehicles program in Northern California. The program operated at the Sacramento Regional Transportation Center at the former Mather Air Base in partnership with the SETA, public and private agencies, employers, vehicle manufacturers, and the Sacramento County Office of Education. Training will be provided to 96 incumbent workers and 50 unemployed adults and dislocated workers.

Employers involved in the development of this center, and the college programs in alternative vehicles and fuels, include Operating Engineers Local #3, Sacramento Municipal Utility District, PG&E, Rapid Transit, the Central Valley New Car Dealers Association (representing 76 regional automotive dealers), Granite Construction, Teichert Construction, and the California Department of Transportation.

#### **4. State Energy Sector Partnership and Training Grant**

The State Energy Sector Partnership and Training Grant expands and continues the partnerships established under the Clean Energy Workforce Training Program (CEWTP). Through this initiative, the following training opportunities will be available to customers:

- **Cosumnes River College (CRC)** will train 50 students in Home Energy Auditing and Weatherization and for HERS Rater and Building Performance Institute (BPI) certification. The courses will prepare students for employment as Weatherization Technicians and Home Energy Auditors in the residential Green Building industry.
- **American River College (ARC)** will train 50 students in Solar Technology (installer), Solar System Design, Estimation, and Sales. This program will prepare students for employment as Solar Installers, Solar Technicians and Solar Sales.
- **Sacramento Area Electrical Training Center (NECA-IBEW Local 340)** offers a Pre-Apprenticeship Construction Training (PACT) focuses on emerging work in clean energy such as photovoltaic (PV), solar energy, geo-thermal energy, wind power and sustainability.

Additional components of this sector initiative are:

- A partnership with the Sacramento Municipal District's (SMUD) Energy and Technology Center (E&TC), which promotes energy efficiency, renewable energy, and safe energy usage, products and processes. The E&TC will provide training that will lead to a Certified Green Building Professional (CGBP) certificate and BPI certifications.
- A partnership with Build It Green, CalCERTS and the California Building Performance Contractors Association (CBPCA) to provide upgrade training to allow current HERS raters to attain the new HERS II level certification. Build It Green, CalCERTS and CBPCA adhere to the California Energy Commission's process for certifying HERS raters who perform third-party inspections.

SETA has contracted with the following organizations for job creation/business development efforts in the clean energy sector:

- **Sacramento Area Regional Technology Alliance (SARTA)** provides early-stage and emerging-growth clean tech companies in the Sacramento region with mentoring and service support to guide their program development; create a directory of clean tech companies; and, facilitate regular CEO-level meetings among the clean tech companies for confidential peer-to-peer support and guidance.
- **Valley Vision and the Green Capital Alliance** will research existing standards for PV modules and how they were adopted, research studies that have already been conducted to support the adoption of those standards, conduct an analysis of what is still necessary, and develop recommendations on a process and the resources needed to adopt performance and life standards for solar PV modules.

### **The California New Start Initiative**

In 2007, the Public Safety and Offender Rehabilitation Services Act of 2007 (Assembly Bill 900) was enacted to reform California's prison system by reducing prison overcrowding and increasing rehabilitative programming. Among its provisions, AB 900 required CDCR to develop an Inmate Treatment and Prison-to-Employment Plan. Developing a successful transition from prison to employment and expanding educational and vocational programs for inmates are a high priority of correctional system reform envisioned under AB 900. By focusing on the needs of offenders both in prison and as they transition back to the community, SETA/Sacramento Works is improving each offender's chance of success.

SETA's New Start Program is a partnership between the California Department of Corrections and Rehabilitation (CDCR), along with five Sacramento Works Career Centers (Lemon Hill Career Center, South County Career Center, Mark Sanders Career Center, Greater Sacramento Urban League and Broadway Career Center). The goal of SETA's New Start Program is to assist CDCR with reducing prisoner recidivism and improving the reintegration of parolees in their home communities. This is achieved by enhancing the employability of parolees and their access to local employment opportunities upon release from prison. Services offered consist of in-depth, employment-related assessments, access to support services and training opportunities, job search, resume preparation, labor market information, and life skills workshops, as well as employment networking, job referrals, tax credits, employment incentives, bonding, and pre-employment/job retention services.

In addition to the New Start program, which targets parolees to the Sacramento region, SETA has received funding from CDCR and EDD to provide transitional employment services to inmates of Folsom Prison prior to release. SETA has assigned two staff to provide job search workshops and transition services to inmates who are within 90 days of their release date.

### **Veterans' Employment-Related Assistance Program (VEAP)**

In June, 2010 the Fresno County Workforce Investment Board (WIB), on behalf of a collaborative which includes Fresno City College, SETA, American River College (ARC)

and PG&E, submitted a proposal to EDD for the Veterans Employment Assistance Program (VEAP) to create a training and employment pathway for veterans to focus on recently separated vets, which lead to jobs at PG&E and other utilities. The target job is Electric Power-Line Installer and Repairers, or utility line workers.

Under this initiative, SETA recruits, assesses, pre-screens, and enrolls 25 students for the PG&E Power Pathways program. SETA provides case management, supportive services, follow-up and retention services for the students while they participate in American River College's Utility Line Worker certificate program, a college-credited course offered at ARC. Successful graduates will receive a PG&E Power Pathways Utility Line Worker Certificate upon completion of training. PG&E will hire qualified program graduates.

### **National Emergency Grant (NEG)**

In June 2010, SETA participated in a statewide application for National Emergency Grant (NEG) funds offered by the U.S. Department of Labor to provide 103 on-the-job training (OJT) opportunities to long-term unemployed dislocated workers. The funds are intended to temporarily expand employment-related service capacity at the state and local levels by providing time-limited funding assistance in response to significant dislocation events. The NEG funds were awarded to those areas of the country most severely impacted by the recession, with a focus on creating OJT opportunities for dislocated workers. Sacramento was one of twenty local areas to receive this funding.

Program participation requires that an individual meet the definition of a dislocated worker as defined by the WIA, have been laid off after January 1, 2008, and meet the definition of "prolonged unemployed." For the purposes of California's OJT NEG Project, "prolonged unemployed" refers to those dislocated workers who have been unemployed beyond 21.5 weeks. Under the NEG, local areas must grant priority of service to OJT NEG eligible participants as follows:

- First priority – Individuals not covered by Unemployment Insurance (UI) and unemployed for 99 weeks or longer after January 1, 2008. Individuals with the greatest barriers to employment receive priority of service.
- Second priority – Individuals who have been unemployed and/or receiving UI benefits and meet the definition of prolonged unemployed.
- Priority Exception - Veterans are to receive the highest priority of service among all OJT NEG eligible individuals regardless of length of unemployment due to dislocation.

Under the NEG, SETA is implementing the U.S. DOL approved Waiver of Section 101(31)(B) of the WIA, which permits up to 90 percent wage reimbursement to OJT employers. Reimbursement will be based on a sliding scale according to employer size.

### **CalWORKs**

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

Services to CalWORKs customers. In the current fiscal year, DHA has contracted with SETA for \$3,700,000, based on the percentage of the customers served that receive CalWORKs and the total cost of the system.

In addition to providing core and intensive services to CalWORKs customers, the DHA one-stop share of cost contract has been used to provide wage subsidies and on-the-job training to CalWORKs recipients. In September 2010, the SETA Governing Board approved funding extensions for OJT providers, which included \$1,200,000 in funding from the Sacramento County Department of Human Assistance (DHA) to provide OJT opportunities to eligible CalWORKs recipients. These funds were added to WIA Adult funds in the amount of \$400,000 to extend OJT services through June 30, 2010. These funds will provide wage subsidies and on-the-job-training to over 300 customers.

### **Disability Program Navigator (DPN) Initiative**

The DPN Initiative was established by the Social Security Administration and the Department of Labor to assist individuals with disabilities “navigate” through the challenges of seeking work and to better inform beneficiaries and others with disabilities about the work support programs available at the One-Stop Career Centers. This program allows SETA to focus on cultivating partners and strengthening the capacity of Career Center staff in providing services and support to job seekers with disabilities. As an approved Employment Network of the Social Security Administration’s Ticket to Work program, SETA offers employment and training services through the Sacramento Works Career Center (SWCC) system in collaboration with Crossroads Diversified’s Employment Services, EDD, the California Department of Rehabilitation, the Veterans Resource Center, the California Foundation for Independent Living Centers, and the Traumatic Brain Injury Network.

### **HealthForce Project and Nurse Education Initiative**

SETA will continue its partnership with the Los Rios Community College District in the administration of two healthcare training programs, the HealthForce project and the Nurse Education Initiative.

The HealthForce project provides customers the necessary skills to help them pursue careers in high growth healthcare sector jobs. The project builds on strong partnerships between regional healthcare providers, SETA, and the Los Rios organization. Special attention is focused on nursing, long-term care, high demand allied health jobs in ultrasound technology and medical laboratory technology, and assistance for incumbent workers to transition to computerized medical records.

The Nurse Education Initiative, also a partnership between SETA, Los Rios Community College District and major health care providers in the Sacramento region, expands the nursing programs at American River College and Sacramento City College by providing over 300 additional slots for nursing students. For the past five years, the Los Rios Community College District has contracted with SETA to ensure retention and success of the nursing students through conducting client eligibility, enrollment, case management, follow-up and JTA tracking services. These services will continue for the 2011 program year.

### **Talent Transfer Initiative**

SETA will continue its partnership with the Sacramento Sierra Building and Construction Trades Council and member organizations, Los Rios Community College District and other local training providers.

The Talent Transfer Initiative provides dislocated construction workers retraining and employment services to upgrade their skills and return to work in the construction or other related fields. Many of the identified participants required upgrade skills training to meet the industry needs due to requirements of new energy efficiency legislation. Therefore, attention was focused on the attainment of energy efficiency certifications including Green Building Construction, Solar Photovoltaic, and water efficiency. The Talent Transfer Initiative continues until Spring 2011 to serve 70 participants.

### **Strategic Changes to Meet Performance Goals**

SETA was one of twelve local Learning Labs that began implementation of the Integrated Service Delivery system in PY 2008-09 and submitted a local integration plan in 2008. As a Learning Lab, SETA continues to work to streamline services through the integration of multiple employment and training programs through the Sacramento Works One Stop Career Center system. These programs focus on providing services that are skill-based, universally accessible to all customers and meet the demands of the workforce as well as employers who depend on the availability of a competitive and skilled workforce.

One of the early concepts that staff addressed in developing the Sacramento Works Learning Lab model was that of “All Means All” in making determinations of who should be enrolled into the JTA system. Although not fully embraced by SETA, this policy issue did drive the new integrated service delivery model in that an effort was made to enroll any customer who seemed engaged in career center activities and who was actively seeking employment. As the economic conditions began to falter in late 2008, the career center system continued to see greater numbers of job seekers than ever before. In FY 2009-10 Sacramento Works career centers saw a 65% increase (from 12,755 to 19,622) in the numbers of customers who completed an initial assessment and participated in a coaching session. All of these customers were enrolled into the JTA system. While the 2009-2010 Performance Measures for adults and dislocated workers were met, a new service strategy is currently being developed that will provide additional criteria for enrollment into staff-assisted services. While services will continue to be provided to all career center customers, efforts will be focused on those who visit a career center and receive services two or more times within a 30 day time period. Only those customers will be enrolled in staff assisted services. In addition, a more systematic approach to customer follow-up is being initiated to insure that customers continue to be engaged in the system, get the assistance they need and are successful in their job seeking efforts.

An additional challenge with the Learning Lab Model has been the documentation of Right to Work for eligibility determination. With the numbers of people that are being seen at the centers, SETA has moved to a document scanning system which electronically attaches scanned Right to Work documentation to the customer record within our tracking system.

This system satisfies eligibility documentation requirements and does not require onerous workload increases for career center staff.

## V. WAIVERS

On June 30, 2010, the DOL granted California approval of its request to extend its pre-existing statewide waivers and two new waivers through June 30, 2011. Continuing all pre-existing statewide waivers, SETA has implemented the following two new DOL approved waivers:

### **Increase in Employer Reimbursement for On-the-Job Training**

This approved waiver of Section 101(31)(B) of the WIA permits up to 90 percent wage reimbursement to OJT employers. Reimbursement will be based on a sliding scale according to the following employer size:

- Up to 90 percent of a participant's wage rate for an employer with 50 or fewer employees
- Up to 75 percent of a participant's wage rate for an employer with 51-250 employees
- Up to 50 percent of a participant's wage rate for an employer with more than 250 employees.

### **Use of Rapid Response Funds to Conduct Incumbent Worker Training (IWT) Activities**

This approved waiver of Section 134(a)(1)(A) of the WIA permits a portion of Rapid Response (RR) funds to be used for IWT activities. Under this waiver SETA will use up to 20 percent of its RR funds for IWT only as part of a lay-off strategy. Training delivered under this waiver will be restricted to skill attainment activities.

