



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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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, June 2, 2011

**TIME:** 10:00 a.m.

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

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

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

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**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Lisa Hutchin

Employee Organization: AFSCME Local 146

**VII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, MAY 26, 2011**

ITEM II-A - CONSENT

MINUTES OF THE APRIL 28, 2011 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 28, 2011 Governing Board meeting for your review.

RECOMMENDATION:

That your Board review, modify if necessary, and approve the attached minutes.

STAFF PRESENTER: Robin Purdy

**SPECIAL MEETING OF THE  
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
GOVERNING BOARD**

Minutes/Synopsis

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

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

Thursday, April 28, 2011  
8:30 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 8:33 a.m.

Members Present:

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

Member Absent:

Bonnie Pannell, Councilmember, City of Sacramento

**II. Consent Items**

The consent calendar was reviewed; no questions or comments.

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

- A. Approve the minutes of the April 7, 2011 meeting.
  - B. Approve the claims and warrants for the period 3/31/11 through 4/20/11.
- Voice Vote: Unanimous approval

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Approval of Staff Recommendations for the Adult and Youth Vendor Services (VS) Lists

This item was reviewed; no questions or comments.

Moved/Scherman, second/Yee, to approve Victory Outreach South Sacramento and Women Escaping a Violent Environment (WEAVE) to the Adult and Youth VS Lists.

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

2. Approval of Vote on the Assessment Ballot Regarding the Establishment of the Natomas Basin Local Assessment District

Ms. Kossick reviewed this item. The Sacramento Area Flood Control Agency is requesting that affected property owners participate in a balloting process to decide whether to create a Natomas Basin Local Assessment District which will raise additional funding to continue construction of the Natomas Levee Improvement Project. SETA owns the Early Learning Center facility located at 2401 Northview Drive, Sacramento, CA 95833. The annual assessment would be \$252.36.

Moved/Yee, second/Scherman, to approve the vote on the assessment ballot regarding the establishment of the Natomas Basin Local Assessment District and the assessment fee of \$252.36.

Voice Vote: Unanimous approval.

3. Approval to Receive Funds from the Sacramento Municipal Utility District (SMUD) for a SMUD/Sacramento Works for Youth Summer Internship Program

Ms. Kossick stated that this item will be coming to the City Council and Board of Supervisors for approval since this is new money. These funds will provide summer services to 25 youth.

Mr. Yee asked if item such as this be put on the consent calendar. He said this item would probably have no discussion.

Mr. Thatch replied that these matters come before the City Council and the Board of Supervisors and staff want the board members to be knowledgeable.

Mr. Schenirer said that he is worried about the lack of jobs for young people and asked if the number of internships could be increased.

Moved/Yee, second/Scherman, to approve the receipt of \$210,000 from SMUD for a SMUD/Sacramento Works for Youth Summer Internship program for 2011 and 2012.

Voice Vote: Unanimous approval.

4. Approval to Submit a Proposal to the U.S. Department Of Justice, Office of Justice Programs, Bureau of Justice Assistance and Office for Victims of Crime for the "Enhanced Collaborative Model to Combat Human Trafficking" Grant and Authorize the Executive Director to Execute the Cooperative Agreement and any Modifications or Other Documents Required by the Funding Source

This item was pulled from the agenda.

Ms. Kossick stated that the Sheriff's Department was going to be a significant partner. The money they were going to utilize to match was federal money and federal money cannot be utilized to match other federal money. There are areas for collaboration in May or June. Ms. Kossick stated that staff is exploring other opportunities

**B. WORKFORCE INVESTMENT ACT:** No items.

**C. HEAD START**

Ms. Denise Lee thanked the board members for attending the meeting this morning; the Head Start grant application is due on Monday. This is the annual funding application.

1. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Budget

Moved/Scherman, second/Yee, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Budget.

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

The Board reviewed items 2-7 together.

2. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application
3. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives
4. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Training/ Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals
5. Approval of County-wide Head Start/Early Head Start Center Locations
6. Approval of Fiscal Year 2011-2012 SETA-Operated Program Tracks
7. Approval of Fiscal Year 2011-2012 Sacramento County Program Options/Grantee and Delegate Agencies

Ms. Lee said that the grant application will begin August 1, 2011. There were no federal fiscal cuts for fiscal year 2011/2012. There were increases of \$330 million nationwide which means that 150 preschool 196 infant/toddlers will be added to the program. Staff will be implementing the CLASS system measuring the quality of the teacher/child interactions. Staff will also do an assessment environmental rating assessment assessing how well the environment is set up for the children. With a lot of diminished funds, staff is working smarter with the dollars. The Agency is increasing intervention for health and wellness for Head Start staff and families. All three goals will include staff wellness and/or staff development. There is an epidemic of obesity and the "I am Moving/I am Learning" curriculum is being utilized to combat this issue.



There are 98 centers throughout the county and 220 classrooms, serving 4,365 kids in a part-day model, and 922 full day Head Start children (46 classrooms). Home Base services work with 230 children. This is a fluid plan for services to children. The number of children being served in part-day services has been increased.

The California Department of Education funding was braided with Head Start funding. The Department of Education had 15% funding cuts across the board. Due to the funding cuts, there has been a cut in the number of children receiving full-day services.

Ms. Scherman stated that she saw something in the newspaper regarding Alta California Regional Center. Ms. Lee replied that there are funding challenges which will affect the number of children referred to us or the number of children that can access services. This potentially could put more burden on the parents or school districts to identify children with issues.

The SETA-operated program is still operating on the year round track system. This allows uninterrupted services for children, parents and staff.

The new center located on Elkhorn was recently opened and the Walnut Grove center will be closing due to underutilization of the center. Services will be moving to a home base model. The therapeutic classroom is being closed due to funding cuts with River Oak. The agency recently created the Infant/Toddler Associate Teacher position and incentive pay for people earning their Bachelor's degree.

The Policy Council reviewed and approved this item at their Tuesday, April 26 meeting.

Moved/Scherman, second/Yee, to approve items 2-7 as follows:

2. Approve the Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application.
  3. Approve the Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives.
  4. Approve the Fiscal Year 2011-2012 Head Start/Early Head Start Training/Technical Grant Application as aligned with established three-year goals.
  5. Approve Fiscal Year 2011-2012 Head Start and Early Head Start Center Locations
  6. Approve Fiscal Year 2011-2012 SETA Operated Program Tracks.
  7. Approve Fiscal Year 2011-2012 Sacramento County Program Options/Grantee and Delegate Agencies.
- Voice Vote: Unanimous approval.

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

## **E. REFUGEE PROGRAMS**

1. Approval of the Plan for the Provision of Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Services to Refugees Program Years (PYs) 2011-2014 - and –
2. Approval to Release a Request for Proposals (RRP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Programs, Program Year (PY) 2011-12

Ms. Michelle O’Camb reviewed the plan and the RFP. The plan includes services to people with special immigrant VISAs. The plan was developed as a result of a public hearing held on March 7 and is aligned with SETA’s services. Activities intended for funding includes ESL training, employment services stand-alone activity, and a social adjustment and acculturation program. Ms. O’Camb stated that staff is seeing an increase in Bhutanese refugees from Nepal.

The funds available through the RFP include \$766,319 in RESS funding and \$396,019 in TA funding.

Moved/Yee, second/Scherman, to approve the following:

- Approve the three-year Plan for the Provision of Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Services to Refugees, Program Years 2011-2014.
- Approve the release of the Request for Proposals (RFP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Programs, Program Year 2011-2012.

Voice Vote: Unanimous approval.

## **IV. Information Items**

- A. Fiscal Monitoring Reports: No questions or comments.
- B. Head Start Reports: No questions or comments.
- C. Dislocated Worker Update: No questions or comments.
- D. Employer Activity Report: Ms. Scherman stated that a pharmaceutical college is moving into the AAA building in Elk Grove. Ms. Scherman asked Mr. Walker to contact Cara. Mr. Walker will provide an update on Siemens at the next meeting.
- E. Unemployment Update/Press Release from the Employment Development Department: No questions or comments.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick stated that at the June 2 meeting, staff will provide some overviews to accommodate the Board's request. Staff will also provide an update on Congressional actions with Head Start and WIA; there could be a 10% reduction in WIA funds. The CSBG program is pretty much intact.
- C. Deputy Directors: No report.
- D. Counsel: Mr. Thatch reported that board members asked at last meeting whether teleconferencing could be done. He stated that it can be done, but there are two significant impediments. The location of the teleconference must be accessible to the public, must allow people to listen if they want, and the agenda must be posted for public access. It can be done but there are impediments that discourage it. A quorum of the Board must be somewhere in Sacramento.
- E. Members of the Board: Ms. Scherman reported that the Western Festival in Elk Grove will be held April 30; she will be the Grand Marshall. Ms. Scherman requested the board items be shown on the screen.
- F. Public: No comments.

**VI. Adjournment:** The meeting was adjourned at 9:35 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/21/11 through 5/25/11, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 4/21/11 through 5/25/11.

STAFF PRESENTER: Robin Purdy

ITEM II-C – CONSENT

APPROVAL OF RATIFICATION TO SUBMIT FISCAL YEAR 2011-12  
FACILITIES RENOVATION AND REPAIR APPLICATION TO THE CALIFORNIA  
DEPARTMENT OF EDUCATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to ratify the submission of the 2011-12 Facilities Renovation and Repair Grant Application to the California Department of Education on May 6, 2011 in the amount of \$78,100.

The grant application was submitted to improve and renovate two CDE/Head Start collaboration centers as follows:

Sharon Neese Early Learning Center:	\$59,300
Renovation of play yard and extension of outdoor fence	
Removal of boulders, shrubs and wooden deck and replace with artificial turf/padding	
Renovations will ensure ADA compliance	
Mather Early Learning Center:	\$18,800
Replace interior and exterior doors	
Replace classroom carpet	
Replace linoleum in three bathrooms	
Replace counter top and cabinets at the sink area	

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Governing Board to ratify the submission of the Fiscal Year 2011-12 Facilities Renovation and Repair Grant Application to the California Department of Education in the amount of \$78,100.

STAFF PRESENTER: Denise Lee

ITEM II-D - CONSENT

APPROVAL OF OUT OF STATE TRAVEL TO ATTEND THE CLASS  
INFANT/TODDLER TRAINING CONFERENCE IN VIRGINIA AND THE  
STATE PROFESSIONAL DEVELOPMENT LEADERSHIP TEAM  
SUMMIT IN RHODE ISLAND

BACKGROUND:

SETA Children and Family Services (CFS) Department seeks to send two staff members to the following conferences in June/July, 2011.

**CLASS for Infants and Toddlers** – This two day conference will be hosted in Charlottesville, Virginia on July 26-28, 2011. The Classroom Assessment Scoring System™ (CLASS™) is an observational tool that provides a common lens and language focused on what matters—the classroom interactions that boost student learning. This training seminar addresses the need to assess quality in child care classrooms serving children ages 15 to 36 months based on the developmental needs of toddlers. CFS proposes to send one staff member at an anticipated cost of \$1,500 for airfare, accommodations, per diem and conference registration fees.

**State Professional Development Leadership Team Summit** – The California Department of Education has invited State representatives to a special summit/workgroup to address the professional development of the early learning workforce. The summit will be held adjacent to the NAEYC conference in Rhode Island on June 11, 2011. The California Head Start Association has invited SETA to represent the state on this topic. CFS proposes to send manager Karen Gonzales as the representative. The approximate cost will be \$1,500 for airfare, accommodations and per diem.