### **Pre-existing Statewide Waivers -**

The pre-existing statewide waivers include:

- **Eligibility of Training Providers** - The waiver of the time limit on the period of initial eligibility for the State's Eligible Training Provider List (ETPL) of vocational training providers. This waiver encourages broader participation on the ETPL and minimizes the management burden for the local areas.
- **Common Measures** - The waiver to permit the State to replace the 17 performance measures under WIA Section 136(b) with Department of Labor (DOL) Common Measures.
- **Incumbent Worker Training (IWT)** - The waiver to permit local areas to use up to 10% of their adult and dislocated worker funds for IWT as part of a lay-off aversion

strategy. Training delivered under this waiver is restricted to skill attainment activities.

- **Customized Training** - The waiver of the required 50% employer contribution for customized training. This waiver permits the use of a sliding scale for the employer contribution based on the size of the business.
- **Transferability of Adult and Dislocated Worker Formula Funds** - The waiver to limit the allowable transfer amount between adult and dislocated worker funding streams to 50 percent.
- **Individual Training Accounts** - The waiver of the prohibition to use Individual Training Accounts (ITA) for older and out-of-school youth. This waiver offers youth who are determined not to follow an academic track, and are instead focused on employment, to have the same advantages of ITAs as adults and dislocated workers.
- **Work Readiness Waiver for ARRA Summer Youth** – The waiver to permit the use of the work readiness indicator as the sole indicator of performance for youth co-enrolled in Temporary Assistance for Needy Families (TANF) Emergency Contingency Funds (ECF) and WIA funded summer employment activities. *This waiver was effective May 1, 2010 through September 30, 2010.*
- **Waiver to Provide Program Design Flexibility** – The waiver of the requirement to provide a minimum of 12 months follow-up services, to allow local areas to provide follow-up services as deemed appropriate for participants co-enrolled in TANF ECF and WIA funded youth programs. It also waives the requirement to provide objective assessment, and the requirement to develop an Individual Service Strategy (ISS), to allow local areas to provide an assessment or ISS as deemed appropriate for co-enrolled TANF ECF and WIA youth program participants. *This waiver was effective May 1, 2010 through September 30, 2010.*

## VI. NEW/UPDATED POLICIES – ADULT

SETA has implemented the following, management-approved, new or updated policies/directives:

### **OJT Policies and Procedures/Contract Document/Reimbursement/Percentage to Employers - Revised**

The revision of this directive was issued to inform SWCC and OJT provider staff of changes implemented as a result of the DOL approved waiver allowing for sliding scale employer reimbursements, as well as defining eligibility criteria for the NEG and CalWORKs OJT programs.

### **Virtual OneStop System (VOS) Staff-Assisted Employer Registration Process - New**

This directive was issued to provide step-by-step instructions on the newly developed Sacramento Works Staff-Assisted Employer Registration Process that has been developed



for use in conjunction with the VOS. The directive also provides instruction to staff on how to enter a job order for employers.

#### **Financial Assistance Award - Revised**

This revised directive consolidates procedures for the provision of training, support services and incentives in a single policy document. The revision includes a summary of the types of financial assistance available, required documents, and established limits.

#### **Eligibility or Demographic Data Collection and Criteria - Revised**

The revision of this directive was issued to provide SWCC and provider staff additional eligibility, data collection, and documentation verification guidance for adults and dislocated enrolled in the NEG and CalWORKs OJT programs.

#### **Guidelines for Scanning Right-to-Work (RTW) Documents - New**

This directive was issued in response to the State Directive #WSD09-18 dated June 17, 2010. The intent of the State's Directive was to provide guidance regarding the scanning of Right-to-Work (RTW) documents to all Learning Labs to ensure that they are retaining hard or scanned electronic copies of all required RTW documentation. SETA's directive reiterates and refines the scanning processes followed by SWCC and provider staff to ensure the following:

- Protection of customers' personal information
- RTW documents are scanned to the correct customer files
- Ease of locating scanned electronic RTW documents in the event of an audit
- Reduction of wait time for customers at intake
- Reduction of unnecessary scanning of RTW documents

## **VII. SERVICE DELIVERY CHANGES**

In early 2010, SETA and Sacramento Works, Inc. purchased the Virtual OneStop System (VOS) which is an internet based, electronic one stop career center system. This system will replace SMARTware, the current tracking system used by the Sacramento Works system. The VOS system will be rolled out in two phases. Phase I began in October of 2010 with the launch of [Jobs.sacramentoworks.org](http://Jobs.sacramentoworks.org). This website allows both job seekers the ability to log into the system, register, assistance with identifying their skills and abilities, and complete a customized resume. With the assistance of Employer Services staff, employers can list their open job orders and access resumes from qualified job seekers. The system also offers the capability of "spidering" national job banks, employer websites and public and private sector job boards and making this information available to our customers in one location! Phase II of the VOS system will begin in early February with staff training being conducted through the month of January. This phase will include all customer tracking and case management modules.

## **VIII. YOUTH PROGRAM SERVICES**

### **Sacramento Regional Green Job Corps**

In July 2009 SETA received funding to coordinate the Sacramento Regional Green Jobs Corps throughout the Sacramento region. As a part of this program at-risk youth were engaged in training and employment in the green jobs sector, learned about environmental stewardship, and participated in community service projects. SETA and the regional LWIA partners exceeded the goals and provided Green Jobs Corps services to 160 youth in the Sacramento region.

### **CalGRIP Program**

In 2007, Governor Schwarzenegger created the Governor's Gang Reduction Intervention and Prevention (CalGRIP) Initiative. Under the CalGRIP initiative, funding was allocated in two funding streams – one focusing on local municipalities and one focusing on local workforce areas. The City of Sacramento applied for and received CalGRIP funding, partnering with SETA to provide employment services and access to social services. The City's CalGRIP program became operational in November 2009 targeting youth released from local probation facilities providing "re-entry" services to re-engage youth prevention and intervention strategies including job training, supportive services, education and employment services. SETA provides wrap-around employment and education services coupled with mental health and substance abuse counseling to the youth enrolled in the CalGRIP program.

### **Sacramento Safe Community Partnership (SSCP)**

In October 2010, SETA received WIA 15% CalGRIP funds to partner with the City of Sacramento Police Department and Area Congregations Together (ACT) to develop and implement the City of Sacramento's Safe Community Partnership strategy using the City of Boston's Operation Ceasefire model. The SSCP is an evidenced-based community and law-enforcement driven concept that encourages youth to step away from violence by providing successful alternatives. SETA coordinates the procurement and delivery of most of the direct services of the initiative including training, employment services and case management; Street Outreach; mentoring and life coaching; and substance abuse and mental health counseling.

### **Youth Program Procurement**

The Sacramento Works Youth Council began the public planning process for the procurement of the next 5-year contracting cycle of WIA Youth services in the fall of 2010. The meetings have included overviews of various Youth Council initiatives, options for new strategies, and input from the community on what could be incorporated into the WIA youth program service model:

- **Youth-related Green Strategies** – Continuation of the Green Job Corps model, which expands youths' awareness of the green economy and provides training in appropriate technical, construction and other skilled jobs in eco-friendly industries.
- **Career Pathways** – Integration of career pathways into the WIA Youth program. During the summer programs of 2009 and 2010, SETA, in partnership with Sacramento City U.S.D., San Juan U.S.D., Sacramento City College and American River College implemented a very successful Career Pathways pilot program. High school juniors and seniors participated in a six-week summer community college

“camp” focusing on several career pathways including human services/teaching, culinary, construction, and administrative career pathways. Students participated in community college classroom instruction and work experience in the targeted career pathway. The goal was to prepare youth for part-time employment while attending college or other advanced training pursuing a targeted career pathway.

- **Service Learning:** Integration of service learning into the WIA Youth program. Service learning is a teaching strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. To further explore this concept, SETA sponsored a training of WIA youth providers and SETA staff in Service Learning. For the next WIA youth procurement, SETA staff is proposing to integrate the Service Learning concept into the WIA Youth Program design. The key elements in service learning, which are complimentary to the WIA program elements are:
  1. Integrated Learning
  2. High Quality Service
  3. Collaboration
  4. Youth Voice
  5. Civic Responsibility
  6. Reflection
  7. Evaluation and Celebration
- **Targeting Services to high risk youth** – SETA and the Youth Council currently partner with the City of Sacramento in the implementation of the Safe Community Partnership targeting services to youth engaged in violence and gang lifestyles. This initiative is currently being supported by three grants from the State of California and the U.S. Department of Justice. Recent data reviewed by the Youth Council indicates an ongoing need to address services to “higher-risk” youth including court-involved youth, youth offenders, homeless youth and former foster youth.

The planning process concluded in December 2010 with an expected release of a Request Proposals for WIA Youth Services in February 2011.

## **IX. NEW POLICIES/DIRECTIVES - YOUTH**

### **Youth Services – Administration and Documentation of Basic Skills Assessment**

This directive identifies the appropriate administration and documentation of basic skills assessments for youth services. The directive defines the following approved assessment process:

- The same assessment tool is used for pre- and post-tests
- Appraisal tests may not be used as a pre-test
- A separate post-test must be administered within one year of the first program service
- Appropriate documentation of the pre- and post-test is entered into the JTA system complying with the correct data fields as identified in the JTA handbook.

ITEM III-B – 5 – ACTION

APPROVAL OF THE WORKFORCE INVESTMENT ACT SACRAMENTO WORKS  
ONE STOP CAREER CENTER RESOURCE ALLOCATION PLAN 2011-2012

BACKGROUND:

The Resource Allocation Plan determines what activities and services are offered through the Sacramento Works One Stop Career Center system. On an annual basis, the Sacramento Works Workforce Investment Board reviews the plan determines the percentage of funds that will be allocated to each activity in the next fiscal year.

The allocation for Fiscal Year 2011-2012 for the Workforce Investment Act Adult and Dislocated Worker programs is estimated to be the same as last fiscal year, or \$8,429,394.

The Resource Allocation Plan that was reviewed by the Planning/Oversight Committee and approved by Sacramento Works last year reflected the following allocation plan for activities/functions in the one-stop system:

27%	Talent Engagement (skills assessment, review, and identification),
35%	Talent Development (skills enhancement and skills certification)
18%	Talent Marketing (skills marketing to employers).
2%	Board Initiatives
10.5%	One-Stop Support
<u>7.5%</u>	<u>Administration</u>
<b>100%</b>	<b>Total</b>

Based on an evaluation of the outcomes from the activities provided to customers in the career centers from July, 2009 through December, 2010, staff is recommending changes in the allocation plan to increase the Talent Marketing allocation by 10% in order to provide more funding for on-the-job-training wage subsidies to employers, with a corresponding decrease in Talent Development. The Talent Marketing has provided more positive outcomes. Staff is also recommending a slight decrease (1.5%) in the allocation for one stop support due to efficiencies created by transitioning to Jobs.Sacramentoworks.org, a virtual one-stop career center system which will host information on all job openings in the region, create customer resumes, provide on-line job matching, track customers progress and services, and provide reports to use in evaluating and managing the program. Staff is recommending a corresponding increase in the Talent Engagement allocation due to the large numbers of job seekers visiting the career centers.

STAFF PRESENTER: Robin Purdy

ITEM III-B - 5 – ACTION (continued)

Page 2

Although SETA has not yet received a planning allocation from EDD, staff is requesting approval of the Resource Allocation Plan using the allocations from last year in order to begin planning the programmatic changes for next fiscal year. If the staff recommendation is approved, staff will begin to develop a Request for Proposals to solicit qualified applicant agencies to fund for the Talent Marketing/On-the-job-training activity. If the allocation changes, or there are significant changes in the economy that might alter the WIA plan for next year, staff will return to the committee in May, 2011 and request a modification to the Resource Allocation Plan. Attached is the One Stop Resource Allocation Plan, which includes definitions of activities/functions included in the plan, approved percentages for Fiscal Year 2010-2011 and recommended percentages for 2011-2012, and dollars allocated to each activity.

The Sacramento Works, Inc. board reviewed and approved this at their January 26 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve the Resource Allocation Plan as attached.

STAFF PRESENTER: Robin Purdy

**Attachment 1**  
**Recommended Resource Allocation Plan for FY 2011-2012**

One-Stop Services Activities and Functions	Approved Allocation % for Fiscal Year 2010-2011	Proposed Allocation % for Fiscal Year 2011-2012	WIA Adult and Dislocated Worker Funding 2010-2011	Proposed WIA Adult and Dislocated Worker Funding 2011-2012	Increase/Decrease from last year
<b>Talent Engagement:</b> Staffing, infrastructure, and equipment associated with welcoming customers, providing orientation, registration, skill review, initial assessments, career coaching, counseling, referral to social services, talent development or talent marketing	27%	29%	\$ 2,275,936	\$ 2,402,377	\$ 126,441
<b>Talent Development:</b> Staffing, infrastructure, and equipment associated with vocational skills assessment, career planning, coaching, workshops, on-site skills development classes, scholarships and occupational skills training provided by training providers and educational institutions, employed worker training, English-language training and support services	35%	25%	\$ 2,950,288	\$ 2,107,349	\$ (842,939)
<b>Talent Marketing:</b> Staffing, infrastructure, and equipment associated with employer outreach, job development, resume and interview assistance, pre-screening and referral, on-the-job-training and wage subsidies, job advancement and job retention	18%	28%	\$ 1,517,291	\$ 2,360,230	\$ 842,939
<b>One Stop Support:</b> Program Monitoring, SMARTware support, Client tracking, reporting and follow-up	10.5%	9.0%	\$ 885,086	\$ 758,645	\$ (126,441)
<b>Administration:</b> General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	7.5%	7.5%	\$ 632,205	\$ 632,205	\$ -
<b>Board Initiatives:</b> Funds Sacramento Works Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives	2%	2%	\$ 168,588	\$ 168,588	\$ -
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$ 8,429,394</b>	<b>\$ 8,429,394</b>	<b>\$ -</b>

## ITEM III-C - 1 - ACTION

### APPROVAL OF OUT OF STATE TRAVEL TO ATTEND THE OFFICE OF HEAD START SUMMIT "ON THE ROAD TO SCHOOL READINESS"

#### BACKGROUND:

The Office of Head Start is hosting a summit for Head Start Directors and Managers which will focus on school readiness. The summit will be held on February 15-17, 2011 in Baltimore, MD.

The Summit is an opportunity for Head Start directors and managers to reflect on the status of their efforts to achieve school readiness goals for preschool children. Some of the requirements related to school readiness are described in Section 1304 of the Head Start Program Performance Standards and others related to curriculum and assessment are emphasized in the Head Start Act of 2007. The Summit is designed to help directors/managers more comprehensively address these responsibilities. Specifically, the summit will address:

- Establish and align school readiness goals for preschool Head Start children
- Utilize systematic ways to collect and report information on children's progress toward and achievement of school readiness goals
- Ensure that management systems are in place to use information for program self-assessment and continuous quality improvement
- Communicate with families and community partners about how the program is addressing school readiness goals and preparing children for success

SETA recommends sending two staff to this summit, one from the grantee and one from the delegate agencies. Training/Technical Assistance funds will be used for expenses related to attending this summit.

The travel costs total approximately \$1,500 per person.

#### RECOMMENDATION:

Approve out of state travel to the OHS Summit: On the Road to School Readiness in an amount not to exceed \$3,000.

STAFF PRESENTER: Denise Lee

ITEM III-D – 1 – ACTION

APPROVAL OF RESOLUTION TO ACCEPT PROGRAM YEAR 2011  
COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDS AND AUTHORIZE  
THE SETA EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT AND ANY  
AMENDMENTS TO THE AGREEMENT

BACKGROUND:

SETA has been issued a new CSBG contract for the 2011 program year by the State Department of Community Services and Development (CSD). The contract term is from January 1, 2011 through December 31, 2011. CSD has not received an official notice of the final federal Community Services Block Grant (CSBG) award for 2011, but has been authorized to allocate to SETA an initial amount of \$296,274. Once the final federal grant award has been received, CSD will amend the contract.

CSD requires a resolution from the SETA Governing Board prior to executing a contract for the 2011 CSBG funding.

RECOMMENDATION:

Review and approve the attached resolution, and authorize the Executive Director to sign the agreement and any amendments to the agreement.

STAFF PRESENTER: Cindy Sherwood-Green



RESOLUTION

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

WHEREAS, the Sacramento Employment and Training Agency has received a grant award for Program Year 2011 Community Services Block Grant funds;

WHEREAS, The State Department of Community Services and Development requires a resolution from the Governing Board in order to execute a contract for Program Year 2011 Community Services Block Grant funds.

BE IT RESOLVED THAT, the Governing Board of the Sacramento Employment and Training Agency hereby adopts this resolution accepting Program Year 2011 Community Services Block Grant funds;

BE IT FURTHER RESOLVED THAT, the Executive Director of the Sacramento Employment and Training Agency shall sign Contract No. 11F-4235 and other necessary grant documents, including contract amendments, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

Attest: \_\_\_\_\_  
Clerk of the Boards

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

Date: February 3, 2011

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. Robert Roe **DATE:** January 18, 2011  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic & COLA	\$ 2,380,588	8/1/09-7/31/10	8/1/09-7/31/10
Head Start	T & TA	9,000	8/1/09-7/31/10	8/1/09-7/31/10
Head Start	Prog. Impv	141,020	8/1/09-7/31/10	8/1/09-7/31/10
HS/ARRA	COLA	42,439	8/1/09-6/30/10	8/1/09-6/30/10
HS/ARRA	Quality Impv.	119,276	8/1/09-9/30/10	8/1/09-9/30/10
HS/ARRA	Expansion	261,394	10/1/09-9/30/10	10/1/09-9/30/10

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 11/30/10-12/3/10

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

**Program Operator:** Elk Grove Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2009 to September 30, 2010 have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Nancy Crooks                      **DATE:** January 6, 2011  
**FROM:** D’et Patterson, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of North Central Counties Consortium

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA – ARRA	Green Jobs Corps	\$292,000	10/28/09-2/28/11	10/28/09-9/30/10

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** 11/2/10

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation’s	X			
4	Disbursement Control	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		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records		N/A		

**Program Operator: North Central Counties Consortium**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 28, 2009 to September 30, 2010 have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Paula Tarpinning                      **DATE:** January 19, 2011  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	Summer Youth	\$ 66.425	5/1/10- 09/30/10	5/1/10-9/30/10
TANF	Summer Youth	5,535	5/1/10-09/30/10	5/1/10-9/30/10
ARRA/Career Pathways	Summer Youth	30,000	5/1/10-09/30/10	5/1/10-9/30/10

**Monitoring Purpose:** Initial \_\_\_\_\_ Final  X   
**Date of review:** 1/14/11

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

**Program Operator:** San Juan Unified School District

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board



**MEMORANDUM**

**TO:** Mr. Shawn Harrison                      **DATE:** January 27, 2011

**FROM:** D’et Patterson, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Soil Born Farm Urban Agriculture Project

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	SYE	\$27,000	5/1/10 – 9/30/10	5/1/10 – 9/30/10
WIA/ARRA	Green Job Corp	\$110,000	7/1/09 – 5/31/11	7/1/09 – 9/30/10

**Monitoring Purpose:** Initial  Follow-up Special Final

**Date of review:** 12/20/10

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

**Program Operator: Soil Born Farm Urban Agriculture Project**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2009 to September 30, 2010 for the Green Job Corp program and from May 1, 2010 to September 30, 2010 for the Summer Youth program have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) The fringe benefits claimed for the Summer Youth program were overstated by \$96.30 due to a clerical error. It is recommended that the monthly claims are reconciled to the general ledger by the executive director prior to submission.

**Recommendations for Corrective Action:**

- 1) Reimburse SETA the amount of \$96.30.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Dr. Sara Haycox **DATE:** January 13, 2011  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic, COLA, Quality	\$ 1,124,514	8/1/09-07/31/10	8/1/09-7/31/10
Head Start	T & TA	7,500	8/1/09-07/31/10	8/1/09-7/31/10
Head Start	Prog. Improvement	15,000	8/1/09-07/31/10	8/1/09-7/31/10
Head Start	Expansion	209,115	10/1/09-9/29/10	10/1/09-9/29/10
HS/ARRA	COLA	20,077	8/1/09-06/30/10	8/1/09-6/30/10
HS/ARRA	Quality Improvement	56,426	8/1/09-09/30/10	8/1/09-9/30/10

**Monitoring Purpose:** Initial \_\_\_\_ Follow-Up \_\_\_\_ Special \_\_\_\_ Final X  
**Dates of review:** 12/8-10/10

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

**Findings and General Observations:**

- 3) The total costs as reported to SETA from August 1, 2009 to September 30, 2010 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 4) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

## ITEM IV-B – INFORMATION

### HEAD START REPORTS

#### BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee and Roger Bartlett

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

**Minutes/Synopsis**

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

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

Tuesday, November 23, 2010  
1:00 p.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Jennifer Ryon called the meeting to order at 1:12 p.m. Ms. Patrice Hill read the Thought of the Day. Ms. Coventry St. Mary called the roll.

**Members Present:**

Jennifer Ryon, Elk Grove Unified School District  
Michela Barbosa, Twin Rivers Unified School District  
Shernita Crosby, Women's Civic Improvement Club (arrived at 1:36 p.m.)  
Patrice Hill, Sacramento City Unified School District  
Coventry St. Mary, San Juan Unified School District  
Mary Brown, SETA-Operated Program  
Yvette Hernandez, SETA-Operated Program  
Dina Patterson, SETA-Operated Program  
David Quintero, SETA-Operated Program  
Katherine Yaipen-Faulter, SETA-Operated Program  
Jeanine Vandermolen, Past Parent Representative  
Brenda Vincent, Past Parent Representative  
Tamara Knox, Home Base Program  
Samih Shehedah, Early Head Start  
Troy Luna, CAMP

**Members Absent:**

Kelly Martin, SETA-Operated Program (excused)  
Electa Broussard, Twin Rivers Unified School District (excused)  
Mary Pope, Grandparent Representative (excused)

II. **Consent Item**

- A. Approval of the Minutes of the October 26, 2010 Special Meeting

Moved/Hill, second/Quintero, to approve the minutes of the October 26 meeting.  
Show of hands vote: Aye: 11, Nay: 0, Abstentions 2 (Ryon and Vandermolen)

III. **Action Items**

- A. **TIMED ITEM 1:00 P.M. AND PUBLIC HEARING:** Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council

Ms. Jeanine Vandermolen reviewed the bylaws. Legal Counsel has requested some items previously deleted be added. The SETA Governing Board will approve the bylaws at their December 2 meeting.

Moved/Hill, second/St. Mary, to close the public hearing and approve the modifications to the bylaws of the SETA Policy Council Bylaws with modifications forwarded from Legal Counsel.

Show of Hands Vote: Aye: 12, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

B. Approval of Revised PC/PAC Reimbursement Policies and Procedures

No questions or comments to this item; the modified reimbursement policy were also included in the bylaws.

Moved/Barbosa, second/Patterson, to approve the revised PC/PAC Reimbursement Policies and Procedures.

Show of hands vote: Aye: 11, Nay: 1 (Luna), Abstentions: 2 (Ryon and Vandermolen)

**IV. Information Items**

A. Standing Information Items

- Fiscal Report - Mr. Roger Bartlett reviewed the first report for the period ending October 31, 2010. The first quarter of the grant year would expect to spend approximately 25% of budget; the Agency has spent about 22% of the grant overall. There is a 15% administrative services/costs and the Agency is currently spending around 10%. The T/TA grant has been spent more than last year but it is due to some major projects being done. The Kaiser premium was paid on the American Express Card and will no longer be paid that way. Mr. Bartlett filed the final report requested carryover of around \$500,000 and if the requests are approved, the Agency will have spent all but \$100,000 of last year's grant which is great. Board members are invited to attend the monthly budget review meetings.
- Committee Reports: Ms. Ryon reviewed the Executive Committee report. Ms. Jeanine Vandermolen reviewed the budget/planning meeting where members talked about having a more condensed report in the board packets. Members also discussed the number of parents to go to the Virginia Beach trip. Ms. Mary Brown reviewed the Monitoring and Evaluation Committee. Ms. Brown was on the program governance committee; members visited six sites and checking on their parent meeting minutes/notes, agendas, and parent resource binders. Committee members provided reports to Ms. Desha. Ms. Brown stated that it was a good experience. Health Services Advisory Committee: Ms. Vandermolen reported that they learned a lot about toothpaste and concerns about how much fluoride

would be too much for children. Some sites have fluoride in the water and others do not. Members learned that the children would not get overdose of fluoride. Members also heard from a midwife program that outreaches to young mothers. Ms. Vandermolen will provide a more complete report next month.

- Seating of New Policy Council Members (2010-2011): Termed out Brenda Vincent, Katherine Yaipen-Faulter, and Jeanine Vandermolen stepped down.

New Members Seated:

Lora Tellez, Elk Grove Unified School District  
Arisdelcy Ornelas, Sacramento City Unified School District  
Brandy Krueger, San Juan Unified School District  
Darlene Low, San Juan Unified School District  
Michela Barbosa, Twin Rivers Unified School District  
Ekuah Ramsey, Twin Rivers Unified School District  
Lisa Daniels, WCIC/Playmate Child Development Center  
Delia Ramirez, WCIC/Playmate Child Development Center  
Mary Brown, SETA-Operated Program  
Haley Joslin, SETA-Operated Program  
Tamara Knox, Past Parent Representative  
Rebecca Lewis, Grandparent Representative  
Dina Patterson, Foster Parent Representative  
Coventry St. Mary, Early Head Start (San Juan)  
Gloria Juarez, Child Health & Disability Prevention Program  
Jennifer Ryon, Elk Grove Unified School District

New Members Absent:

Willie Jean Peck, Elk Grove Unified School District  
Kiersten Gonzales, Sacramento City Unified School District  
Kiran Ratti, Sacramento City Unified School District  
Electa Broussard, Past Parent Representative  
Tiffany Garcia, Early Head Start (Sac. City)  
Roberto Reyes, SETA-Operated Program  
Michele Dixon, SETA-Operated Program  
Michelle Burgess, SETA-Operated Program

Ms. Shernita Crosby arrived at 1:36 p.m. Although she will no longer be on the Policy Council, Ms. Ryon wanted Ms. Crosby to be recognized.

Ms. Coventry St. Mary called the roll for the new members.

- Introduction of Policy Council Members: New members introduced themselves.