RECOMMENDATION:

Approve out of state travel for staff to attend the CLASS Infant/Toddler Conference in Virginia on July 26-28, 2011 and the State Professional Development Leadership Team Summit in Rhode Island on June 11, 2011 with anticipated costs to be approximately \$3,000.

STAFF PRESENTER: Denise Lee

ITEM II- E – CONSENT

APPROVAL OF FISCAL YEAR 2011-2012  
HEAD START/EARLY HEAD START SUPPLEMENTAL GRANT APPLICATION

BACKGROUND:

On April 15, 2011, President Obama signed Public Law 112-10 which appropriations \$7.56 billion for the Head Start program for Fiscal Year 2011. The total includes \$340 million to sustain enrollment for a six month period for Head Start and Early Head Start programs that expanded services with funding made available under the American Recovery and Reinvestment Act (ARRA).

Specific supplemental (formerly referred to as Expansion) funding for SETA is as follows:

Head Start Basic	\$1,014,150
Head Start Training and Technical Assistance	\$ 9,750
Early Head Start Basic	\$2,194,641
Early Head Start Training and Technical Assistance	\$ 54,866
<b>TOTAL</b>	<b>\$3,273,407</b>

Supplemental funds and slot distribution are as follows:

**Head Start**

Elk Grove USD	40	\$261,394
Sacramento City USD	20	\$130,698
San Juan USD	20	\$130,698
Twin Rivers USD	32	\$209,116
WCIC/Playmate	20	\$130,698
SETA Operated Program	18	\$151,546
<b>TOTAL</b>	<b>150</b>	<b>1,014,150*</b>

**Early Head Start**

Sacramento City USD	32	\$372,600
San Juan USD	32	\$432,000
SETA Operated Program	132	\$1,390,041
<b>TOTAL</b>	<b>196</b>	<b>\$2,194,641*</b>

\* does not include Training and Technical Assistance funds as noted above

STAFF PRESENTER: Denise Lee

ITEM II-E - CONSENT (continued)  
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A copy of the 2011-2012 Head Start/Early Head Start Supplemental Refunding Application and Budget will be sent under separate cover.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Governing Board approve the Fiscal Year 2011-2012 Head Start/Early Head Start Supplemental Refunding Application.

STAFF PRESENTER: Denise Lee



ITEM II-F - CONSENT

APPROVAL OF TEMPORARY RECLASSIFICATION EXTENSIONS

BACKGROUND:

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 of temporary reclassification for two employees through December 30, 2011.

On March 1, 2011, Elsie Bowers, Social Services/Parent Involvement Coordinator in the Children and Family Services Department, was temporarily reclassified to the position of Program Officer. Ms. Bowers has been assigned two additional projects in the administration unit -- the Child and Adult Care Food Program (CACFP) and the Program Information Report (PIR). Ms. Bowers has oversight of the Child and Adult Care Food Program which is under-going its triennial review May 24-27, 2011. The Program Information Report is a federal report due to ACF on an annual basis.

On May 8, 2011, Gale Paiva, Account Clerk in the Children and Family Services Department, was temporarily reclassified to the position of Account Technician. Gale has been assigned Account Technician duties due to a recent retirement. Gale assists with the monitoring and reporting of the Child and Adult Care Food Program (CACFP).

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. Elsie Bowers to Program Officer and Ms. Gale Paiva to Account Technician through December 30, 2011.

STAFF PRESENTER: Denise Lee

ITEM II-G- CONSENT

APPOINTMENT OF EDUCATION SECTOR MEMBER TO THE SACRAMENTO  
WORKS, INC. BOARD OF DIRECTORS

BACKGROUND:

Dr. William Karns, Vice Chancellor, Education & Technology, Los Rios Community College District, recently submitted his resignation of an Education Sector seat on the Sacramento Works, Inc. board due to his retirement on June 30. Dr. Steven Ladd has submitted his application to fill the seat vacated by Dr. Karns. A copy of the application has been sent under separate cover and has been reviewed by Legal Counsel.

Staff will be available to answer questions.

RECOMMENDATION:

Review the staff report, review the application, and appoint Dr. Steven Ladd to the Education Sector vacancy on the Workforce Investment Board operating as Sacramento Works, Inc.

STAFF PRESENTER: Robin Purdy

ITEM III-A – 1 - ACTION

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

BACKGROUND:

Historically, the SETA Governing Board holds a first hearing on the annual budget in June of each year, with the final adoption of the Agency budget in August. The June budget is a proposed budget to provide authority to operate in the new fiscal year and is required by the County of Sacramento by June 30, 2011.

As funding becomes more definite in several programs, the final budget presented at the August Governing Board meeting will reflect actual available funding. The final budget will be submitted to the County and City after SETA Governing Board approval.

A copy of the proposed budget will be sent under separate cover.

RECOMMENDATION:

Open a public hearing on the Agency budget to receive input, and continue to August 4, 2011, where the public hearing will be closed and the Agency budget adopted.

STAFF PRESENTER: Roy Kim

### ITEM III-A - 2- ACTION

#### APPROVAL TO SUBMIT A PROPOSAL TO THE U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, OFFICE FOR VICTIMS OF CRIME FOR THE "SERVICES FOR VICTIMS OF HUMAN TRAFFICKING" AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE COOPERATIVE AGREEMENT AND ANY MODIFICATIONS OR OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

#### BACKGROUND:

The U.S. Department of Justice, Office for Victims of Crime (OVC) is seeking applications for funding to support comprehensive services to victims of human trafficking throughout the U.S. and to enhance interagency collaboration and coordination in the provision of services to such victims. Applicants are limited to organizations with a demonstrated history of providing trauma-informed, culturally competent services to male and female victims of sex and labor trafficking.

The successful applicant will coordinate the provision of an array of culturally and linguistically appropriate services to all trafficking victims identified within a geographic area. Services provided will include intensive case management, shelter/housing, medical care, legal services, education and job training, and life skills training. Funding will also support efforts to increase the capacity of communities to respond to victims through the development of interagency partnerships and public outreach and awareness campaigns.

For two years, SETA has worked in partnership with Opening Doors, Inc., Women Escaping a Violent Environment (WEAVE), and My Sister's House under a cooperative agreement with the Office of Refugee Resettlement (ORR) to implement the Rescue and Restore Victims of Human Trafficking Program and is currently waiting for notification of refunding of this program. The Rescue and Restore Program provides an existing, comprehensive model of services for all victims of trafficking which would be enhanced and expanded if awarded funding under the OVC opportunity.

Staff is seeking approval to once again collaborate with the partners of the Rescue and Restore Program, as well as with other local service organizations committed to combating human trafficking, and to submit an application seeking up to \$400,000 in OVC Services for Victims of Human Trafficking grant funds.

#### RECOMMENDATION:

Approve the submission of an application to the U.S. Department of Justice, Office for Victims of Crime requesting up to \$400,000 for a two year (24 month) project period and authorize SETA's Executive Director to execute the cooperative agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: Mary Jennings

## ITEM III-A – 3 - ACTION

### APPROVAL TO TERMINATE THE AGREEMENT FOR LABOR RELATIONS SERVICES WITH THE CITY OF SACRAMENTO

#### BACKGROUND:

In October, 1988, SETA was approached by the American Federation of State, County, and Municipal Employees (AFSCME) Local 146 and expressed interest in collective bargaining. Mr. Steve Lakich, Director of the Labor Relations Department for the City of Sacramento assisted SETA in the development of SETA's local rules, entitled "Employer-Employee Labor Relations Policy" which was approved February 2, 1989. Mr. Lakich continued as the chief negotiator for SETA's first collective bargaining agreement and then assigned Ms. Dee Contreras to be the Labor Relations Officer for SETA. For the past six years, Mr. Ed Takach has been assigned by the City of Sacramento as Labor Relations Officer for SETA. The scope of services performed by the City includes:

- Represent SETA as Chief Negotiator during labor negotiations;
- Participate in developing SETA's position on matters within the scope of bargaining;
- Advise management staff regarding interpretation and application of provisions of agreements dealing with employee relations;
- Such other services related to employee relations as requested by SETA

Since 1990, SETA has negotiated eight collective bargaining agreements utilizing the City of Sacramento's Labor Relations Department. The current collective bargaining agreement ends on June 30, 2013.

The City Labor Relations Department became a division of the Human Resources Department when the City consolidated departments last year and Ms. Contreras retired in December 2010. Mr. Takach has announced his retirement effective May 21, 2011. The significant history and understanding of SETA's unique workforce operations is no longer available.

Staff is recommending that SETA terminate the agreement with the City of Sacramento and utilize the services of Mr. Takach as an independent consultant. This will provide continuity in the provision of expertise and understanding. Staff has discussed this recommendation with the City of Sacramento and they concur with the recommendation and will continue providing assistance until the effective date of the contract termination. The current Agreement with the City of Sacramento (sent under separate cover), Paragraph 3, Time of Performance, requires that either party may terminate this Agreement at any time by giving thirty (30) days prior written notice.

STAFF PRESENTER: Rod Nishi

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

RECOMMENDATION:

Approve the termination of the Labor Relations Services Agreement with the City of Sacramento effective July 2, 2011.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 4 - ACTION

APPROVAL TO HIRE A LABOR RELATIONS CONSULTANT

BACKGROUND:

In March of 1996 the SETA Governing Board approved a SETA Consultant Policy. This policy outlined the parameters for the hiring of a consultant and included the delegation of authority to the Executive Director for consultants up to \$10,000. In cases where the individual hired exceeded the authority of the Executive Director, the Governing Board must approve the retention or hiring of such individual.

The previous agenda item included action to terminate the agreement to provide Labor Relations services with the City of Sacramento. If the Board takes action, a labor relations consultant is recommended to provide the following services:

The scope of services for the consultant includes:

- Represent SETA as Chief Negotiator during labor negotiations;
- Participate in developing SETA's position on matters within the scope of bargaining;
- Advise management staff regarding interpretation and application of provisions of agreements dealing with employee relations;
- Such other services related to employee relations as requested by SETA

RECOMMENDATION:

Approve the hiring of Mr. Ed Takach as a Labor Relations consultant at a rate of \$55 per hour not to exceed \$60,000 per year.

STAFF PRESENTER: Rod Nishi

ITEM III-B - 1- ACTION

APPROVAL OF THE 2012-2013 COMMUNITY SERVICES BLOCK GRANT  
COMMUNITY ACTION PLAN

BACKGROUND:

Enclosed (under separate cover) for your approval is the draft 2012/13 Community Services Block Grant (CSBG) Community Action Plan. A locally determined plan for the use of CSBG funding is required by the State Department of Community Services and Development (CSD). This two-year draft Community Action Plan represents SETA's intended use of the Community Services Block Grant for the period of January 1, 2012 through December 31, 2013. SETA's contract with CSD will continue to be on a single calendar year basis. The funding level for the year 2012 is not known at this time. Copies of the draft Community Action Plan have been made available to the public for their comments.

The draft Community Action Plan was developed as a result of an extensive needs assessment process using public testimony from two public hearings, an analysis of the latest available demographic data and studies, a review of publications on trends and issues in Sacramento County, and other sources of information depicting the most recent conditions affecting the low-income population in this region.

Based on the needs assessment, SETA will plan its focus of Community Services Block Grant services on frail, homebound elderly, at-risk youth (including foster youth facing emancipation and homeless youth), homeless individuals and families, and other low-income families with an emphasis on comprehensive services. Activities planned include Safety-net or one-time emergency services and outcome-based, case managed services designed to move clients toward self-sufficiency and reduced dependency on public assistance. CSBG services will continue to be linked to the One-Stop Career Centers as a support for clients seeking employment, and will be an important resource to assist community-based organizations in building capacity, developing collaborations, and networking.

A summary of the Community Information Profile is attached.

The Community Action Board will review and take action on this document at their May 31, 2011 special meeting.

RECOMMENDATION:

Review and approve the 2012/13 Community Services Block Grant Community Action Plan.

STAFF PRESENTER: Cindy Sherwood-Green



## SUMMARY OF COMMUNITY SERVICES BLOCK GRANT 2012 – 2013 COMMUNITY ACTION PLAN (CAP) COMMUNITY INFORMATION PROFILE

The Community Information Profile and Needs Assessment describe the problems and causes of poverty in SETA's service area based on public testimony, verifiable data and information. For the 2012-2013 CAP, the most recent statistical data used was the 2009 American Community Survey, a product of the U.S. Census Bureau, was released in the fall of 2010. The profile shows the most recent indicators of poverty in Sacramento County:

### **Poverty Rate**

The current poverty rate is 15.4%, or 87,798 individuals living in poverty, a 25% increase over the rate of two years ago, which was 12.2%. Of this number, 22,226 persons are living in extreme poverty (less than 50% of the Federal Poverty Income Guidelines).

### **Single Parents**

Over 25% of single parent families are living in poverty. The rate of single parent female householders are between 30% and 50% in large sections of the county represented by North Highlands, Parkway/South Sacramento, Arden-Arcade, and Rancho Cordova.

### **Seniors**

7%, or 11,000, of older adults 65+ live in poverty, and the rate is higher for African-American seniors (10.5%) and Asian seniors (10.4%). 43% of seniors have one or more disabilities, and 5% of senior-headed households reported incomes under \$10,000. 28% of seniors lived alone; about  $\frac{3}{4}$  of these were women.

### **Youth**

Children aged 0 – 17 years comprise 26% of Sacramento County's total population. Among this age group, the poverty rate is over 21%, 4% higher than the rate in 2007. Of the 180 foster youth that aged out of the foster care system in the 2010 program year, 48 were exited in a condition of homelessness. In 2009, 2,298 juveniles were arrested for felonies and 61 imprisoned. The 2009 high school dropout rate in Sacramento County was 23.3%, higher than the state rate of 21.5%.

### **Labor Force and Unemployment Data**

The Sacramento County unemployment rate was 12.6% in March 2011. The rates are the highest in Florin (19.5%), Foothill Farms (17.1%), Galt (20.2%), Isleton (16.7%), North Highlands (19.4%), Parkway South Sacramento ((21.8%), Rancho Cordova (14.4%), Rio Linda (19.6%), and Walnut Grove (29.8%). The Sacramento region had the most job losses in the nation last year at 14,500, primarily in the Government, Financial Activities, and Construction industries.

### **Homelessness**

The 2011 Sacramento Homeless Count reported that 2,358 adults and children are homeless. The count indicated a 24.6% decline in the number of chronically homeless, but found an 11.2% increase in the number of homeless families. Service providers have reported a marked increase in requests for shelter, including an increase in requests from two-parent families.

### **Hunger**

Local service providers report a 30% increase in demand for emergency food than last year, particularly from families with children (23% higher) and from senior citizens (26% higher).

### **CAP Target Populations:**

Based upon the needs assessment, CSBG services will be prioritized for the following target groups:

- Low-Income families, including victims of domestic violence, immigrants, ex-offenders, single parents
- Youth, including emancipating foster youth, probationary youth, homeless youth, teen parents, and youth at risk of gang involvement, dropping out of school and truancy.
- Seniors
- Homeless individuals and families

## ITEM III-B – 2- ACTION

### APPROVAL TO EXTEND WORKFORCE INVESTMENT ACT (WIA), TITLE I, ADULT/DISLOCATED WORKER ONE STOP SERVICES FOR PROGRAM YEAR 2011-2012

#### BACKGROUND:

On June 5, 2008, in response to the Request for Proposals (RFP) for Workforce Investment Act (WIA) Adult and Dislocated Worker funds, the Sacramento Employment and Training Agency (SETA) Governing Board approved funding for 12 Sacramento Works One Stop Career Centers. Five of the Career Centers (Mark Sanders, Franklin, Rancho Cordova, Hillsdale and Galt) are operated by SETA in cooperation with the California Employment Development Department, the Sacramento County Department of Human Assistance and other education, workforce, and community partners. The remaining seven Sacramento Works Career Centers (SWCC) are hosted by the following community based organizations, education entities and local government agencies:

- SWCC Broadway – Asian Resources, Inc.
- SWCC Citrus Heights – Crossroads Diversified Services
- SWCC GSUL – Greater Sacramento Urban League
- SWCC La Familia – La Familia Counseling Center
- SWCC Lemon Hill – The Sacramento City Unified School District
- SWCC – Mather – The Sacramento County Department of Human Assistance
- SWCC – South County – The Elk Grove Unified School District

On July 1, 2008, the SWCC system became one of 12 local workforce investment areas in California to participate in a “learning lab” to pilot California’s Integrated Service Delivery Model. This new service delivery model was developed for, and implemented in, an economy with a low unemployment rate, a small number of candidates for every job, and a market where employers competed for qualified job applicants. It enhanced the ability of the SWCC system to increase the numbers of customers who received staff assistance and created a pool of qualified job candidates with the skills that were needed by regional employers.

The theory behind the Integrated Service Delivery Model Learning Lab was that by streamlining paperwork and bureaucracy, and focusing on services that improved/increased the skills of job seekers, SETA would be able to triple the number of people served without impacting customer outcomes. The reality of operating the Learning Lab in a bad economy is that the number of people enrolled in staff assisted and training services has dramatically increased (1,431 in 2008 to 13,397 in 2011), but, the outcome measures have decreased from 74% of adults entering employment to 41% of adults entering employment.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 2 – ACTION (continued)

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In the current year, the career center system has served 50,572 customers, which represents 126% of the overall planned goals for the entire fiscal year. The number of customers completing an initial assessment and participating in a coaching session increased 8% from 12,385 last year to 13,397 this year. The SWCCs continue to serve a high number of public assistance recipients, veterans, ex-offenders, people with disabilities, dislocated workers, and other special populations of adults (see Employment Characteristics Report in attached SWCC One Stop Third Quarter Report).

The SWCC system has focused on engaging and serving all customers who enter the career center. Of the 13,290 career center customers who completed services last year, 5,478 (41%) of them entered employment. While the number of placements is encouraging, SETA is measured by the percentage of customers who are served who enter employment. Third Quarter common measures outcomes for the SWCC system are within the allowable range of the Performance Measures for the WIA Adult program (+/-80%), but are below the goals SETA negotiated with the State for the WIA Dislocated Worker. With an unemployment rate exceeding 12%, an economy that was not growing for the time period covered, and more public and private sector layoffs coming in the future, SETA has re-opened negotiations with the State to lower its performance measures for next year. As of the third quarter, SETA's performance in the Common Measures (as measured against the California State Base-Wage File) is:

<b>Performance Measure</b>	<b>Dislocated Worker Goal</b>	<b>SETA 3<sup>rd</sup> Quarter Outcomes</b>	<b>Adult Goal</b>	<b>SETA 3<sup>rd</sup> Quarter Outcomes</b>
Entered Employment Rate	58%	42%	48%	41%
Retention Rate	81%	78%	75%	74%
Average Earnings	\$14.35	\$12.93	\$10.64	\$11.46

**Local Process Measures:** The following process measures have been approved by Sacramento Works, Inc. as local process measures:

- 85% of all training scholarships will be for training in critical occupational clusters identified by Sacramento Works, Inc.
- Customer Satisfaction surveys for employers and jobs seekers will be conducted quarterly to assess whether customers are satisfied with services
- Outreach to employers (Recruitment events, job orders, total hire and average wage) will be reported quarterly.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 2 – ACTION (continued)

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SETA has not yet received the final allocation for Fiscal Year 2010-2011 for the WIA Adult and Dislocated Worker programs, but state guidelines have estimated the allocation to be \$7,571,523 a 10 percent (\$857,871) decrease from last fiscal year. The decrease is due to reductions approved in the Continuing Resolution passed by Congress in April, 2011. SETA has received funding from the Sacramento County Department of Human Assistance for the one stop services provided to cash public assistance recipients and will use these funds to offset the loss in WIA funding for the one-stop career center system. The federal budget for Fiscal Year 2011-2012 has yet to be approved and staff is informing all one-stop service providers that, if budget cuts are received from the federal level, subgrant agreements may be terminated or reduced midyear.

The One-Stop Services subgrant agreement permits SETA the sole option to extend agreements for additional terms, up to a total of four additional years. Staff is seeking approval to extend One Stop Services subgrant agreements for an additional year and recommends funding the SWCCs at their base funding level for One-Stop Services (see attached chart).

RECOMMENDATION:

Approve the extension of all WIA One-Stop Services subgrant agreements for Program Year 2011-12 as indicated on the attached funding chart.

STAFF PRESENTER: Robin Purdy

**Sacramento Employment and Training Agency**  
**Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker**  
**ONE-STOP SERVICES**  
**Staff Funding Recommendation**  
**FY 2011 - 2012**

Sacramento Works One Stop Career Center	WIA Base Funding PY2010-2011			WIA Subgrant Extensions PY2011-2012				
	One-Stop Services	Talent Development Scholarships	Total Funding	One-Stop Services	Talent Development Scholarships	Total Funding	Cost per Customer	Number to be Served*
<b>Subcontracted Sacramento Works One Stop Career Centers</b>								
Broadway - Asian Resources, Inc.	\$374,040	\$180,000	\$554,040	\$381,521	\$180,000	\$561,521	\$114	4,927
Citrus Heights - Crossroads	302,954	170,000	472,954	309,013	170,000	\$479,013	109	4,395
La Familia Counseling Center	258,000	70,000	328,000	263,160	70,000	\$333,160	119	2,800
Lemon Hill - Sacramento City USD	470,812	110,000	580,812	480,228	110,000	590,228	148	3,988
Sacramento County - Mather	258,000	0	258,000	263,160	0	263,160	150	1,754
Sacramento Urban League	258,000	80,000	338,000	263,160	80,000	343,160	123	2,790
South County - Elk Grove USD	330,812	210,000	540,812	337,428	210,000	547,428	122	4,487
<b>Total Subcontracted</b>	<b>\$2,252,618</b>	<b>\$820,000</b>	<b>\$3,072,618</b>	<b>\$2,297,670</b>	<b>\$820,000</b>	<b>\$3,117,670</b>	<b>\$126</b>	<b>25,141</b>

*\* Numbers to be served are universal access goals; staff assisted and training goals will be negotiated with service providers.*

## ITEM III-B – 3 - ACTION

### REVIEW AND APPROVAL OF STAFF FUNDING RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT (WIA), TITLE I, ADULT AND DISLOCATED WORKER ON-THE-JOB TRAINING/SUBSIDIZED EMPLOYMENT (OJT/SE), PROGRAM YEAR 2011-12

#### BACKGROUND:

On January 26, 2011 the Sacramento Works, Inc. board reviewed and approved the Workforce Investment Act Sacramento Works One Stop Career Center Resource Allocation Plan for 2011-12. The Governing Board reviewed and approved the Plan on February 3, 2011. This Resource Allocation Plan allocated WIA funds to the On-the-Job Training/Subsidized Employment activity. In addition, staff planned to include funding from the Sacramento County Department of Human Assistance (DHA) to support OJT/SE services to eligible CalWORKs recipients.