- How to Present and Make Motions: Ms. Ryon reviewed the process by which motions are done in board meetings; more complete board training will be done in January.
- Introduction of Staff: Staff came to the microphone and introduced themselves.
- Board Procedures
  - ✓ Reimbursements & Budget/Planning: Mr. Bartlett stated that Board members are entitled to reimbursement for the actual costs incurred to attend meetings. Child care costs will be reimbursed up to a maximum of \$30.00 per meeting. Board members will be reimbursed for attendance at conferences. The Parent Budget Review Committee goes through the items of expenditure for the month and staff explains why things are underspent or overspent. It is a very important committee in that this board is responsible for the stewardship of federal funds. The budget committee can make recommendations for budget changes.

Ms. Ryon asked that all board members put away their cell phones so that there are no distractions. Board members can have messages sent to 263-3804 and staff will ensure board members will be given messages.

✓ Personnel: Mr. Andrew Pineda provided information for board members interested in participating in three basic Human Resources areas: recruitment, screening, and selection of Head Start employees. Board members are given training as to what is done in the screening and interviewing process. Board members were asked to provide their information to Ms. Desha.

✓ Conflict of Interest: Ms. Nancy Hogan reviewed Conflict of Interest requirements for board members. Forms will be provided at the December meeting.

- Officer Elections – December, 2010: Ms. Ryon stated that the date of the December meeting is unknown. The Board Orientation will be in January.

B. Governing Board Minutes for the October 7, 2010 Meeting: No questions or comments.

### III. **Action Items** (continued)

C. Selection of Representatives and Alternates to Attend the Annual National Head Start Association Parent Training Conference

Ms. Ryon reviewed the travel guidelines for the PC members with interest in attending the Parent Training Conference. Preference will be given to members that have not yet attended and out-of-state conference. Tamara Knox has been nominated for NHSA Parent of the Year award.

Those interested in attending: Brandy Krueger, Coventry St. Mary, Darlene Low, Dina Patterson, Lora Tellez, Michela Barbosa

Board members were asked to vote for Show of hands votes:  
Brandy: 1; Coventry: 9; Darlene: 1; Dina: 4; Lora: 2; Michela: 1

Another vote was taken since it was unsure whether all board members had voted:  
Brandy: 1; Coventry: 10; Darlene: 1; Dina: 4; Lora: 2; Michela: 1

Representatives will be Coventry St. Mary and Dina Patterson. Ms. Lora Tellez will be Alternate #1.

Show of hands vote for three-way tie for Alternate #2:  
Brandy: 2; Darlene: 8; Michela: 6

Another vote was taken since it was unsure whether all board members had voted:  
Brandy: 2; Darlene: 8; Michela: 8

Show of hands vote for two-way tie for Alternate #2:  
Darlene: 8; Michela:

Ms. Low stated that she would step down; Ms. Barbosa will be the second alternate.

Moved/Patterson, second/Hernandez, to confirm the selection of Coventry St. Mary and Dina Patterson as representatives, and Lora Tellez and Michela Barbosa as alternates.

Show of Hands Vote: Aye: 19, Nay: 0, Abstentions: 1 (Ryon)

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

##### **A. Standing Information**

- PC/PAC Calendar of Events: Ms. Ryon reviewed the calendar of events.
- Parent/Family Support Unit Events and Activities: No additional meetings.
- Community Resources: Ms. Kathy Kossick spoke about a new virtual one stop called [job.sacramentoworks.org](http://job.sacramentoworks.org). Geographic Solutions and the web site provide information on available jobs. The system matches job seekers and employers. The virtual one stop links with Monster.com.

#### **V. Other Reports**

- ##### **A. Head Start Deputy Director's Report: Ms. Denise Lee stated that the SETA program serves 6,000 children county-wide with a budget of \$55 million. Some**

of the children are served through SOP programs and others through five delegates. Staff has received notice that SETA has been scheduled for the federal PRISM review January 24 – February 4, 2011. This is a federal mandate.

Staff anticipates a very positive review report. The board will be interviewed by the reviewers. The reviewers will observe 35% of the classrooms and will review the files to ensure the services are being provided. The federal team leader will be here December 15 and will provide a list of classrooms to be reviewed. There are new accountability systems and the feedback on how the Agency does on the review will be utilized to show that SETA is 'worthy' of the funds. The accountability is becoming tighter as resources become scarcer. There is a possibility that SETA would be asked to re-compete for the program funds with other agencies.

- B. Head Start Managers' Reports: Ms. Karen Gonzales stated that all of the centers are looking at their program and services to see if there are areas that need improvement. A lot of energy is being put into preparing for the PRISM review.

Ms. Lisa Carr supervises the family service workers that do the enrollment. Her staff to parent trainings at the centers. Her staff also provides county-wide parent trainings once a month. A county-wide Parent Conference is being planned for April 20, 2011 at the Lemon Hill center. Mayor Kevin Johnson is being asked to be the keynote speaker. Staff will report back as to whether he will be the keynote speaker.

- C. Open Discussion and Comments: None.

- D. Public Participation: Ms. Ryon wished the departing members well.

- VI. Adjournment: The meeting was adjourned at 3:17 p.m.



## **Monthly Head Start Report January 2011**

### **SETA Operated Program**

#### **The Federal Review is Just around the Corner:**

The Federal Review is almost here. The team will be here beginning January 24<sup>th</sup> and staying through February 4<sup>th</sup>. Staff has been working hard to prepare for our visitors to demonstrate the quality services Sacramento County Head Start/Early Head Start is offering to families and children. A few important dates to remember:

Monday, January 24<sup>th</sup> – Entrance Meeting  
8:30 – 9:30  
SETA Board Room

Monday, January 24<sup>th</sup> – PC Interview  
12:30 - 1:30  
SETA Board Room

Monday, January 24<sup>th</sup> – Board Interview  
2:00 – 3:00  
700 H Street

Monday, January 24<sup>th</sup> –Teacher Interview  
1:30 – 2:30  
SETA - Olympus Room

Wednesday, January 26<sup>th</sup> – Parent Interview  
9:00 – 10:30  
SETA - Oak Room

Debrief meetings will be held each morning at SETA at 9:00 a.m. for directors.

Results of the review will be shared with the boards, parents and staff upon completion of the review.

### **Welcome New PC and PAC Representatives!**

This is a very exciting time of the year. Aside of the triennial federal review, this is the time of the year that parents embark on a new adventure of shared decision making.

Congratulations to all newly seated and returning parent representatives of the Policy Council and Parent Advisory Committee. Your participation in shared decision making is hugely valuable to carrying Sacramento County's mission for children and families and for shaping the future of the Head Start/Early Head Start program for years to come.

PC/PAC Orientation will be held on Friday, January 21<sup>st</sup> at 8:30 a.m.  
PC/PAC Officer Training – date/time to be announced

### **Elkhorn Scheduled to Open in February**

SETA Head Start is anticipating the grand opening of its newest center in North Highlands. Elkhorn Early Learning Center is anticipated to open in mid-February. The center will serve 80 preschool children and 16 infant/toddlers. Enrolled families/children are currently receiving home base services until the center is officially opened. Upon opening, the center will also offer full day services for 20 preschoolers and 16 infants/toddlers. The exact date will be announced as we hear more from licensing.

### **Staff Development during Winter Break**

On December 21<sup>st</sup> and 22<sup>nd</sup>, teaching staff participated in a comprehensive training to strengthen their understanding of the CLASS instrument. Teachers worked in small groups and engaged in hands on activities in the areas of Emotional Support, Classroom Organization, and Instructional Support. The training also focused on best practices for implementing art and math activities in the classroom. Each teacher developed an Individualized Staff Development Plan at the end of the session to focus professional growth and classroom improvements. The winter training also included a session with Manager, Karen Gonzales. This session covered information regarding the 2011 Federal Review as well as general information about the SETA program.

### **Infant/Toddler Course Taught On-Site at SETA**

A special thank you goes out to Lisa Carr, Head Start Manager, who, on her own time, taught ECE 330 (Infant/Toddler Development) on-site for Early Head Start teachers and associate teachers. Twenty-six staff joined Ms. Carr each Friday night and all day Saturday for 8 weeks to complete 3 units in dedicated infant/toddler coursework. This class helped staff meet the newly defined federal educational requirements. We thank Ms. Carr for her time and dedication to staff and the program; and we congratulate teaching staff for staying focused and dedicated to learn about the children with which they work.

## **Elk Grove Unified School District**

### **Enrollment**

EGUSD's 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 85% and 80% in the expansion classrooms.

### **Disabilities Services and Mental Health Services Update**

The program educators and clerks have worked closely with the PreK special education program specialist and the consulting psychologist to place students with an active IEP into the Head Start program. There are currently have 56 students (13%), with active IEPs in the program. This number exceeds the 10% minimum required by Head Start.

### **Health Services Update**

Program educators are monitoring files and providing additional support to ensure that children who need health services receive them.

### **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 each Thursday at Prairie Elementary School. An average of 14 parents attended these classes. "Positive Discipline", a class designed to help families learn behavior management skills, was held at Prairie

Elementary School on December 1, and at David Reece on December 8. Sixteen parents attended the class at Prairie Elementary and 13 parents attended at David Reece.

### **Recruitment**

Individual registrations are taking place for this school year and students are being placed on a waiting list at each of the school sites. A registration calendar is being created for the following school year.

## **Sacramento City Unified School District**

### **Education and Child Development**

Children selected and received their first copy of free RIF (Reading is Fundamental) books in December.

Children's Center Teachers received training and classroom coaching from the California Preschool and Instructional Network (CPIN) consultants on Dialogic Reading and evidence-based intervention used to promote language skills. The two-part training emphasized strategies such as CROWD which stands for Completion, Recall, Open-Ended Questions, Wh-Questions (What, When, Why), and Distancing. Teachers can use the CROWD technique during shared book reading to help equip children with fundamental language skills.

In December, Brandon Williams, IMIL Trainer presented to our staff an interactive and high energy workshop. The workshop explained how teachers should engage children in planned physical movement activities while integrating other developmental areas, i.e., social-emotional, math, and literacy.

Sandi Appleton (EHS Resource Teacher) and Jeannette Cummings (Toddler Teacher), attended the Zero To Three NTI in Phoenix, Arizona, Dec. 8-11, 2010. Sandi attended sessions on Fetal Alcohol Spectrum Disorder and Jeannette attended a great session on Fatherhood, as well as other interesting sessions, (We currently have 14 children with IFSP).

### **Health**

The Dental Varnish program continues with Karen Lemieux, Dental Hygienist from the Smile Keepers Program. The Nurses from the Head Start Program rotate through and assist with this clinic. Follow-up on dental needs is carried out by the Head Start nurses. As well, the Nurses also have an opportunity to meet with families at the school site about other health concerns. We will be finishing all the Preschool classes by mid-January. We have scheduled the Dental Varnish program to return in the Spring.

Visitation of school sites for sensory rescreens and health consultations has continued through the winter months.

Our Head Start Program has recently hired two Children's Center Nurses to fill two vacant positions. These Children's Center Nurses will begin in the next few weeks.

The Parent Resource Center at Serna Center will be offering free TB testing to our Head Start parents and children on Mondays, Wednesdays and Fridays.

### **Disabilities**

Last month the Head Start Disabilities Team (Special Needs Coordinator, Resource Teacher, and four Instructional Aides) took a field trip to Advance Kids on Lincoln Village Drive. This is a non-public agency that provides a variety of services to children with autism. Of particular interest to our group was the on-site preschool program which offers two three-hour preschool sessions each day. Our Instructional Aides provide one-on-one support to children whom we have identified as being at risk and are often awaiting an IEP. Each aide works very closely with the child and intense bonding can occur. Often our Instructional Aides are



saddened when one of their “focus” kids moves on to another setting. All agreed that the preschool program at Advance Kids was a fun and appropriate place for their kids to transition to. Our team looks forward to other field trips to non-public preschool programs in the Sacramento area.

**Miscellaneous**

In addition to the Head Start/Federal Review from January 24 – February 4, our District has also been scheduled for a State Review beginning February 9 and then continuing February 15 through 18, pertaining to our state funded programs.

**San Juan Unified School District**

**Education Services Update**

SJUSD is continuing Tier 2 of CLASS Assessor observations through the month of December. An additional 4 classrooms will be added to the total number of classrooms who have been CLASS observed. Ten classrooms have been CLASS observed. This data will contribute to the trends that are being observed, which will provide information for staff development trainings for the remainder of the year.

**Disabilities Services Update**

During the month of December the Disabilities Content Team has attended several systems meetings in preparation for the upcoming Federal Review. The Disabilities Coordinator has completed reviewing the protocol box for essential documents and has met with the team to make any additions to the box or to clarify any of the interview questions. Also, the Disabilities Lead has created a new Disabilities Classroom Checklist for teachers and leads to use in preparing classes for the Federal visit.

The screening center is operating 1 day a week in order to serve families that may enter classes as spaces become available. The Care Management team also works one day a week at this time of the year processing the screening results so children are able to get needed support as quickly as possible. The Disabilities Team has created a new flow chart to aid in the screening process.

**Mental Health Services Update**

The Mental Health Therapist is providing Holiday Stress Management parent support workshops throughout the month of December, which has included providing families with community resource phone numbers in the event of a need or crisis over the school break.





### **Nutrition Services Update**

Nutrition has been selected as one of the areas to be reviewed by the Federal Review team. The four sites selected are strong in this area and have been provided reminders regarding protocol as well as a process for organizing documentation.

### **Health Services Update**

Health Services is continuing to schedule dental screenings with Kate Varanelli from Smile Keepers for all the preschool programs (HS/SPS/FDSPS) through January. Screening children in the Centralized Screening room one day a week is ongoing, as well as putting health plans in place for children to attend school and follow-up screenings for children in the classroom. The training of health staff is also a priority and they are working diligently on preparing for the Federal Review.

### **Family and Community Partnerships Update**

The Policy Committee had a busy December meeting. The Committee attended to the regular business of approving prior meeting minutes and receiving financial reports, as well as approving personnel, program area plans, an EHS transitional toddler program and electing parents to attend the CHSA conference. Committee representatives also signed up for sub committees.

### **Transition Services Update**

Teachers have begun to orient parents for the spring Open Enrollment period. Although spring seems like many months away, families benefit from an early announcement so they can be more prepared to make their school site choices for Kindergarten.

### **Program Support/Staff Training Update**

For the December All Staff in-service, we welcomed Dr. Janet Thompson from UC Davis, who spoke on Social Emotional Development and how the CLASS observation tool fits with this topic and the social emotional guidance that is offered in the Preschool Foundations, Vol. 1.

### **Fiscal Update**

Head Start and Early Head Start ended the month of November with spending in line with the projected 2010-11 budget. Fiscal systems are currently being reviewed during November and December 2010 in preparation for the Head Start Protocol. All Head Start and Early Head Start November reports were submitted by November 10<sup>th</sup>. Final revisions were made to the Head Start Basic, Head Start Expansion, Early Head Start Basic, and Early Head Start Expansion in-kind reports to properly allocate in-kind hours to the correct budgets.

## **Early Head Start**

With SJUSD's EHS/State-Collaborative Model, staff have been able to regroup the children so that children who are turning 3 years old and do not have a placement in a preschool program, can remain at the center in a classroom we are calling a "transitional toddler program." This will provide continuity for eight families who might otherwise lose their services.

## **Twin Rivers Unified School District**

### **School Community Events**

December was a month of celebration and appreciation for TRUSD staff, students and parents. On December 15<sup>th</sup>, students participated in the annual Winterfest school event at Morey Avenue, which included students performing holiday songs and festive dances. The well attended performance delighted parents who were ecstatic to see their children "on stage." Children also had the pleasure of playing in the "snow" in the decorative Winter Wonderland themed play yard. The library and play yard were decorated with designs and artwork created by parents, including gingerbread man, ginger bread house and other holiday decorations. Classrooms also completed various holiday activities that showcased different cultural traditions such as Kwanzaa. In appreciation of our parents, breakfast and lunch on the go was served on December 16<sup>th</sup>. Parents were treated to tasty food and drinks as our way of saying thanks for supporting our school and the Head Start program.

### **Staff Professional Development**

Several teachers attended a workshop entitled "How to Handle a Difficult Student" as part of their individual professional development plans. Due to the holiday break, no staff training occurred during the month of December. Upon the return from the holiday break, fire extinguisher training is scheduled for all staff as well as continued review and preparation for the upcoming Federal Review Site Visit.

### **Components**

The Education Component Leader assisted teaching staff to ensure parent conferences were completed prior to the holiday break. Education Resource Teacher will work on Action Plans for DRDP-PS and ECERS upon return from holiday break. Upcoming projects for Education Component also include revision of the Transition Plan and a review of the teachers' files.

The Speech Language Pathologist (SLP) continues to provide direct services to students identified with speech concerns. The SLP and School Psychologist finished the revisions of the Disability Area Service Plans.

Nutrition and Health Components continue to follow-up on all identified health concerns. A nutrition meeting was held with District Nutrition Department Director and staff to ensure all aspects of special diets and nutrition related performance standards are being met in preparation for the upcoming Review.

The School Social Worker continues to complete and follow-up on Family Partnership Agreements.

The Friendship Social Skills group began on December 8, 2010 with students referred by teachers and/or parents. Students will engage in activities to increase their social skills and anger management techniques.

The ERSEA Component Leader continues to complete file checks as part of the ongoing self monitoring for the upcoming Federal Review Site Visit.

### **Policy and Parent Committees**

Parent Committees meetings were held at both the Kohler and Woodridge school sites. A parent representative has been elected for Woodridge as well as an alternative member for Kohler. The Policy Committee meeting was held on December 14<sup>th</sup>. Members actively participated in preparing for the Winterfest Event, Parent Appreciation Day as well as assisting with the See's Candies fundraiser. Members were selected to be a part of the Bylaws Revision Committee and will begin reviewing the current Bylaws for needed changes. The next meeting will be January 18<sup>th</sup> at 8:30 a.m.

### **Parenting Workshops**

"Making Parenting a Pleasure" parenting classes continue at Morey Avenue in collaboration with the Mutual Assistance Network in Del Paso Heights through an MOU through First 5 Sacramento. Classes include childcare through Child Action with translation provided by TRUSD ECE Department.

Through a partnership with the Bilingual Department of TRUSD, parents are being solicited to participate in ESL classes that begin in January 2011. The ESL classes will be a collaboration between TRUSD and Child Action for the Head Start program.

### **Fiscal**

Teachers completed their second order of the school year for their specific classroom supplies and materials. With the assistance of the Education Resource Teacher, orders are based upon the results of the DRDP-PS assessments to determine instructional materials needs.

# **WCIC**

## **Special Events**

WCIC's 75th Anniversary Celebration Planning Committee took a Holiday Break in December 2010. The weeklong (August 1st through August 6th, 2011) celebration include: Art Show, Children's Literacy Program, Poetry, Banquet, House Party, and a Capitol event to be announced. Monthly updates will continue.

## **Family and Community Partnerships**

During the holiday season, WCIC/Playmate's community partnerships enhanced the quality of existing services to our Head Start families.

- Community leaders, Flossie Crump and Helen Hewitt, adopted and supported our families by providing holiday gifts to our Head Start families.
- Linda Marchus, children's author, donated 363 new books for our children at a value of \$15.95 each.
- The UC Davis African American Faculty and Staff Association sponsored a visit from Santa, which included gifts for the children.
- The Sacramento Bee's Book of Dreams 2010 awarded warm hats and scarves for WCIC's Head Start children and seniors. The children and seniors were featured in the Sacramento Bee's holiday stories during the week of December 20<sup>th</sup>, 2010.

## **Program Design and Management**

The WCIC/Playmate 2010-2011 Self-Assessment included the completion of 100 parent questionnaires. Parent feedback included the following:

- Parents reiterated their admiration for the history of WCIC/Playmate Head Start Program and staff.
- They saluted staff for excellence in serving Head Start children and families.

Parents encouraged staff to keep up the outstanding work.

# Seta Head Start Food Service Operations Monthly Report \*December 2010

December 2nd - Bannon Creek Center Evacuated due to possible gas leak.

December 3rd - Fruitridge closed no water.  
Galt Kitchen Inspection completed by Connie Otwell

December 9th - Bannon Creek Closed due to possible gas leak.

December 20th - WCIC Classes closed until January 4th

December 21st through January 2nd - Winter Break  
All Centers Closed

**Meetings and Trainings:**

Program Support Services meeting attended by Connie Otwell  
on December 10th at Plaza Del Paso

SYSCO Tour provided to all Food Service Staff at the SYSCO  
Plant in Pleasant Grove

CPR / First Aid Training for All Food Service Staff  
provided by Teresita Saechao on December 22nd at Plaza Del Paso

<b>Total Number of Meals and Snacks Prepared for All Kitchens</b>				
	Lunch	PM Snack	Breakfast	Field Trips
	27,804	17,600	19,008	40

**Total Amount of Meals and Snacks Prepared** **64,452**

**Purchases:**

Food	\$45,349.84
Non - Food	\$11,087.77

Building Maintenance and Repair: \$1,906.09

Kitchen Small Wares and Equipment: \$305.10

Vehicle Maintenance and Repair : \$5,309.07

Vehicle Gas / Fuel: \$1,231.21  
Normal Delivery Days 14

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 12/31/10)

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)	15	(7%)	N/A	
Elk Grove USD (420)	56	(13%)	N/A	
Sacramento City USD (1292)(147)	106	(8%)	12	(8%)
San Juan USD (700) (161)	73	(10%)	20	(12%)
WCIC (120)	7	(6%)	N/A	
SETA (2796) (345) (1878 Tracks)	217	(11.5%)	40	(12%)
<b>County (4621)* (653)*</b>	<b>474</b>	<b>(10%)</b>	<b>72</b>	<b>(11%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start  
Delegate Monthly Enrollment Report  
December, 2010  
Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>
Elk Grove USD	380	380	100	225	59
Elk Grove ARRA Expansion	40	40	100	15	38
Sacramento City USD	1,272	1,302	102	1,133	89
Sac City ARRA Expansion	20	20	100	18	90
Sacramento Employment and Training Agency	1,860 (2,778)	1,850	99	904	49
Sacramento Employment Training Agency AARA Expansion	18	20	111	11	61
San Juan USD	680	679	100	500	74
San Juan ARRA Expansion	20	21	105	17	85
Twin Rivers USD	179	179	100	179	100
Twin Rivers ARRA Expansion	32	32	100	32	100
WCIC/Playmate Head Start	100	100	100	66	66
WCIC ARRA Expansion	20	20	100	14	70

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>
Sacramento City USD	115	115	100	46	40
Sac City ARRA Expansion	32	32	100	13	41
Sacramento Employment and Training Agency	213	217	102	120	56
Sacramento Employment Training Agency AARA Expansion	132	130	98	86	65
San Juan USD	129	128	99	85	66
San Juan ARRA Expansion	32	33	103	23	72

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

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

(c) Attendance on the last day of month \*Elk Grove on modified track schedule –last day of class was 11/18/10.

## ITEM IV-C - INFORMATION

### LOCAL WORKFORCE INVESTMENT BOARD RECERTIFICATION

#### BACKGROUND:

The Workforce Investment Act of 1998 (WIA) requires that the Governor certify Local Workforce Investment Boards (LWIBs) once every two years. The Governor recertifies LWIBs after determining that the appointment and composition of each LWIB is consistent with the criteria in the Act.

Attached please find the recertification letter for the Sacramento Local Workforce Investment Area.

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy



Rec'd 1/3/10



**Arnold Schwarzenegger**  
Governor

**Barbara Halsey**  
Executive Director

December 23, 2010

Ms. Kathy Kossick, Director  
Sacramento Employment Training Agency  
925 Del Paso Blvd.  
Sacramento, CA 95815

RE: Local Workforce Investment Board Recertification

On December 16, 2010, the California Workforce Investment Board (State Board) voted to recertify 44 of California's Local Workforce Investment Boards (Local Boards) and conditionally certify 5 Local Boards. This recertification will be in effect from January 1, 2011, through December 31, 2012, or in the event that Congress reauthorizes or extends the Workforce Investment Act (WIA) of 1998 during this two-year period – for the duration of California's current WIA Strategic Plan. Should reauthorization or extension come to pass before December 31, 2012, the State Board will revisit the issue of recertification of California's Local Boards in light of the new federal legislation.

Local Boards are recertified in accordance with the California Unemployment Insurance Code Section 14200(b), which specifies that the Governor shall certify one Local Board for each Local Workforce Investment Area once every two years. Your Board's recertification is based on information you provided to the Employment Development Department (EDD) in response to WIA Directive WSD10-9.

The State will monitor the Local Boards to ensure their ongoing efforts to adhere to the membership requirements throughout this 2-year period. Additionally, the State Board working closely with the EDD, will continue to identify opportunities to provide on an on-going basis technical assistance and incentives (e.g., eligibility for 15 Percent Discretionary grants) to support Local Boards efforts to comply with federal and State law; and to promulgate a clear process and timetable, in the event of non-compliance, that could lead to potential de-certification of the non-compliant Local Board.

We look forward to working with you to ensure the quality of service California job seekers and employers have come to expect from our state's workforce system.

Sincerely,

A handwritten signature in black ink, appearing to read "Barbara Halsey". The signature is fluid and cursive, with a large initial "B" and "H".

Barbara Halsey, Executive Director  
California Workforce Investment Board

cc: Local Board Director Name  
EDD Regional Advisor  
Michael Evashenk, EDD

ITEM IV-D – INFORMATION

WORKFORCE INVESTMENT ACT FISCAL AND PROCUREMENT STATUS REPORT  
AND ARRA FINAL MONITORING REPORT

BACKGROUND:

Attached is a letter from the Employment Development Department notifying the Agency of the findings of a fiscal and procurement monitoring visit.

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy



January 11, 2011

22M:385:DEJ:6164:8119

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

Dear Ms. Kossick:

WORKFORCE INVESTMENT ACT  
WIA 85 PERCENT FISCAL AND PROCUREMENT  
STATUS OF UNRESOLVED FINDINGS  
PROGRAM YEARS 2005-2006 AND 2007-2008

This letter is to inform you of the status of the findings assigned Corrective Action Tracking System (CATS) numbers 60181 and 80222. We reported these findings to the Sacramento Employment and Training Agency (SETA) in our Fiscal and Procurement Final Monitoring Report dated December 14, 2006 and May 15, 2009, respectively.