In March, 2011 the SETA Governing Board approved the release of a Request for Proposals (RFP) to solicit On-the-Job Training/Subsidized Employment (OJT/SE) services through WIA, Title I, and CalWORKs funding. The OJT/SE activity is intended to engage prospective employers in providing appropriate and meaningful training opportunities to low income individuals, dislocated workers, and eligible CalWORKs recipients. It is designed to place customers into full-time jobs in high skill, high growth occupations. OJT is a "hire first" activity that provides a 50% to 100% reimbursement of the wages paid by an employer to an employee during the training period. The percentage of the wage reimbursement and the length of training are based on the occupation, the elements of training, the experience and work readiness of the trainee, and the difficulty of the job.

#### Evaluation Process:

Eleven proposals were submitted in response to the OJT/SE RFP. Proposals were reviewed and scored by a team of nine evaluators, which included a representative from the Sacramento County DHA. Proposals were evaluated based on the criteria outlined in the OJT RFP. Areas reviewed and addressed included an applicant's demonstrated ability to: (proposal summaries and recommendations sent under separate cover)

- Attain WIA Common Measures, as well as local measures such as enrollment and training completion goals
- Operate, manage, deliver, and evaluate all elements of an OJT/SE program consistent with the goals and strategies of the Sacramento Works, Inc.
- Serve targeted populations and communities

STAFF PRESENTER: Michelle O'Camb

ITEM III-B – 3 – ACTION (continued)

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- Develop jobs with prospective employers within the critical occupational clusters recognized by Sacramento Works, Inc.
- Provide all elements of case management, including the provision of supportive services, the tracking and documenting of services, including progress towards goal attainment, and providing follow-up and job retention services
- Partner, coordinate, and collaborate with SWCC and DHA staff

Program cost reasonableness was also evaluated. This was accomplished by comparing proposals to historical costs of similar programs, as well as comparing to the costs of other proposals submitted in response to the RFP.

SETA staff routinely monitors and evaluates WIA funded program services and providers on overall past program performance and ability to meet contractual performance standards. Evaluation criteria reviewed for performance of current SETA-funded applicants included:

- Achievement of planned performance goals (enrollment, training completion, entered employment and retention)
- Ability to enroll and serve target population
- Achievement of Adult and Dislocated Worker Common Measures

For non-SETA funded applicants, references were contacted and asked to provide an assessment of program performance and capabilities. This information was utilized in developing funding recommendations.

Available Funding:

The amount of PY 2011-12 WIA, Title I, program funds for allocation to OJT/SE is:

\$1,030,000 WIA

\$1,300,000 CalWORKs

\$100,000 NEG

RECOMMENDATION:

Approve the staff recommendations as reflected on the attached funding chart with the following stipulations:

1. Provider operating costs must not exceed 40% of participant wages.
2. Reserve \$191,106 in CalWORKs funds to allocate additional slots, negotiate higher wage reimbursement rates, or negotiate longer training durations.

STAFF PRESENTER: Michelle O'Camb



**Sacramento Employment and Training Agency**  
 Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker  
 CalWORKs  
 On-the-Job Training/Subsidized Employment

Rank	Agency Name	Funding Request	Funding Requests, FY2011 - 2012					Funding Recommendations			Total Recommended Funding	Number to Serve		Total To Serve	
			Number Served	OJT Hours	% Reimb.	Cost per Participant	SWCC Target	Critical Occupation Clusters	NEG/WIA DW	WIA Adult		CalWORKs-Proposed	NEG/WIA DW		CalWORKs/WIA
1	Folsom Cordova Community Partnership	\$344,860	50	400	75%	\$6,897	Rancho Cordova, Mather, Hillsdale	Administration & Support, Human Services, Installation.	\$0	\$160,105	\$184,755	\$344,860		50	50
1	La Familia Counseling Center, Inc.	411,389	65	320	75%	6,329	La Familia	All, green jobs	0	183,887	227,502	411,389		65	65
2	North State Building Industry Foundation	337,610	60	740	30%	5,627	Hillsdale, Citrus Heights, Elk Grove	Clean Energy	337,610	0	0	337,610	60		60
2	Asian Resources, Inc.	450,782	60	300	90%	7,513	Broadway, Citrus Heights	All	0	171,721	279,061	450,782		60	60
2	Bach Viet Association, Inc.	295,526	50	360	90%	5,911	Lemon Hill, South County, Hillsdale	All	0	102,692	192,834	295,526		50	50
3	Lao Family Community Development, Inc.	381,004	52	320	80%	7,327	LH, MS, Franklin, SC, Hillsdale, CH	All	0	173,264	207,740	381,004		52	52
4	Sacramento Chinese Community Service Center, Inc.	193,593	30	400	50%	6,453	Franklin	All							
4	Sacramento City Unified School District	300,000	50	350	100%	6,000	Lemon Hill	Healthcare & Support Services, Tourism & Hospitality							
4	Crossroads Diversified Services, Inc.	330,631	50	600	85%	6,613	Citrus Heights, Mather, Franklin, Rancho	Administration & Support Services, Human Services, Installation.							
4	Greater Sacramento Urban League	396,786	40	540	50%	9,920	GSUL	Administration & Support Services, Information Technology							
4	Lao Family Community of Stockton, Inc.	228,876	35	480	75%	6,539	Hillsdale, GSUL	Distribution, Electronics, Healthcare, Retail							
<b>Totals</b>		<b>\$3,671,057</b>	<b>542</b>	<b>437</b>	<b>73%</b>	<b>\$ 6,830</b>			<b>\$337,610</b>	<b>\$791,669</b>	<b>\$1,091,892</b>	<b>\$2,221,171</b>	<b>60</b>	<b>277</b>	<b>337</b>

Note: Operating costs must not exceed 40% of participant wages

Note: \$191,106 in CalWORKs funds will be set aside for additional slots, higher wage reimbursement rates or longer training

ITEM III-B – 4 - ACTION

APPROVE FUNDING RECOMMENDATION FOR SAFE COMMUNITY PARTNERSHIP  
STREET OUTREACH SERVICES.

BACKGROUND:

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

A Request for Proposals for SCP Street Outreach was issued in April 2011. A bidders' conference was held on April 12, 2011 with fifteen organizations represented. Attendance at the bidders' conference was not mandatory. Four organizations submitted proposals for Street Outreach services by the deadline of May 2, 2011 - WIND Youth Services, Lao Family Community Development, Roberts Family Community Development, and The Effort. The proposals were reviewed by the SCP Leadership Team, represented by SETA, City of Sacramento Police Department, ACT, a national expert on Street Outreach services, a community member and the Public Health Institute – the technical assistance advisors for Safe Community Partnership and the State of California.

The SCP Leadership Team is meeting to finalize the recommendation for funding the week prior to the SETA Governing Board. Staff will provide an oral report and recommendation at the Board meeting.

RECOMMENDATION:

Hear the staff report and approve funding for Safe Community Partnership Street Outreach services.

STAFF PRESENTER: Christine Welsch

ITEM III-B - 5 - ACTION

CONCURRENCE WITH SACRAMENTO WORKS TO APPROVE FUNDING  
RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT (WIA), TITLE I,  
YOUTH PROGRAM SERVICES, FOR PROGRAM YEAR 2011-2012

BACKGROUND:

The Sacramento Works Youth Council's strategic goal is to "Prepare youth to thrive and succeed in the regional workforce by providing relevant work readiness and employment programs and engage regional employers and academia."

The Sacramento WIA funds are allocated in three categories: Universal, Individualized In-School Youth, and Individualized Out-of-School Youth.

**Universal Services:**

The Universal Services are delivered via a Universal Youth Specialist stationed at the career centers. The services, without regard to eligibility, focus on providing youth with a variety of "youth" friendly services at the one stop career center services. The Youth Specialists are liaisons between SWCC and neighborhood resources for youth. Universal Youth Specialists are another linkage with academic institutions and the WIA youth services. Youth Specialists conduct outreach and recruitment events and information sessions geared to the needs of local youth. They provide job search assistance and referrals to youth. Youth Specialists do not carry a caseload and are not case managers. The Universal Services Youth team includes a Youth Advocate whom is a former WIA or similar program participant assigned to provide assistance to the Youth Specialist. The position of the Youth Advocate is viewed as a career pathway vehicle into the workforce development industry.

**Individualized Services:**

The Sacramento Works Youth WIA program incorporates the following **required WIA Program Elements:**

**Improving Academic Achievement**

Secondary school completion & dropout prevention strategies (In-School Youth)

Alternative secondary school services (Out-of-School Youth)

**Preparing for & Succeeding in Employment**

Occupational skills training

Work Experience / On-the-Job Training directly linked to academic and occupational learning

**Supporting Youth Development**

Leadership development opportunities

Supportive services

STAFF PRESENTER: Christine Welsch

ITEM III-B - 5 – ACTION (continued)

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Adult mentoring  
Comprehensive guidance & counseling including alcohol and drug abuse  
Follow-up services for one year

The Sacramento Works Youth Council began the public planning process for the procurement of WIA Youth services in the fall 2010. Public input included presentations of various Youth Council initiatives, options for new strategies and input from the community. These strategies include:

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 and incorporated these strategies into the WIA youth program design to be offered as Individualized Services in addition to the above required WIA elements.

On February 4, 2011 a Request for Proposals (RFP) for the WIA Youth Program Services was released. Two bidders' conferences were held to provide an overview of the RFP and the new program design. Thirty-two organizations pre-qualified to submit applications. SETA received thirty-three (33) proposal applications, representing twenty-two organizations. Of those, fifteen (15) were in-school, ten (10) were out-of-school and eight (8) were for Universal Services proposals. Two applicants submitted proposals after the deadline of 4:00 p.m. on March 17, 2011 – California Human Development Corporation and Dr. Ephraim Williams/Family Life Center.

**Evaluation Process**

Proposals were reviewed and scored based on the criteria outlined in the RFP. Areas reviewed and addressed include:

1. Demonstrated ability to attain of WIA Common Measures, enrollment, training completion and placement goals. Sacramento's outcomes for the youth common measures are:

**Placement in Employment or Education – 70%**

Defined as: *Employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.*

**STAFF PRESENTER:** Christine Welsch

**Attainment of Degree Or Certificate - 62%**

Defined as: *Attaining a diploma, GED or certificate*

**Literacy Or Numeracy Gains – 40%**

Defined as: *Advancing one or more Adult Basic Education (ABE) or English as a Second Language (ESL) functioning levels.*

Case management and participant tracking/documentation of services and progress toward goal attainment

Proposed program design is consistent with the Youth Council's goals and strategies

Ability to serve targeted challenged youth and communities

Commitment to youth development and a collaborative approach to service delivery

Staffing infrastructure – ensuring that funded agencies have an adequate staff to participant ratio

Ability to provide access to all component elements

Incorporation of the key strategies (green jobs, career pathways, serving higher risk youth, and/or service learning). Proposals that demonstrated the incorporation of the strategy were given additional consideration.

SETA staff routinely monitors and evaluates the WIA Youth program services and past performance for SETA funded operators. References for non-SETA funded applicants are used to develop the funding recommendation.

Historically, current providers are expected to be fully enrolled by the end of the third quarter (March 31, 2011).

The performance evaluation includes outcome and frequency of technical assistance, case management and client tracking documentation, and adherence to SETA's payroll process, contract and fiscal policies and procedures.