Based on the results of our onsite review of your PY 2009-10 fiscal and procurement systems conducted during the week of June 28, 2010, we conclude that SETA successfully implemented its stated corrective actions to address the findings that led to the CATS numbers noted above. As a result, we consider these findings resolved and CATS numbers closed.

Our findings, recommendations, the SETA's proposed corrective actions, and the basis for our conclusions are specified below.

**CATS Number 60181:** We observed that SETA did not conduct on-site fiscal and procurement monitoring reviews of six subrecipients. Additionally, SETA did not have a plan or schedule to monitor these subrecipients. We recommended that the SETA submit a corrective action plan ensuring on-site monitoring and follow-up will be conducted for those six subrecipients. During our onsite visit the week of June 28, 2010, we reviewed monitoring files for PYs 2007-08, 2008-09 and 2009-10. We found that SETA had completed monitoring for PY 2007-08 late, but had completed fiscal reviews timely for PYs 2008-09 and 2009-10. Based on these observations, we consider this finding resolved and the CATS number closed.

**CATS Number 80222:** We observed that in PY 2006-07 and 2007-08, SETA was late in completing fiscal monitoring of 13 and 5 (respectively per PY) of its subrecipients. We recommended that SETA provide CRO a corrective action plan ensuring that it will conduct monitoring reviews of all its subrecipients at least annually and prior to the end of the PY. During our onsite visit the week of June 28, 2010, we found that SETA had successfully implemented its corrective action plan; specifically, it had monitored its subrecipients' fiscal records prior to the end of PY 2008-09.

Please extend again our appreciation to your staff for their cooperation and assistance to resolve these findings. We look forward to visiting SETA in the near future. If you have any questions regarding this review or any other review, please contact me at 654-1292.

Sincerely,



JESSIE MAR, Chief  
Compliance Monitoring Section  
Compliance Review Division

cc: Gabriel Garcia, MIC 50  
Greg Gibson, MIC 50  
Jose Luis Marquez, MIC 50



January 10, 2011  
22M:385:DEJ:1077

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

Dear Ms. Kossick:

AMERICAN RECOVERY AND REINVESTMENT ACT  
PROGRAM REVIEW  
FINAL MONITORING REPORT  
PROGRAM YEAR 2009-10

This is to inform you of the results of our review for Program Year (PY) 2009-10 of the Sacramento Employment and Training Agency's (SETA) activities funded by the American Recovery and Reinvestment Act of 2009 (ARRA). We focused this review on the following areas: program administration, local level monitoring, management information system/reporting, incident reporting, nondiscrimination and equal opportunity, grievance and complaint system, and program operations including ARRA activities and participant eligibility.

This review was conducted by Mr. David Jansson from March 1, 2010, through March 4, 2010.

Our review was conducted under the authority of Sections 667.400 (a) and (c) and 667.410 of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by SETA with applicable federal and state laws, regulations, policies, and directives related to the ARRA grant.

We collected the information for this report through interviews with SETA representatives, and service provider staff. In addition, this report includes the results of our review of sampled case files, SETA's response to Sections I and II of the ARRA Program On-Site Monitoring Guide, and a review of applicable policies and procedures for PY 2009-10.

We received your response to our draft report on November 3, 2010, and reviewed your comments and documentation before finalizing this report. Because your response adequately addressed finding 1 cited in the draft report, no further action is required at

this time and we consider this issue resolved. However, SETA's response did not adequately address finding 2, and we consider this finding unresolved. We request that SETA provide the Compliance Review Office (CRO) with additional information and a corrective action plan to resolve the issues that led to the finding. Therefore, this issue remains open and has been assigned Corrective Action Tracking System (CATS) number 10220.

## **BACKGROUND**

For PY 2009-10, SETA was allocated: \$4,293,778 to serve 23,602 adult participants; \$4,441,505 to serve 898 youth participants; and \$1,395,683 to serve 5,900 dislocated worker participants.

For the quarter ending December 31, 2009, SETA reported the following expenditures for its ARRA funded activities: \$2,010,230 for adult participants; \$3,122,987 for youth participants; and \$1,196,591 for dislocated worker participants. In addition, SETA reported the following enrollments: 7,292 adult participants; 84 youth participants; and 2,731 dislocated worker participants. We reviewed case files for 35 of the 10,107 participants enrolled in ARRA funded activities as of March 1, 2010.

## **PROGRAM REVIEW RESULTS**

While we conclude that, overall, SETA is meeting applicable ARRA requirements, we noted instances of noncompliance in the following areas: eligibility and youth services. The findings that we identified in these areas are specified below. The finding(s) that we identified in these areas, our recommendations, and SETA proposed resolution of the findings are specified below.

### **FINDING 1**

**Requirement:** 20 Code of Federal Regulations (CFR) Section 661.120(a) & (b) state, in part, that local areas should establish policies, interpretations, guidelines and definitions to implement provisions of title 1 of WIA to the extent that such policies, interpretations, guidelines and definitions are not inconsistent with the Act and the regulations issued under the Act, Federal statutes and regulations governing One-Stop partner programs, and with State Policies.

Workforce Investment Act Directive (WIAD) 04-18 states, in part, that for a participant to be enrolled in Dislocated Worker (DW) program, the participant must meet specific conditions.

The individual:

1. (A) Has been terminated or laid off, or who has received a notice of termination or layoff, from employment; AND
- (B) (a) Is eligible for or has exhausted entitlement to unemployment compensation; OR  
  
(b) Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in WIA Section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings OR having performed services for an employer that were not covered under a State unemployment compensation law; AND
- (C) Is unlikely to return to a previous industry or occupation; or
- (D) Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff, at, a plan, facility, or enterprise; or
- (E) Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days, or for purposes of eligibility to received services other than training services described in WIA Section 134(d)(4), intensive serviced described in Section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close; or
- (F) Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or
- (G) Is a displaced homemaker; or



- (H) Has voluntarily terminated employment, and is receiving, or has been determined eligible to receive unemployment compensation or has subsequently exhausted entitlement to unemployment compensation since terminating employment voluntarily, and is unlikely to return to a previous industry or occupation.

**Observation:** We observed in 2 out of 24 participant case files reviewed that the participants had been enrolled into Adult services and were then co-enrolled into ARRA DW training services without obtaining the required DW eligibility documentation. Each participant received On-the-Job Training services: one for truck driving (\$8,594) and one for medical billing/coding training (\$13,752).

**Recommendation:** We recommend that SETA provide Compliance Review Office (CRO) copies of DW eligibility documentation for the two participants identified above, or reverse the above cited costs for training for those participants from WIA accounts and charge to a non-federal funding source. Additionally, we recommend that SETA provide CRO a corrective action plan (CAP) that outlines how they will, in the future, ensure that all participant case files contain copies of eligibility documentation

**SETA Response:** The SETA provided copies of DW eligibility documentation for the two identified participants. Additionally, it provided copies of its SETA WIA Directive IS-22-09 Revision #2 (dated October 13, 2010), which was disseminated to service providers. It outlines the procedures to be used to ensure appropriate eligibility documentation is obtained, verified, and recorded in the SMARTware case management system.

**State Conclusion:** We consider this finding resolved.

## **FINDING 2**

**Requirement:** WIA Section 136 states, in part, that the purpose of this section is to establish a comprehensive performance accountability system, comprised of the activities described in this section, to assess the effectiveness of States and local

areas in achieving continuous improvement of workforce investment activities funded under this subtitle to optimize the return on investment of Federal funds in Statewide and local workforce investment activities.

WIA Section 136(b)(2)(A)(ii)(I) states, in part, that the core indicators of performance (for participants who are eligible youth age 14 through 18) for youth activities shall include attainment of basic skills.

20 CFR Section 667.300(b)(1) states, in part, that a State or direct grant recipient may impose different forms or formats, shorter due dates, and more frequent reporting requirements on subrecipients.

Training and Employment Guidance Letter (TEGL) No. 17-05 states, in part, that for a participant to be included in the literacy and numeracy gains measurement the participant must demonstrate on a post-test that he/she has advanced one or more educational functioning levels beyond the level in which he/she was initially placed at pre-test within one year from the date of first youth program service. Additionally, while states, grantees, or contractors are not required to use the same assessment tool throughout their jurisdiction, the following must be adhered to in choosing an assessment tool: (1) the same assessment tool must be administered to the participant for pre-testing and post-testing and (2) tests must be administered in a standardized manner throughout the jurisdiction (i.e. used consistently and reliably across programs and produce observable results). Finally, programs must use one of the assessment tools listed in Attachment C – Educational Functioning Level Descriptors or submit a request to the Department of Labor to use an assessment tool not listed in Attachment C.

TEGL No. 17-05 Attachment C – Educational Functioning Level Descriptors lists the following approved assessment tools: Adult Basic Learning Examination (ABLE), Test of Adult Basic Education (TABE), Comprehensive Adult Student Assessment System (CASAS), Basic English Skills Test (BEST), and WorkKeys.

Additionally, TEGL 17-05 states, in part, that the assessment instrument is the data source to be used to measure literacy and numeracy gains.

The CASAS website <https://www.casas.org/home/> states, in part, that appraisal tests are the initial assessment instruments of the CASAS system. The appraisal aids in the placement of learners into instructional programs and levels within those programs. A CASAS pretest can be administered based on the appraisal score. Progress is then monitored after a specified amount of instructional time with a post-test. Pre- and post-tests are designed to monitor progress within an instructional level. Appraisals are not appropriate for pre- and post-testing.

WIAD04-17 states, in part, that all recipients of WIA funds will submit client data via the Job Training Automation (JTA) system complying with the specifications for each data field.

**Observation:**

We found in all PY 2009-10 Out-of-School Youth participant case files reviewed that the case manager used the CASAS Appraisal test for all three steps of its youth literacy and numeracy testing process: appraisal, pre- and post-test. Therefore, the literacy and numeracy test scores reported by SETA to the JTA system are based on the improper use of the CASAS appraisal test for pre- and post-testing. We found this issue in PY 2008-09 and noted it as a concern in the Draft report.

During our PY 2008-09 Program Review, this issue was identified and we did not require SETA to back out any pre- and post-test scores based on the improper use of the CASAS for appraisal testing. However, the subsequent review on March 1, 2010, identified that SETA's subrecipients are still administering the CASAS test improperly.

**Recommendation:**

We recommend that SETA review its literacy and numeracy scores reported for PYs 2008-09 and 2009-10, back-out any pre- and post-test scores based on the improper use of the CASAS appraisal test, and provide documentation of its action. Additionally, we recommend that SETA provide CRO a CAP to address how currently enrolled and future youth

participant's literacy and numeracy gains will be appropriately measured and reported.

**SETA Response:**

The SETA stated it reviewed 15 Out-of-School youth files for educational functional level assessment testing, documentation and administration. It noted that of the 15 files reviewed, 10 files reported using separate pre-test and post-test TABE appraisal tests. It also noted that the remaining 5 files reported using the CASAS Appraisal test as the pre-test and post-test.

Additionally, SETA stated while researching this finding, it discovered its MIS staff erroneously entered data into the JTA system. The error was based on the understanding that only CASAS Appraisal test scores should be entered into the JTA system, and not pre- and post-test scores. SETA also stated it produced and disseminated revised procedures to MIS staff and to youth service providers to ensure that the appropriate tests are administered correctly, and that assessment test scores are appropriately recorded in SMARTware and reported to the JTA system.

**State Conclusion:**

Based on SETA's response, we cannot resolve this issue at this time. SETA stated its corrective action regarding CASAS is addressed in the new directive, but did not state what corrective action occurred for those 5 youth assessments where the CASAS Appraisal test was inappropriately used for pre- and post-testing. Further, SETA's response did not address the recommendation to identify and back-out any erroneous PY 2008-09 and PY 2009-10 CASAS test scores.

Therefore, we recommend that SETA review its CASAS literacy and numeracy scores reported for PY 2009-10, back-out any pre- and post-test scores based on the improper use of the CASAS appraisal test, and provide documentation of its action. Until then, this finding remains open and is assigned CATS number 10220.

We provide you up to 20 working days after receipt of this report to submit your response to the Compliance Review Office. Because we faxed a copy of this report to your office on the date indicated above, we request your response no later than February 8, 2011. Please submit your response to the following address:

Compliance Monitoring Section  
Compliance Review Office  
722 Capitol Mall, MIC 22M  
P.O. Box 826880  
Sacramento, CA 94280-0001

In addition to mailing your response, you may also FAX it to the Compliance Monitoring Section at (916) 654-6096.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is SETA's responsibility to ensure that its systems, programs, and related activities comply with the ARRA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain SETA's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact me at (916) 654-1292.