**Funding Challenges and Available Funding**

Several applicants applied in more than one category. SETA is attempting to increase the number of youth served and expand the number and capacity of youth providers throughout the Sacramento community. This recommendation reflects that intention.

It should also be noted that SETA and the Sacramento Works system currently manages programs and services with discretionary grant funding that targets very high-risk youth and neighborhoods. This includes juvenile probation and parolees and those at risk of involvement in the criminal justice system and gang members from the Oak Park, Del Paso Heights and South Sacramento areas.

The current WIA program year ends June 30, 2011. Annual performance reports will be completed and ready for review by August 2011. SETA has not received notification of next year's WIA Youth allocation. It is anticipated that EDD will release this information in May 2011. Additionally, based on the proposed federal budget cuts, it is expected that the youth allocation will be reduced in 2011 and possibly again in 2012. Based on that information, the attached recommendation is based on the estimated available funds of \$2,875,200.

**Available funding:**

Individualized services	\$2,258,200
Universal Services	572,000
Youth Council Initiatives	\$ 45,000
<b>Total</b>	<b><u>\$2,875,200</u></b>

**Individualized and Universal Services:** The Sacramento Works Youth Council reviewed a Program Synopsis including a proposal summary from each Individualized applicant's proposal and the RFP review team evaluation.

Charts outlining the funding recommendations are attached;

The current providers received an increased allocation in 2009 and 2010 to increase the summer employment opportunities for Sacramento youth. These Recovery Act funds are no longer available and the new allocation reflects this reduction.

**Youth Council Initiatives:**

Outreach to the Community and other Youth Council Initiatives

The Youth Council is reserving \$45,000 for other Youth Council Initiatives including:

Sponsoring job fairs, community outreach, supporting Career GPS event (\$10,000), and youth leadership training.

RECOMMENDATION:

➤ Concur with the Sacramento Works, Inc. Board to approve the funding recommendation for the WIA, Title I, Youth Program, PY 2011-2012 with the program year beginning July 1, 2011.

➤ If necessary, authorize staff to negotiate contracts subject to a reduced cost per participant.

➤ Approve with the stipulations attached and that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August 2011 and may face deobligation of funds.

➤ If the WIA Youth allocation is less than the anticipated amount, SETA retains the right to reduce the contracted amounts.

## **WIA Youth Funding Stipulations - 2011**

### **Universal Services**

- Services are for all youth – there is no age category nor eligibility
- Youth Specialists are not case managers nor job developers for Individualized Youth programs
- Funded providers are expected to staff one (1) FTE dedicated to provide SWCC Universal Services
- Youth Advocates will be stationed at the Sacramento Works Career Centers assisting the Youth Specialist and providing services to universal youth.

### **Individualized Services**

- It is expected that the majority of Out-of-School services are provided at the Sacramento Works Career Centers. Therefore, Out-of-School youth staff must be co-located at a SWCC site.
- Out-of-school youth that do not have a GED or high school diploma must be provided services to attain either the GED or high school diploma.

### **Staffing**

- Due to the complexity of the WIA youth program requirements, it is expected that WIA funded staff are dedicated 100% to the WIA Youth Program (not providing classroom training or other program case management services).
- Providers must submit rosters to SETA of WIA funded staff. Funds for unfilled positions (more than 60 days) are subject to deobligation and/or redirection.

## WIA YOUTH FUNDING RECOMMENDATIONS 2011

<b>Universal Services</b>			
Provider	# Served	Career Center	
Asian Resources, Inc.	440	Broadway	\$71,500
Crossroads Diversified Services, Inc.	440	Citrus Heights	71,500
Sacramento Chinese Community Service Center, Inc.	440	Franklin	71,500
La Familia Counseling Center, Inc.	440	La Familia	71,500
Sacramento City Unified School District	440	Lemon Hill	71,500
Crossroads Diversified Services, Inc.	440	Rancho Cordova	71,500
Elk Grove Unified School District	440	South County	71,500
Greater Sacramento Urban League	440	Urban League	71,500
SETA	440	Hillsdale	
SETA	440	Mark Sanders	
SETA	440	Galt	
<b>Total</b>	<b>4,840</b>		<b>\$572,000</b>

<b>Universal Services</b>	<b>\$572,000</b>
<b>Out-of-School Services</b>	<b>1,283,380</b>
<b>In-School Services</b>	<b>974,820</b>
<b>Youth Council Initiatives</b>	<b>45,000</b>
<b>Grand Total</b>	<b>\$2,875,200</b>



## WIA YOUTH FUNDING RECOMMENDATIONS 2011

	<b>OUT OF SCHOOL YOUTH</b>	<b>Requested</b>		<b>Recommendation</b>			<b>Career Center / Area</b>
<b>Rank</b>	<b>Provider Name</b>	<b># served</b>	<b>Amount</b>	<b>Cost per</b>	<b>Amount</b>	<b># served</b>	
2	Asian Resources, Inc.	110	\$482,716	\$ 4,388	\$ 307,160	70	Broadway & Citrus Heights SWCC, Avondale, Citrus Heights, North Sac & South Sac
2	California Indian Manpower Consortium, Inc.	45	218,485	4,855	145,650	30	All Sacramento County
2	Crossroads Diversified Services, Inc.	60	215,988	3,600			Citrus Heights SWCC, Arden Arcade, North East Sacramento
2	Elk Grove Unified School District	90	314,079	3,490	244,300	70	South County SWCC - Elk Grove & South Sacramento
2	La Familia Counseling Center, Inc.	65	318,435	4,899	293,940	60	LFCC SWCC- South & Central Sacramento
2	North State Building Industry Foundation	50	267,346	5,346	160,380	30	Hillsdale, Urban League & Citrus Heights SWCC - All county
3	Sacramento City Unified School District	70	250,000	3,770	131,950	35	Lemon Hill SWCC - South and East Sacramento
3	Folsom Cordova Community Partnership	30	138,229	4,607			Rancho SWCC, Rancho Cordova
4	Galt Joint Union High School District	40	212,994	5,324			Galt & River Delta
4	Greater Sacramento Urban League	40	368,848	9,221			Urban League SWCC, Del Paso Heights & North Sacramento
<b>Subtotal - Out-of-School</b>			<b>\$2,787,120</b>		<b>\$1,283,380</b>	<b>295</b>	

## WIA YOUTH FUNDING RECOMMENDATIONS 2011

	IN SCHOOL YOUTH	Requested		Recommendation			Career Center / Area
Rank	Provider Name	# served	Requested	Cost per	Funding	# served	
1	City of Sacramento – Dept. of Parks & Rec.	65	\$233,264	\$ 3,589	\$ 179,450	50	Lemon Hill SWCC & LaFamilia SWCC, City Sacramento (North & South)
1	Sacramento Chinese Community Service Center	80	362,866	4,536	317,520	70	Franklin SWCC & Hillsdale SWCC - South & North Sacramento
1	Soil Born Farms Urban Agriculture Project	30	220,635	6,000	132,000	22	Rancho SWCC/Rosemont, Florin-Perkins & Oak Park
2	Crossroads Diversified Services, Inc.	60	223,025	3,717	185,850	50	Rancho SWCC & Citrus Heights SWCC
2	San Juan Unified School District	200	340,000	3,200	160,000	50	Encina High School and San Juan High
2	Asian Resources, Inc.	55	275,264	5,004			Central Sacramento
2	Elk Grove Unified School District	90	244,105	2,712			Elk Grove School District & South Sacramento
3	Lao Family Community Development, Inc.	50	236,293	4,726			North Sacramento
3	Lao Family Community Development, Inc.	50	236,293	4,726			South Sacramento
4	Galt Joint Union High School District	40	205,830	5,145			Galt & River Delta
4	Greater Sacramento Urban League	40	269,481	6,737			Urban League SWCC, Del Paso Heights & North Sacramento
4	Sacramento Asian American Minority, Inc.	60	240,061	4,001			Kennedy High School & South Sacramento
4	Sacramento County Office of Education	60	329,503	5,492			All County
4	Target: Excellence	100	296,611	2,967			C.K. McClatchy and Central/South Sacramento
4	Twin Rivers USD	140	397,417	2,838			Twin Rivers School District
Subtotal - In School			\$4,110,648		\$ 974,820	242	

ITEM III-B -6 - ACTION

APPROVAL OF 2011-2012 WORKFORCE INVESTMENT AREA  
ANNUAL PLAN MODIFICATION

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 Workforce Investment Area's Annual Plan Modification addresses changes that are planned for implementation during the Fiscal Year (FY 2011-2012) and an update on the Sacramento Works, Inc. Strategic Plan.

The Sacramento Workforce Investment Act Annual Plan Modification for 2011-2012 will be sent under separate cover.

RECOMMENDATION:

Approve the Modifications to the 2011-2012 Sacramento Local Workforce Investment Area's Annual Plan.

STAFF PRESENTER: Michelle O'Camb

## ITEM IV-A – INFORMATION

### OFFICE OF RESEARCH PUBLICATION REGARDING LOCAL WORKFORCE INVESTMENT BOARD EXPENDITURES

#### BACKGROUND:

The California Senate Office of Research published Policy Matters, The Workforce Investment Act: How is the Federal Funding Being Spent which is a report on how California's Workforce Investment Boards allocate the federal workforce development funds. This report provides background information on the purpose of the Workforce Investment Act and identifies some of the workforce development policy issues that are being debated throughout the nation and that will affect how the workforce system operates in the future.

STAFF PRESENTER: Robin Purdy



# policy matters

california senate

OFFICE OF RESEARCH

## THE WORKFORCE INVESTMENT ACT: HOW IS THE FEDERAL FUNDING BEING SPENT?

Hundreds of Millions of Dollars Are Allocated Annually to California Through This Federal Act, and Most Local Workforce Investment Boards Report Spending Far Less on Job Training Than on Employment Services at One-Stop Career Centers

Each year California receives hundreds of millions of dollars allocated to the state under the federal Workforce Investment Act of 1998, the nation's principal law directing public resources into employment services and workforce training programs.

The federal act provides direction on the types of employment services and workforce training programs that every state in the nation should provide to workers and job seekers, as well as guidance on the way states may deliver these services at both the state and local level. Most of the money allocated to the states is spent at the local level, by Local Workforce Investment Boards, whose members are appointed by local elected officials of the relevant local governments.

In California, most Local Workforce Investment Boards have reported investing little of their federal funds into workforce training and instead have spent a substantial amount on other employment services provided by One-Stop Career Centers throughout the state. In some Local Workforce Investment Areas, the boards have reported spending less on training than on administrative costs and other operating expenses not directly related to client services.



### **Are the People Who Need Job Training Getting a Seat in the Classroom?**

Most of California's Local Workforce Investment Boards have reported spending a small share of their funding on job training programs—often less than 25 percent of their relevant federal funds—yet recent research suggests that for some groups of workers, job training programs may outperform other types of employment services.

## What Employment Services Are Provided Under the Workforce Investment Act?

Three tiers of employment services and job training programs are offered to workers and those looking for work under the Workforce Investment Act. These tiers are divided into categories according to how prepared a person may be for a new job, and Local Workforce Investment Boards have significant flexibility in determining how rapidly one may move from one tier to the next.

The first two tiers are known as “core” and “intensive” employment services.

- > Core services include job search-and-placement assistance, labor-market information, workplace counseling, and preliminary skills assessments.
- > Intensive services include comprehensive skills assessments, group counseling, individual career counseling, case management, and short-term prevocational services, such as how to write a résumé and prepare for an interview.