Sincerely,



JESSIE MAR, Chief  
Compliance Monitoring Section  
Compliance Review Office

cc: Gabriel Garcia, MIC 50  
Greg Gibson, MIC 50, or  
Jose Luis Marquez, MIC 50  
Daniel Patterson, MIC 45

ITEM IV-E- INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

# Dislocated Worker Information PY 2010/2011

The following is an update of information as of January 26, 2011 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	5/26/2010	<b>HAVI Logistics</b> 826 National Drive Sacramento, CA 95834	7/28/2010	103	Retained jobs
Official	6/4/2010	<b>Child Action</b> Sacramento, CA	7/28/2010	85	8/9/2010
Official	6/28/2010	<b>McDonough Holland &amp; Allen PC's</b> 500 Capitol Mall Sacramento, CA	8/31/2010	106	Declined Services
Unofficial	7/1/2010	<b>U.S. Census</b> Sacramento, CA	8/31/2010	50	8/3/2010
Official	7/1/2010	<b>EdFund</b> 10370 Peter A McCuen Blvd Mather, CA 95655	8/27/2010	18	Declined Services
Official	7/1/2010	<b>Zip Realty</b> Emeryville, CA	8/31/2010	39	Declined Services
Official	8/13/2010	<b>O1 Communications, Inc.</b> 1515 K street, Ste. 100 Sacramento, CA	9/30/2010	52	Declined Services
Official	9/7/2010	<b>Beanstalk</b> Sacramento, CA	11/1/2010	82	11/11/2010
Official	9/8/2010	<b>HomeEq Servicing (Ocwen)</b> 4837 Watt Ave North Highlands, CA	11/19/2010	902	10/25-27/2010
Official	9/8/2010	<b>CLARCOR Air Filtration Products</b> 3800 Pell Circle Sacramento, CA 95838	11/22/2010	80	9/28/2010
Official	9/15/2010	<b>Freedom Debt Relief</b> 3947 Lennane Drive Sacramento, CA 95838	3/15/2011	123	10/21/2010 1-4-11
Official	10/4/2010	<b>Cost-U-Less Insurance Center, Inc</b> 2721 Citrus Rd, Ste. B Rancho Cordova, CA 95742	11/30/2010	91	11/15-16/2010
Official	10/8/2010	<b>Wells Fargo</b> 11000 White Rock Rd Rancho Cordova, CA 95670	12/5/2010	123	11/10/2010
Official	10/8/2010	<b>Child Action</b> 9800 Old Winery Rd Sacramento	12/5/2010	80	Retained jobs
Official	11/29/2010	<b>FedEx</b> 9119 Elkmont Way Elk Grove, Ca 95624	1/29/2011	85	Pending
Official	12/9/2010	<b>Sutter Medical Center-Sacramento</b> Sacramento, CA	2/4/2011	112	Pending
Official	1/25/2011	<b>JCPenney</b> Sacramento, CA	3/28/2011	356	2/2/11 2/3/11 2/8/11 2/9/11
			<b>Total # of Affected Workers</b>	2,487	

ITEM IV-F – INFORMATION

EMPLOYER RECRUITMENT ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker



## Employer Recruitment Activity Report

Employer	Jobs	No of Positions
AccentCare	Caregivers	16
Acrobat Staffing	Cooks, Servers, Dishwashers	13
Advance Call Center Technologies	Call Center Technical	70
Appleone Employment Services	Various Positions	38
Agilent Technologies	Manufacturing Engineer Supervisor	1
Amerikit	Warehouse, Administrative Asst.	3
Beutler Corporation	Consolitrades/Flash Cool	70
California Energy Savers	Telemarketing	4
California Redevelopment Association	Member Service Associate	1
Campbell Soup	Maintenance Mechanics	67
Capital Autism Services	Behavioral Tutors	8
Child Abuse Prevention Center	Community Ed Training Mgr	1
Community Services Planning Council	Program Associate	1
CSSC-Janitorial	Janitors	2
Delta Dental of California	Workforce Management Coordinator	1
Dome Printing	Truck Driver	1
General Produce Company	Retail Merchandiser	1
Grocery Outlet	Deli, Clerk, Cashier, Produce etc.	20
Goodwill	Manager Trainee	5
HMS Host	Cashiers, Cook, Attendants	12
H & R Block	Office Managers	3
Intelligrated	Product Support Engineers	5
Kustum Steel Fabricators	Welders/ Welder Helper	3
Manpower	Warehouse/Maintenance	10
N Solar Inc	Green Jobs	150
North Highlands Pharmacy Inc.	Pharmacy Clerk	2
OPDE	Solar Photovoltaic	150
PG&E	Utility Equipment Mechanics	31
Salvation Army Emergency Shelter	Case Manager & Housing Specialist	2
Sears	Seasonal Sales Associates/ Cashiers	12
Service Company	Hospitality Staff	15
Staffing Network	Various Positions	13
Solar Power Inc	Solar Photovoltaic	50
Support for Home	Caregivers	13
Turning Point Christian School	Pre-School Teacher	1
Utility Partners of America	SmartMeter Installers	40
Vacuum Process Engineering	Drafter/Designer & Technicians	10
<b>Total</b>		<b>845</b>

ITEM IV-G – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of December is 12.5%.

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)**  
**Government leads month-over job loss**

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.5 percent in December 2010, down from a revised 12.6 percent in November 2010, and above the year-ago estimate of 12.2 percent. This compares with an unadjusted unemployment rate of 12.3 percent for California and 9.1 percent for the nation during the same period. The unemployment rate was 12.7 percent in El Dorado County, 11.2 percent in Placer County, 12.6 percent in Sacramento County, and 14.3 percent in Yolo County.

**Between November 2010 and December 2010**, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 2,100 to total 807,300 jobs.

- Government receded by 1,600 jobs, above the 900 jobs lost on average over the prior 20 years. Declines occurred in state government (down 1,100 jobs), local government (down 400 jobs), and federal government (down 100 jobs).
- Construction reflected a normal seasonal decline, giving up 1,400 jobs. The losses were in residual construction (down 700 jobs), specialty trade contractors (down 500 jobs), and construction of buildings (down 200 jobs).
- Other services (down 400 jobs) and professional and business services (down 300 jobs) comprised the remaining job declines.
- Leisure and hospitality gained 700 jobs, less than the 20-year average boost of 1,700 jobs. Increases occurred in arts, entertainment, and recreation (up 400 jobs), food services and drinking places (up 200 jobs), and accommodation (up 100 jobs).
- Four other industries added jobs, including trade, transportation, and utilities (up 500 jobs), financial activities (up 200 jobs), private education and health services (up 100 jobs), and total farm (up 100 jobs).

**Between December 2009 and December 2010**, total wage and salary employment located in the region dropped by 18,600 jobs or 2.25 percent.

- Construction shed 4,700 jobs due primarily to cutbacks in specialty trade contractors (down 2,800 jobs) and construction of buildings (down 1,500 jobs).
- Professional and business services fell 3,300 jobs mainly within administrative and support and waste management and remediation services (down 1,800 jobs) and professional, scientific, and technical services (down 1,300 jobs).
- Financial activities contracted 2,500 jobs, with finance and insurance down 1,700 jobs and real estate and rental and leasing down 800 jobs.

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

Data Not Seasonally Adjusted

	Dec 09	Oct 10	Nov 10	Dec 10	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,041,400	1,042,100	1,040,900	1,032,800	-0.8%	-0.8%
Civilian Employment	914,600	916,700	910,000	903,200	-0.7%	-1.2%
Civilian Unemployment	126,800	125,400	131,000	129,600	-1.1%	2.2%
Civilian Unemployment Rate (CA Unemployment Rate)	12.2%	12.0%	12.6%	12.5%		
(U.S. Unemployment Rate)	9.7%	9.0%	9.3%	9.1%		

Total, All Industries (2)	825,900	811,400	809,400	807,300	-0.3%	-2.3%
Total Farm	8,400	8,600	7,400	7,500	1.4%	-10.7%
Total Nonfarm	817,500	802,800	802,000	799,800	-0.3%	-2.2%
Total Private	582,400	566,700	564,800	564,200	-0.1%	-3.1%
Goods Producing	71,900	70,300	68,500	67,100	-2.0%	-6.7%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	38,100	36,400	34,800	33,400	-4.0%	-12.3%
Construction of Buildings	9,200	8,000	7,900	7,700	-2.5%	-16.3%
Construction - Residual	4,100	4,700	4,400	3,700	-15.9%	-9.8%
Specialty Trade Contractors	24,800	23,700	22,500	22,000	-2.2%	-11.3%
Building Foundation & Exterior Contractors	5,500	5,100	5,100	4,800	-5.9%	-12.7%
Building Equipment Contractors	10,300	9,800	9,700	9,600	-1.0%	-6.8%
Building Finishing Contractors	6,100	5,600	5,400	5,200	-3.7%	-14.8%
Specialty Trade Contractors - Residual	2,900	3,200	2,300	2,400	4.3%	-17.2%
Manufacturing	33,300	33,400	33,200	33,200	0.0%	-0.3%
Durable Goods	21,700	21,800	21,900	21,900	0.0%	0.9%
Computer & Electronic Product Manufacturing	7,100	7,000	7,000	7,000	0.0%	-1.4%
Durable Goods - Residual	14,600	14,800	14,900	14,900	0.0%	2.1%
Nondurable Goods	11,600	11,600	11,300	11,300	0.0%	-2.6%
Food Manufacturing	4,500	4,800	4,500	4,400	-2.2%	-2.2%
Non-Durable Goods - Residual	7,100	6,800	6,800	6,900	1.5%	-2.8%
Service Providing	745,600	732,500	733,500	732,700	-0.1%	-1.7%
Private Service Producing	510,500	496,400	496,300	497,100	0.2%	-2.6%
Trade, Transportation & Utilities	135,800	131,200	132,900	133,400	0.4%	-1.8%
Wholesale Trade	23,200	22,600	22,500	22,400	-0.4%	-3.4%
Merchant Wholesalers, Durable Goods	11,700	11,400	11,400	11,400	0.0%	-2.6%
Merchant Wholesalers, Nondurable Goods	8,900	8,700	8,700	8,600	-1.1%	-3.4%
Wholesale Trade - Residual	2,600	2,500	2,400	2,400	0.0%	-7.7%
Retail Trade	89,200	85,300	87,200	87,700	0.6%	-1.7%
Motor Vehicle & Parts Dealer	9,800	9,500	9,500	9,400	-1.1%	-4.1%
Building Material & Garden Equipment Stores	7,000	7,000	6,900	6,900	0.0%	-1.4%
Grocery Stores	16,900	16,700	16,700	16,700	0.0%	-1.2%
Health & Personal Care Stores	5,300	5,100	5,100	5,100	0.0%	-3.8%
Clothing & Clothing Accessories Stores	7,200	6,800	7,200	7,500	4.2%	4.2%
Sporting Goods, Hobby, Book & Music Stores	4,600	4,200	4,500	4,600	2.2%	0.0%
General Merchandise Stores	20,400	19,200	19,900	20,300	2.0%	-0.5%
Retail Trade - Residual	34,900	33,500	34,100	33,900	-0.6%	-2.9%
Transportation, Warehousing & Utilities	23,400	23,300	23,200	23,300	0.4%	-0.4%
Information	18,100	16,600	16,700	16,700	0.0%	-7.7%
Publishing Industries (except Internet)	2,800	2,500	2,600	2,600	0.0%	-7.1%
Telecommunications	10,100	9,000	9,100	9,100	0.0%	-9.9%
Information - Residual	5,200	5,100	5,000	5,000	0.0%	-3.8%
Financial Activities	51,300	49,700	48,600	48,800	0.4%	-4.9%
Finance & Insurance	39,200	38,400	37,400	37,500	0.3%	-4.3%
Credit Intermediation & Related Activities	13,900	13,700	12,800	12,900	0.8%	-7.2%
Depository Credit Intermediation	8,400	8,400	8,400	8,400	0.0%	0.0%
Nondepository Credit Intermediation	3,200	3,100	2,200	2,200	0.0%	-31.3%
Credit Intermediation and Related Activities - Residual	2,300	2,200	2,200	2,300	4.5%	0.0%
Finance and Insurance - Residual	4,200	3,900	3,700	3,800	2.7%	-9.5%
Insurance Carriers & Related	21,100	20,800	20,900	20,800	-0.5%	-1.4%