Core and intensive employment services have been designed to match workers with employers in a relatively short period of time and, under the federal law, are intended to target those job seekers who are most job-ready. Both types of services are provided through California’s more than 200 One-Stop Career Centers.

## What Is a One-Stop Career Center?

When drafted in 1998, it was envisioned that the Workforce Investment Act would establish a seamless employment-service delivery system in each state. This system would be

operated at the local level, and today these services—known as One-Stop Employment Services—are offered at the state’s One-Stop Career Centers. The goal is to allow workers and job seekers to access these employment services, as well as other relevant government services, including 17 types of federal programs, such as Trade Adjustment Assistance, Welfare to Work, and Vocational Education programs.

While the Workforce Investment Act mandates that various types of services must be provided through the One-Stop Career Centers, how one accesses these services, the range of services available, and the degree to which representatives of all the targeted programs actually participate in



### Job Training Programs Take Many Forms

Programs designed to teach adults new professions may include classroom training, customized training, and on-the-job training. Funding for training is typically distributed through job-training accounts that provide vouchers to job seekers who want to enroll in local programs.

the One-Stops varies dramatically. For example, some One-Stop Career Center partners operate relevant programs at One-Stops with staff physically located at the center, whereas in others, clients gain access to those services via an off-site referral system or through electronic links via on-site computers or telephones.

The Workforce Investment Act requires the Local Workforce Investment Boards to ensure there is at least one One-Stop Career Center operating within each Local Workforce Investment Area, though it also allows local boards the discretion to open additional sites. Currently, California has more than 200 One-Stop Career Centers.

In addition to client service costs, the operation of One-Stops requires various administrative costs; however, the Workforce Investment Act does not provide additional funding for One-Stop Career Centers' administrative costs and other operating expenses beyond the funding allocated to the Local Workforce Investment Boards through their Workforce Investment Act formula funds. (Funding for operations and the share of administrative costs paid by One-Stop partners varies in each Local Workforce Investment Area and within each One-Stop depending on cost-sharing agreements negotiated at the local level.)

## What Kind of Job Training Is Available?

In addition to the core and intensive employment services described earlier, the Workforce Investment Act provides a third tier of services: job training. Job training may be offered to Workforce Investment Act clients

who have been unable to find work after receiving core and intensive services.

Job training programs take many forms, including classroom training, customized training, and on-the-job training. Training funds typically are distributed through individual training accounts that provide vouchers to job seekers; those searching for work then use the vouchers to enroll in eligible training programs made available by the Local Workforce Investment Boards. These boards and the state share responsibility for determining which training providers are eligible to receive the vouchers.

Workforce Investment Act funds designated as training expenditures also may be used for curriculum development and support services—such as subsidized child care and transportation vouchers—that enable a participant to attend and complete the job training.

## How Does Job Training Differ From the One-Stop Employment Services?

Job training programs are designed to help workers gain new skill sets or upgrade existing skill sets, and provide them with other services that facilitate the completion of job training.

The primary intent of job training is to improve earnings potential and employability of workers over the medium- to long-term (whereas the intent of the core and intensive employment services provided at the One-Stops is a more short-term goal, that is, helping those who are looking for work to find a job quickly).

## System Governance and Accountability Under WIA

The Workforce Investment Act (WIA) sets up a system of shared governance, providing policy authority to states and local governments, which are responsible for operating programs funded under the act. The way states divide this authority between state and local governments varies, with some state governments providing substantially more policy direction to the Local Workforce Investment Boards than others.

In California, the system is comparatively decentralized, with the Local Workforce Investment Boards (LWIB) retaining significant autonomy over policy and spending. The boards are supposed to meet the minimum federal requirements contained in WIA and are subject to federal performance measures, which assess job placement rates, employment retention rates, changes in client earnings, and educational attainment. Rules governing the measurement of LWIB performance are determined by the federal government, but actual standards or benchmarks for the LWIBs in California are negotiated by the Employment Development Department and the LWIBs.

In California, the Governor, Legislature, California Workforce Investment Board, and Employment Development Department play different roles in WIA implementation:

- > The Governor appoints members of the California Workforce Investment Board, which is responsible for the development of the state plan, development and implementation of system-wide activities, as well as oversight and evaluation of local board programs and plans.
- > The Legislature appropriates WIA funds annually as part of the budget process; included is a state-level plan for WIA discretionary fund expenditures, which are dependent on gubernatorial and legislative priorities.
- > The Legislature also may statutorily provide policy guidance to both the California Workforce Investment Board and the LWIBs, and has four seats on the state board—two from the Senate and two from the Assembly. Any statutes passed by the Legislature providing policy guidance to the board and LWIBs must be consistent with the federal act.
- > The California Workforce Investment Board certifies whether the LWIBs are meeting the federal performance criteria outlined above.<sup>1</sup>
- > The California Employment Development Department performs statutory and regulatory oversight functions by conducting fiscal and program reviews of the LWIBs to ensure compliance with federal and state requirements.

While overall direction for the statewide system may occur at the state level, running daily operations typically is handled at the local level. The LWIBs set policy direction at the local level and prepare local workforce investment plans in accordance with the requirements of relevant federal and state statutes. Local plans must be consistent with the state plan.



## How the Federal Funding Flows to States and Local Workforce Investment Boards

Federal Workforce Investment Act funds are distributed to the states according to established formulas that weigh unemployment rates and other economic and demographic variables (including how many economically disadvantaged youth and adults and long-term unemployed live in a state). Once the funding is granted, it is appropriated by the state Legislatures that then distribute the overwhelming majority of the money to Local Workforce Investment Boards through the appropriate state agency. In California, the money is distributed to Local Workforce Investment Boards by the California Employment Development Department, which uses formulas that weigh many of the same factors the federal government uses when distributing funding to the state.

California and its 49 Local Workforce Investment Boards receive Workforce Investment Act funding from the U.S. Department of Labor through three revenue streams for three target populations: adults, youth, and dislocated workers.

- > Adult formula funds provide employment services and job training to adults, but when funds are limited, priority is given to services for low-income individuals and public-assistance recipients.
- > Youth formula funds are for programs catering to low-income youth with barriers to employment, including student

dropouts, offenders, runaways, homeless youth, foster children, youth who are pregnant or parenting, and those with basic literacy deficiencies.

- > Dislocated-worker formula funds provide employment services and job training to workers who have been laid off or are about to be laid off, as well as to displaced homemakers and the self-employed who are unable to do business as a result of general economic conditions.

Under federal law, states must distribute a minimum of 85 percent of the adult formula funds, 85 percent of the youth formula funds, and 60 percent of the dislocated-worker formula funds to the states' Local Workforce Investment Boards. The local boards then decide how to spend the funds, how much will be spent on employment-service programs at the states' One-Stop Career Centers, how much will be used to fund workforce training programs, and how much will be spent on administrative and other operating expenses.



**Training Programs Help Workers Gain New Job Skills or Upgrade Existing Work Skills**  
Job training programs can help improve the earning potential of workers and increase their chances of finding a new job in the near future.

States may reserve a maximum of 15 percent of the adult, youth, and dislocated-worker formula funds for a variety of statewide workforce investment activities, while 25 percent of the dislocated-worker formula funds may be used by both the state and the Local Workforce Investment Boards for layoff-mitigation programs.

## The California Legislature Requires Public Reports on How Job Training Dollars Are Spent by the Local Workforce Investment Boards

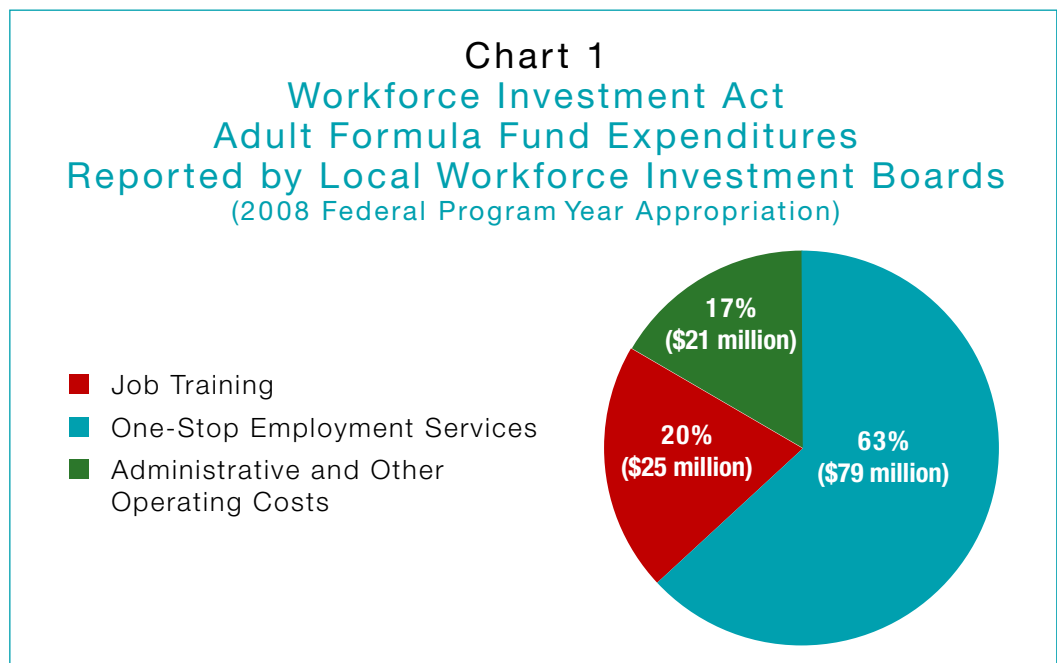
In 2008 the California Legislature passed Senate Bill 302 (Ducheny, Chapter 376, Statutes of 2008), which requires the state’s Employment Development Department (EDD) to report annually on the training expenditures made by each of California’s 49 Local Workforce Investment Boards (LWIB) during the prior fiscal year.

The data analyzed for this report are similar to the data provided to the Legislature by EDD, pursuant to Senate Bill 302.<sup>2</sup>

> The data in this report are based on self-reported expenditures provided by the LWIBs to EDD. The LWIBs provide quarterly expenditure data for job training, core

and intensive services, administrative costs, and other operating costs to EDD by using EDD’s Job Training Automation System. EDD regularly provides policy direction to the LWIBs on how to classify various types of expenditures using federal guidelines and definitions.

- > The data provide information on LWIB self-reported spending patterns for federal appropriations **over the two-year “life” of adult and dislocated-worker formula funds allocated to the state during federal program year 2008**. These funds were placed into contracts with the LWIBs during state fiscal year 2008–09 and were available for expenditure for two years from July 1, 2008, through June 30, 2010.
- > The data differ from the information annually provided to the Legislature pursuant to Senate Bill 302 because that data only provides information on LWIB self-reported expenditures **during a California fiscal year, regardless of the year in which the money was appropriated by the federal government**.



## An Overview of How the 2008 Federal Program Year Funding Was Spent

### Adult Formula Funds

Chart 1 (on the opposite page) provides an overview of aggregate statewide spending patterns reported by Local Workforce Investment Boards (LWIB) for Workforce Investment Act adult formula funds over the two-year life of the funds allocated during the 2008 federal program year.

Of the \$125 million in Workforce Investment Act adult formula funds appropriated to the LWIBs for the 2008 federal program year (which includes transfers between funding streams made by the LWIBs), approximately \$25 million (20 percent) was reported as being spent on job training during state fiscal years 2008–09 and 2009–10. A much larger share of the funds was spent on One-Stop Employment Services than on job training; about \$79 million (63 percent) was spent on core and intensive employment services provided at the One-Stop Career Centers,

and LWIBs, in the aggregate, also reported spending about \$21 million (17 percent) on administrative and other operating expenses combined.

### Dislocated-Worker Formula Funds

Chart 2 (below) provides an overview of aggregate statewide spending patterns reported by the LWIBs for Workforce Investment Act dislocated-worker formula funds over the two-year life of the funds allocated during the 2008 federal program year.

As with the adult formula funds outlined earlier, the LWIBs, in the aggregate, reported spending a small share of the dislocated-worker formula funds on job training programs during the two-year life of the relevant funds.

Of the \$84 million in Workforce Investment Act dislocated-worker formula funds appropriated to the LWIBs for the 2008 federal program year (which includes transfers between funding streams made by the LWIBs), about \$16 million (19 percent) was reported

as being spent on job training. A much larger share went to One-Stop Employment Services: about \$56 million (67 percent) was spent on core and intensive employment services provided at the One-Stop Career Centers,

**Chart 2**  
**Workforce Investment Act**  
**Dislocated-Worker Formula Fund Expenditures**  
**Reported by Local Workforce Investment Boards**  
(2008 Federal Program Year Appropriation)

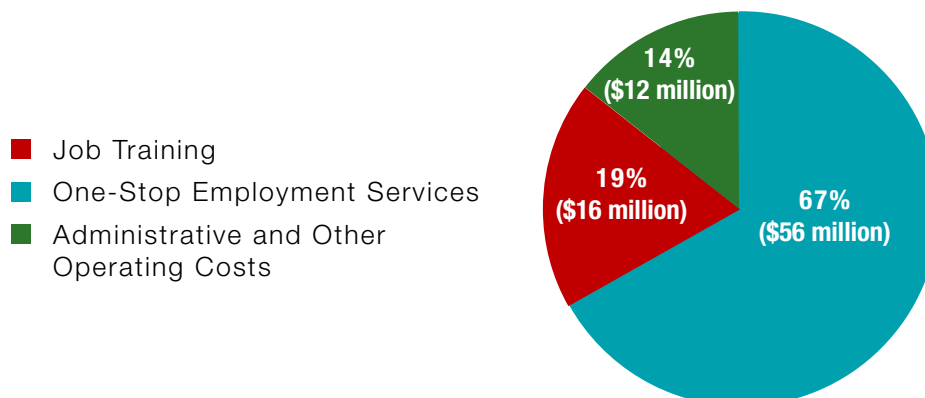
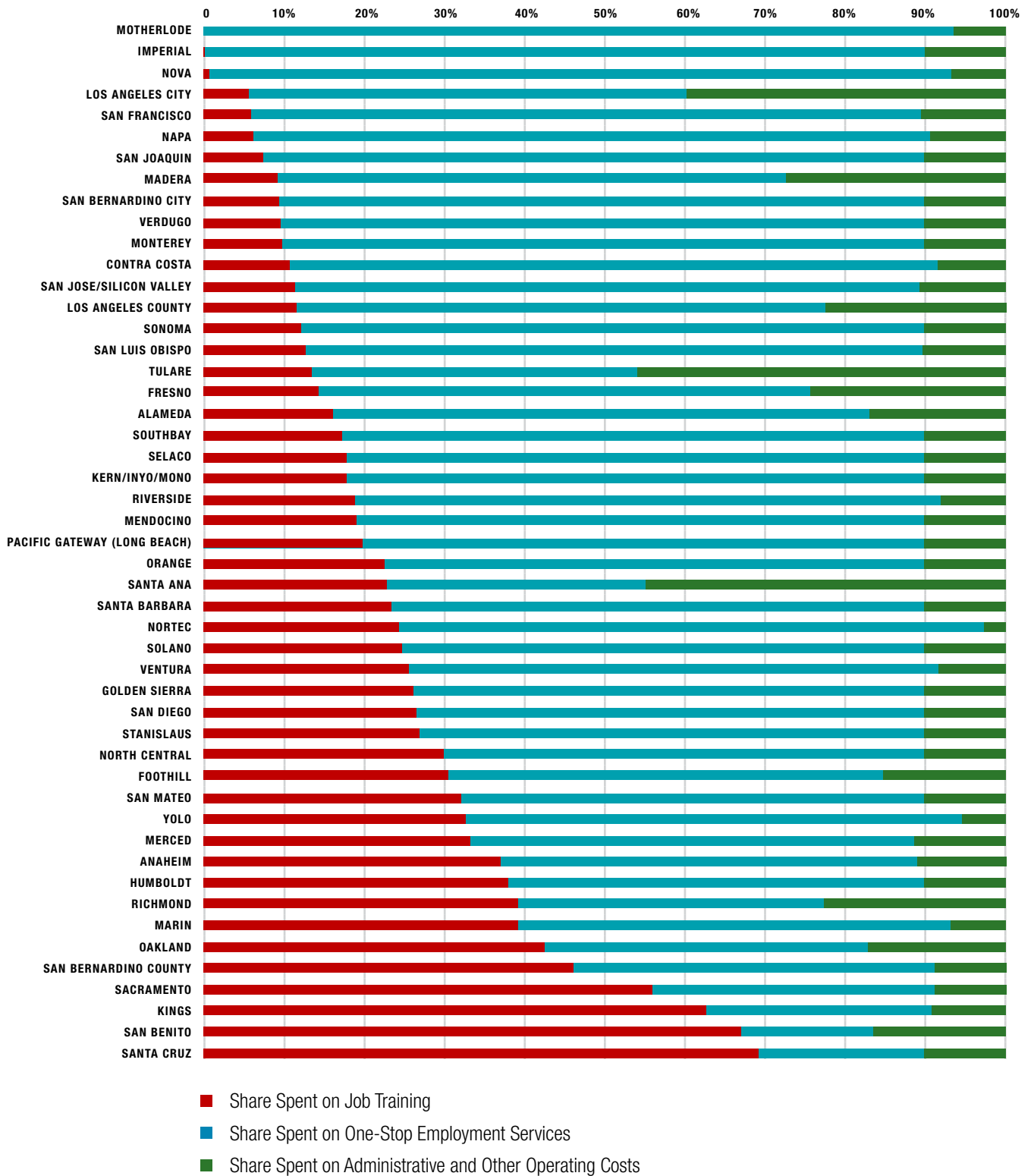


Chart 3

Workforce Investment Act Adult Formula Fund Expenditures  
Reported by Local Workforce Investment Boards  
(2008 Federal Program Year Appropriation)



and about \$12 million (14 percent) went to administrative and other operating expenses combined.

## The Big Picture: Charting the Spending Patterns of California's 49 Local Workforce Investment Boards

Data in Chart 3 (on the opposite page) reflect the share of expenditures spent on One-Stop Employment Services, job training, and combined administrative and other operating expenses reported by each of the 49 individual workforce boards over the two-year life of the Workforce Investment Act's adult formula funds allocated during the 2008 federal program year. Data in Chart 4 (on page 10) provide the calculated values for the data featured in Chart 3, as well as the LWIB-reported expenditure amounts.

The data show that most LWIBs reported spending less than 25 percent of their federal funds on job training and instead spent substantially more of their federal funds on core and intensive services provided through the more than 200 One-Stop Career Centers in the state. A third of the boards reported spending less than 15 percent of their funds on job training. (Similar spending patterns were reported for the 2007 adult formula funds federal program year appropriation, and for the 2007 and 2008 dislocated-worker formula funds federal program year appropriations.)

Charts 3 and 4 also show that some LWIBs reported spending

more on administrative and other operating expenses (combined) than they did on job training; these LWIBs are indicated in Chart 4 with a blue asterisk next to their name. Boards that reported spending more on administrative costs and other operating expenses combined than on job training typically reported spending less than 10 percent of their funds on job training. Some of these boards spent upward of 20 percent of the relevant funds on administrative costs and other operating expenses combined.

Overall, Chart 4 shows variations in the way the LWIBs reported spending their formula funds, with a handful of boards spending a substantial amount on job training and others spending very little. Similarly, some boards reported spending a large amount on administrative and other operating expenses combined, while others did not. Further research may indicate the sources of this variation.



### Most Workforce Investment Act Money Is Spent at the Local Level

Local Workforce Investment Boards decide how to spend their funds, including how much to spend on job training and how much to spend on employment service programs that teach job seekers, for example, how to look for a job and prepare for an interview.

## Chart 4

# Workforce Investment Act Adult Formula Fund Expenditures Reported by Local Workforce Investment Boards (2008 Federal Program Year Appropriation)