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

Data Not Seasonally Adjusted

	Dec 09	Oct 10	Nov 10	Dec 10	Percent Change	
			Revised	Prelim	Month	Year
Real Estate & Rental & Leasing	12,100	11,300	11,200	11,300	0.9%	-6.6%
Real Estate	8,800	8,500	8,400	8,500	1.2%	-3.4%
Real Estate and Rental and Leasing - Residual	3,300	2,800	2,800	2,800	0.0%	-15.2%
Professional & Business Services	97,900	96,400	94,900	94,600	-0.3%	-3.4%
Professional, Scientific & Technical Services	50,600	49,800	49,200	49,300	0.2%	-2.6%
Architectural, Engineering & Related Services	8,800	8,800	8,700	8,700	0.0%	-1.1%
Professional, Scientific, and Technical Services	41,800	41,000	40,500	40,600	0.2%	-2.9%
Management of Companies & Enterprises	8,900	8,700	8,700	8,700	0.0%	-2.2%
Administrative & Support & Waste Services	38,400	37,900	37,000	36,600	-1.1%	-4.7%
Administrative & Support Services	36,100	35,500	34,800	34,500	-0.9%	-4.4%
Employment Services	14,200	14,500	14,600	14,600	0.0%	2.8%
Services to Buildings & Dwellings	10,200	10,300	10,200	10,000	-2.0%	-2.0%
Administrative and Support Services - Residual	11,700	10,700	10,000	9,900	-1.0%	-15.4%
Administrative and Support and Waste Management	2,300	2,400	2,200	2,100	-4.5%	-8.7%
Educational & Health Services	99,600	98,000	98,300	98,400	0.1%	-1.2%
Education and Health Services - Residual	13,200	11,000	11,200	11,100	-0.9%	-15.9%
Health Care & Social Assistance	86,400	87,000	87,100	87,300	0.2%	1.0%
Ambulatory Health Care Services	29,900	30,200	30,200	30,400	0.7%	1.7%
Hospitals	29,800	29,900	30,000	30,000	0.0%	0.7%
Nursing & Residential Care Facilities	14,500	14,500	14,500	14,600	0.7%	0.7%
Health Care and Social Assistance - Residual	12,200	12,400	12,400	12,300	-0.8%	0.8%
Leisure & Hospitality	80,100	77,100	77,500	78,200	0.9%	-2.4%
Arts, Entertainment & Recreation	12,600	12,000	12,100	12,500	3.3%	-0.8%
Accommodation & Food Services	67,500	65,100	65,400	65,700	0.5%	-2.7%
Accommodation	8,200	8,400	8,400	8,500	1.2%	3.7%
Food Services & Drinking Places	59,300	56,700	57,000	57,200	0.4%	-3.5%
Full-Service Restaurants	26,500	25,600	25,600	25,700	0.4%	-3.0%
Limited-Service Eating Places	29,400	29,800	30,000	30,100	0.3%	2.4%
Food Services and Drinking Places - Residual	3,400	1,300	1,400	1,400	0.0%	-58.8%
Other Services	27,700	27,400	27,400	27,000	-1.5%	-2.5%
Repair & Maintenance	7,600	7,900	7,700	7,700	0.0%	1.3%
Other Services - Residual	20,100	19,500	19,700	19,300	-2.0%	-4.0%
Government	235,100	236,100	237,200	235,600	-0.7%	0.2%
Federal Government	12,400	12,700	12,400	12,300	-0.8%	-0.8%
Department of Defense	1,800	1,800	1,800	1,800	0.0%	0.0%
Federal Government excluding Department of Defense	10,600	10,900	10,600	10,500	-0.9%	-0.9%
State & Local Government	222,700	223,400	224,800	223,300	-0.7%	0.3%
State Government	108,500	112,100	111,900	110,800	-1.0%	2.1%
State Government Education	25,200	26,800	26,600	26,100	-1.9%	3.6%
State Government Excluding Education	83,300	85,300	85,300	84,700	-0.7%	1.7%
Local Government	114,200	111,300	112,900	112,500	-0.4%	-1.5%
Local Government Education	68,500	66,800	68,500	68,500	0.0%	0.0%
County	19,900	18,600	18,600	18,500	-0.5%	-7.0%
City	10,600	10,500	10,400	10,200	-1.9%	-3.8%
Special Districts plus Indian Tribes	15,200	15,400	15,400	15,300	-0.6%	0.7%

**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.

January 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 2009 Benchmark

Data Not Seasonally Adjusted

	Dec 09	Oct 10	Nov 10 Revised	Dec 10 Prelim	Percent Change Month      Year
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These data are produced by the Labor Market Information Division of the California  
 Employment Development Department (EDD). Questions should be directed to:  
 Alex Alvarado 530/741-5191 or Diane Patterson 916/774-4716

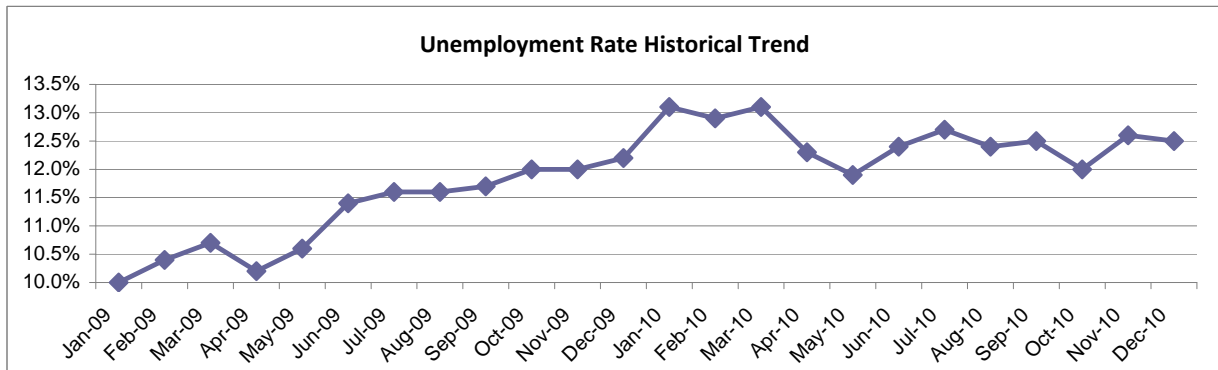
These data, as well as other labor market data, are available via the Internet  
 at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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IMMEDIATE RELEASE

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

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.5 percent in December 2010, down from a revised 12.6 percent in November 2010, and above the year-ago estimate of 12.2 percent. This compares with an unadjusted unemployment rate of 12.3 percent for California and 9.1 percent for the nation during the same period. The unemployment rate was 12.7 percent in El Dorado County, 11.2 percent in Placer County, 12.6 percent in Sacramento County, and 14.3 percent in Yolo County.



Industry	Nov-2010	Dec-2010	Change		Dec-2009	Dec-2010	Change
	Revised	Prelim				Prelim	
Total, All Industries	809,400	807,300	(2,100)		825,900	807,300	(18,600)
Total Farm	7,400	7,500	100		8,400	7,500	(900)
Total Nonfarm	802,000	799,800	(2,200)		817,500	799,800	(17,700)
Mining and Logging	500	500	0		500	500	0
Construction	34,800	33,400	(1,400)		38,100	33,400	(4,700)
Manufacturing	33,200	33,200	0		33,300	33,200	(100)
Trade, Transportation & Utilities	132,900	133,400	500		135,800	133,400	(2,400)
Information	16,700	16,700	0		18,100	16,700	(1,400)
Financial Activities	48,600	48,800	200		51,300	48,800	(2,500)
Professional & Business Services	94,900	94,600	(300)		97,900	94,600	(3,300)
Educational & Health Services	98,300	98,400	100		99,600	98,400	(1,200)
Leisure & Hospitality	77,500	78,200	700		80,100	78,200	(1,900)
Other Services	27,400	27,000	(400)		27,700	27,000	(700)
Government	237,200	235,600	(1,600)		235,100	235,600	500

Notes: Data not adjusted for seasonality. Data may not add due to rounding  
 Labor force data are revised month to month  
 Additional data are available on line at [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)  
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**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**December 2010 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,136,800</b>	<b>15,906,000</b>	<b>2,230,900</b>	<b>12.3%</b>
ALAMEDA	14	745,700	664,900	80,800	10.8%
ALPINE	26	480	420	70	13.7%
AMADOR	24	17,410	15,120	2,290	13.1%
BUTTE	30	104,700	90,200	14,500	13.8%
CALAVERAS	39	19,520	16,360	3,170	16.2%
COLUSA	57	11,680	8,740	2,940	25.2%
CONTRA COSTA	15	516,900	460,400	56,500	10.9%
DEL NORTE	25	11,570	9,990	1,580	13.6%
EL DORADO	22	89,800	78,400	11,400	12.7%
FRESNO	45	441,600	365,500	76,100	17.2%
GLENN	44	12,960	10,750	2,200	17.0%
HUMBOLDT	18	60,400	53,500	6,800	11.3%
IMPERIAL	58	75,300	54,000	21,300	28.3%
INYO	7	9,620	8,690	930	9.7%
KERN	39	370,200	310,100	60,100	16.2%
KINGS	42	61,900	51,500	10,400	16.8%
LAKE	50	24,710	19,990	4,720	19.1%
LASSEN	34	13,290	11,340	1,950	14.7%
LOS ANGELES	22	4,901,700	4,280,400	621,300	12.7%
MADERA	36	67,400	56,600	10,800	16.0%
MARIN	1	129,200	119,000	10,200	7.9%
MARIPOSA	26	9,250	7,980	1,270	13.7%
MENDOCINO	19	42,810	37,850	4,960	11.6%
MERCED	53	105,800	84,500	21,300	20.1%
MODOC	38	3,810	3,190	610	16.1%
MONO	4	8,920	8,110	810	9.1%
MONTEREY	41	207,600	173,500	34,100	16.4%
NAPA	12	72,600	64,900	7,700	10.6%
NEVADA	16	50,550	44,900	5,650	11.2%
ORANGE	3	1,592,600	1,451,300	141,300	8.9%
PLACER	16	173,300	153,900	19,400	11.2%
PLUMAS	55	8,500	6,710	1,790	21.0%
RIVERSIDE	32	905,000	776,500	128,600	14.2%
SACRAMENTO	21	670,900	586,300	84,600	12.6%
SAN BENITO	51	26,600	21,400	5,200	19.4%
SAN BERNARDINO	26	855,600	738,800	116,800	13.7%
SAN DIEGO	10	1,559,300	1,402,400	156,900	10.1%
SAN FRANCISCO	5	450,600	409,200	41,400	9.2%
SAN JOAQUIN	48	298,900	245,100	53,800	18.0%
SAN LUIS OBISPO	7	135,400	122,200	13,200	9.7%
SAN MATEO	2	364,900	334,700	30,200	8.3%
SANTA BARBARA	6	220,400	199,500	20,900	9.5%
SANTA CLARA	11	870,400	779,900	90,500	10.4%
SANTA CRUZ	30	146,800	126,500	20,300	13.8%
SHASTA	36	83,600	70,200	13,400	16.0%
SIERRA	42	1,580	1,310	270	16.8%
SISKIYOU	49	19,610	15,880	3,720	19.0%
SOLANO	20	211,300	185,700	25,600	12.1%
SONOMA	9	255,400	230,000	25,400	10.0%
STANISLAUS	46	237,000	195,200	41,800	17.6%
SUTTER	56	41,800	32,800	9,000	21.5%
TEHAMA	35	24,900	21,000	3,900	15.7%
TRINITY	54	4,920	3,910	1,010	20.5%
TULARE	47	208,800	171,900	36,900	17.7%
TUOLUMNE	26	25,810	22,260	3,550	13.7%
VENTURA	12	429,100	383,400	45,700	10.6%
YOLO	33	98,800	84,700	14,200	14.3%
YUBA	51	27,600	22,200	5,400	19.4%

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 2009 benchmark and Census 2000 population controls at the state level.



**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 December 2010 - Preliminary  
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Sacramento County	670,900	586,300	84,600	12.6%	1.000000	1.000000
Arden Arcade CDP	55,800	48,800	7,000	12.5%	0.083249	0.082638
Carmichael CDP	28,700	25,900	2,800	9.8%	0.044196	0.033389
Citrus Heights city	49,500	45,000	4,400	8.9%	0.076838	0.052031
Elk Grove CDP	34,600	31,100	3,600	10.3%	0.052995	0.042014
Fair Oaks CDP	16,800	15,600	1,200	6.9%	0.026690	0.013634
Florin CDP	12,700	10,200	2,500	19.5%	0.017414	0.029215
Folsom city	26,500	24,900	1,500	5.8%	0.042525	0.018086
Foothill Farms CDP	9,700	8,000	1,600	17.1%	0.013648	0.019477
Galt city	10,900	8,700	2,200	20.2%	0.014787	0.025876
Gold River CDP	4,700	4,600	100	2.5%	0.007807	0.001391
Isleton city	400	400	100	16.7%	0.000606	0.000835
La Riviera CDP	6,800	6,300	500	7.6%	0.010764	0.006121
Laguna CDP	20,100	18,700	1,400	6.9%	0.031834	0.016416
Laguna West Lakeside CDP	5,200	4,700	500	9.0%	0.008082	0.005565
North Highlands CDP	22,500	18,100	4,400	19.4%	0.030952	0.051475
Orangevale CDP	15,500	14,200	1,300	8.6%	0.024229	0.015860
Parkway South Sacramento CD	16,000	12,500	3,500	21.7%	0.021400	0.041180
Rancho Cordova City	30,600	26,200	4,400	14.4%	0.044619	0.052031
Rancho Murieta CDP	2,200	2,100	100	4.2%	0.003619	0.001113
Rio Linda CDP	5,800	4,600	1,100	19.6%	0.007917	0.013356
Rosemont CDP	13,700	12,200	1,500	10.7%	0.020867	0.017251
Sacramento city	213,600	182,100	31,400	14.7%	0.310678	0.371731
Vineyard CDP	5,800	5,400	400	6.5%	0.009185	0.004452
Walnut Grove CDP	500	300	100	29.7%	0.000569	0.001669
Wilton CDP	2,700	2,500	200	8.7%	0.004225	0.002782

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

**Notes:**

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

**Methodology:**

Monthly city and CDP labor force data are derived by multiplying current estimates of county

### Data Not Seasonally Adjusted

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Unemp</b>
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employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

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

## ITEM V - REPORTS TO THE BOARD

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

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

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

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

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

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

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

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