Local Workforce Investment Boards (LWIB)	Allocations (Net)	One-Stop Employment Services		Job Training		Administrative and Other Operating Costs	
		Expenditures	%	Expenditures	%	Expenditures	%
MOTHERLODE*	\$509,965	\$478,149	93.76%	\$0	0.00%	\$31,816	6.24%
IMPERIAL*	\$2,039,860	\$1,831,969	89.81%	\$3,905	0.19%	\$203,986	10.00%
NOVA*	\$822,257	\$751,303	91.37%	\$8,155	0.99%	\$62,799	7.64%
LOS ANGELES CITY*	\$14,952,744	\$8,246,647	55.15%	\$756,575	5.06%	\$5,949,522	39.79%
SAN FRANCISCO*	\$2,003,608	\$1,688,832	84.29%	\$106,794	5.33%	\$207,982	10.38%
NAPA*	\$154,299	\$132,259	85.72%	\$8,240	5.34%	\$13,800	8.94%
SAN JOAQUIN*	\$3,362,061	\$2,797,352	83.20%	\$228,503	6.80%	\$336,206	10.00%
MADERA*	\$1,356,106	\$872,932	64.37%	\$121,431	8.95%	\$361,743	26.68%
SAN BERNARDINO CITY*	\$958,125	\$773,476	80.73%	\$88,837	9.27%	\$95,812	10.00%
VERDUGO*	\$678,846	\$547,862	80.70%	\$63,099	9.29%	\$67,885	10.00%
MONTEREY*	\$2,655,719	\$2,131,647	80.27%	\$258,501	9.73%	\$265,571	10.00%
CONTRA COSTA	\$1,568,598	\$1,272,418	81.12%	\$167,320	10.67%	\$128,860	8.22%
SAN JOSE/SILICON VALLEY	\$6,993,207	\$5,497,116	78.61%	\$778,163	11.13%	\$717,928	10.27%
LOS ANGELES COUNTY*	\$10,259,038	\$6,783,162	66.12%	\$1,163,464	11.34%	\$2,312,412	22.54%
SONOMA	\$623,355	\$487,878	78.27%	\$73,141	11.73%	\$62,336	10.00%
SAN LUIS OBISPO	\$342,274	\$265,583	77.59%	\$42,464	12.41%	\$34,227	10.00%
TULARE*	\$3,816,411	\$1,544,469	40.47%	\$508,135	13.31%	\$1,763,807	46.22%
FRESNO*	\$5,737,829	\$3,568,103	62.19%	\$812,564	14.16%	\$1,357,161	23.65%
ALAMEDA*	\$1,511,688	\$1,014,378	67.10%	\$245,028	16.21%	\$252,282	16.69%
SOUTHBAY	\$1,373,824	\$1,004,754	73.14%	\$231,688	16.86%	\$137,382	10.00%
SELACO	\$1,712,145	\$1,241,465	72.51%	\$299,466	17.49%	\$171,215	10.00%
KERN/INYO/MONO	\$4,368,649	\$3,166,308	72.48%	\$765,476	17.52%	\$436,864	10.00%
RIVERSIDE	\$10,459,972	\$7,712,048	73.73%	\$1,901,820	18.18%	\$846,103	8.09%
MENDOCINO	\$266,824	\$190,717	71.48%	\$49,425	18.52%	\$26,682	10.00%
PACIFIC GATEWAY (LONG BEACH)	\$3,498,599	\$2,458,914	70.28%	\$689,826	19.72%	\$349,860	10.00%
ORANGE	\$1,769,181	\$1,188,784	67.19%	\$403,480	22.81%	\$176,917	10.00%
SANTA ANA*	\$1,292,620	\$416,358	32.21%	\$298,903	23.12%	\$577,359	44.67%
SANTA BARBARA	\$913,078	\$603,998	66.15%	\$217,773	23.85%	\$91,308	10.00%
NORTEC	\$2,969,904	\$2,158,775	72.69%	\$727,918	24.51%	\$83,211	2.80%
SOLANO	\$1,009,582	\$657,620	65.14%	\$251,004	24.86%	\$100,958	10.00%
VENTURA	\$1,584,317	\$1,050,220	66.29%	\$410,872	25.93%	\$123,225	7.78%
GOLDEN SIERRA	\$1,596,088	\$1,018,966	63.84%	\$417,514	26.16%	\$159,608	10.00%
SAN DIEGO	\$5,858,973	\$3,713,461	63.38%	\$1,559,615	26.62%	\$585,897	10.00%
STANISLAUS	\$2,423,219	\$1,532,446	63.24%	\$648,451	26.76%	\$242,322	10.00%
NORTH CENTRAL	\$1,702,611	\$1,026,464	60.29%	\$505,887	29.71%	\$170,260	10.00%
FOOTHILL	\$494,606	\$268,605	54.31%	\$152,055	30.74%	\$73,946	14.95%
SAN MATEO	\$952,917	\$548,491	57.56%	\$308,583	32.38%	\$95,843	10.06%
YOLO	\$780,102	\$469,023	60.12%	\$260,038	33.33%	\$51,041	6.54%
MERCED	\$1,648,103	\$900,453	54.64%	\$555,704	33.72%	\$191,946	11.65%
ANAHEIM	\$717,419	\$371,949	51.85%	\$269,230	37.53%	\$76,240	10.63%
HUMBOLDT	\$436,155	\$223,377	51.22%	\$169,163	38.79%	\$43,615	10.00%
RICHMOND	\$567,676	\$218,422	38.48%	\$220,282	38.80%	\$128,972	22.72%
MARIN	\$300,895	\$165,773	55.09%	\$117,894	39.18%	\$17,228	5.73%
OAKLAND	\$2,149,559	\$866,900	40.33%	\$926,769	43.11%	\$355,890	16.56%
SAN BERNARDINO COUNTY	\$4,044,218	\$1,827,684	45.19%	\$1,866,488	46.15%	\$350,046	8.66%
SACRAMENTO	\$7,608,539	\$2,706,319	35.57%	\$4,252,284	55.89%	\$649,936	8.54%
KINGS	\$834,103	\$235,878	28.28%	\$522,381	62.63%	\$75,845	9.09%
SAN BENITO	\$236,165	\$39,001	16.51%	\$160,784	68.08%	\$36,380	15.40%
SANTA CRUZ	\$1,029,068	\$210,655	20.47%	\$715,506	69.53%	\$102,907	10.00%

\*Local Workforce Investment Boards that spent more on administrative costs and other operating expenses combined than on job training.

## Some States Require Substantial Job Training Investments

Little systematic information is available on the amount of money spent on training in other states or by Local Workforce Investment Boards in other states. The U.S. Department of Labor does not track job-training expenditures by the amount expended on training, but there is evidence that some states require a substantial investment in their job training programs.

Florida, Illinois, Michigan, and Wisconsin have enacted statutes or regulations that effectively direct investments into job training programs at the local level:

- > Florida statutorily mandates that its Local Workforce Investment Boards spend at least 50 percent of their formula funds on job training.
- > Illinois has created regulations requiring its local boards to spend 40 percent of their funds on job training.



**Job Training May Lead to a Higher Return on Investment Than Other Employment Services**  
Some workers who receive job training may find better employment opportunities and make better wages than those who only receive core and intensive services, such as job search-and-placement assistance and job counseling, according to some workforce experts.

- > Michigan's No Worker Left Behind program has raised the share of formula funds expended on job training to more than 50 percent by steering Workforce Investment Act funds into job training programs that focus on in-demand occupations.
- > Wisconsin has implemented regulations requiring that at least 35 percent of formula funds be spent on job training.

## Job Training Programs May Lead to a Higher Return on Investment Than Other Employment Services

Given that California's Local Workforce Investment Boards, in the aggregate, have reported spending little of their appropriated funds on job training, policy makers may want to consider whether and to what extent California should adopt policies similar to those in Florida, Illinois, Michigan, and Wisconsin. The Job Training Partnership Act, the forerunner to the Workforce Investment Act, required spending at least 50 percent of the relevant federal funds on human capital development through job training programs. The relevant policy issue is whether spending more on job training would lead to better policy outcomes, such as higher employment rates and higher earnings for recipients of Workforce Investment Act services.

Policy makers need to recognize that increased job training funding may come at the expense of reduced WIA expenditures for the One-Stop Career Centers and an overall reduction in the

number of clients served depending on the cost-sharing agreements in place at the One-Stops; however, directing more funds to job training may lead to a higher return on investment.

Recent research<sup>3</sup> from nationally recognized experts on workforce training, including those at the Robert M. La Follette School of Public Affairs at the University of Wisconsin—Madison, and the Ray Marshall Center for the

Study of Human Resources at the University of Texas at Austin, suggest that job training programs may outperform job-search and job-placement-assistance services over the medium- to long-term. For some groups of workers, the job training programs appear to have a greater impact on wages and employability than the types of services typically provided at the One-Stop Career Centers.

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## Endnotes

1. Performance benchmarks are negotiated between the state, federal government, and Local Workforce Investment Boards (LWIB). The federal government, through the U.S. Department of Labor, negotiates with the California Employment Development Department (EDD) to set statewide performance benchmarks; the state, through EDD, negotiates with the LWIBs to set performance benchmarks for each of the LWIBs. During the recertification process, the California Workforce Investment Board determines whether or not the LWIBs are meeting their benchmarks, using data collected by EDD. Ultimately, the Governor of California makes the decision about LWIB recertification based on recommendations received from the California Workforce Investment Board and EDD.
2. Monetary figures for training expenditures analyzed for this report are based on the federal definition of training found in the federal Workforce Investment Act of 1998 (WIA). Figures for One-Stop Employment Services include spending for services defined as core and intensive employment services under WIA. Monetary figures for administrative and other operating expenses include the costs defined as administrative costs under the Workforce Investment Act as well as other operating expenses not directly related to client services. Administrative costs include accounting, procurement, payroll, and audit functions. Other program operating costs may include salaries and benefits for managers and staff not directly providing services to clients, as well as marketing, advertising, program planning, design, supplies, and management information systems. The other costs reported by the California Employment Development Department (EDD) are not defined as administrative costs under WIA, nor are they program costs that may be counted as direct client-service expenses. EDD typically reports administrative and other operating expenditures separately, but in this report they are combined for simplicity. All of the expenditure data are based on figures provided by the LWIBs to EDD.
3. Carolyn J. Heinrich et al., “New Estimates of Public Employment and Training Program Net Impacts: A Nonexperimental Evaluation of the Workforce Investment Act Program,” Robert M. La Follette School of Public Affairs, University of Wisconsin—Madison, La Follette School Working Paper no. 2009-013, June 2009. Christopher T. King, T. Carter Smith, and D. G. Schroeder, “Evaluating Local Workforce Investments: Results for Short- and Long-Term Training in Austin (TX),” paper presented at the Association for Public Policy Analysis and Management’s (APPAM) 31<sup>st</sup> Annual Research Conference, Washington, D.C., November 2009. Christopher T. King et al., “Texas Workforce Investments: Returns for Participants, Taxpayers, and Society,” *Texas Business Review*, June 2010. Burt S. Barnow and Christopher T. King, “The Workforce Investment Act in Eight States,” Nelson A. Rockefeller Institute of Government, report prepared for the U.S. Department of Labor, Employment, and Training Administration, February 2005.

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**Written by Daniel Rounds.** The California Senate Office of Research is a nonpartisan office charged with serving the research needs of the California State Senate and assisting Senate members and committees with the development of effective public policy. It was established by the Senate Rules Committee in 1969. For more information and copies of this report, please visit [www.sen.ca.gov/sor](http://www.sen.ca.gov/sor) or call (916) 651-1500.



ITEM IV-B – INFORMATION

THIRD QUARTER REPORTS – SACRAMENTO WORKS ONE STOP CAREER  
CENTER SYSTEM

BACKGROUND:

The Third Quarter reports will be sent under separate cover.

Staff will be available to answer questions.

STAFF PRESENTER: Ralph Giddings

ITEM IV-C – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

## Employer Recruitment Activity Report

Employer	Jobs	No of Positions
AccentCare	Caregivers	9
Acrobat Staffing	Cooks, Servers, Dishwashers	13
ACS Roofing	Online Marketing Assistant	1
Advance Call Center Technologies	Call Center Technical	70
Advance Kids	Behavior Consultant	1
Advantage Sales and Marketing, LLC	Assembly Person	10
Aeis Solutions	Data Entry Specialist	27
Aerotek	Loan Modification Representative	1
Agile 1	PG&E Test Administrators	3
Agilent Technologies	Manufacturing Engineer Supervisor	1
ALSCO, Inc.	Maintenance Worker	1
Amerikit	Warehouse, Administrative Asst.	3
AppleOne Employment Services	Various Positions	38
AppleOne Employment Services	Bilingual Call Center Reps	10
Benefit & Risk Management Services, Inc.	Group Billing Representative	1
Beutler Corporation	Consolitrades/Flash Cool	70
California Energy Savers	Telemarketing	4
California Redevelopment Association	Member Service Associate	1
Campbell Soup	Maintenance Mechanics	67
Capital Autism Services	Behavioral Tutors	1
Capital Public Radio	Reporter	2
Cenveo	VH Adjuster	1
Child Abuse Prevention Center	Community Ed Training Mgr	1
Child Care Careers	Child Care Aide	10
Comcast	Facilities Coordinator	1
Comcast	Residential Sales Representatives	25
Comfort City	HVAC Installer I	1
Community Services Planning Council	Program Associate	1
Corestaff Services	Medical Collector	2
Crossroads Diversified Services	Pipe Fitter	2
Crossroads Diversified Services	Journeyman Refrigeration Technician	1
CSSC-Janitorial	Janitors	2
Delta Dental of California	Workforce Management Coordinator	1
Dome Printing	Truck Driver	1
Effie Yeaw Nature Center	Executive Director	1
Energuy	Tier I Rater	10
Gemco Mineral, Inc.	Accountant	1
General Produce Company	Outside Sales Representative, Retail Merchandiser	2
Goodwill	Manager Trainee	9
Grocery Outlet	Deli, Clerk, Cashier, Produce etc.	20
H & R Block	Office Managers	3
Hands-On Executive Services	Janitor Custodian	3
HMS Host	Cashiers, Cook, Attendants	12

### Employer Recruitment Activity Report

Employer	Jobs	No of Positions
Indecare in Home Care and Living Assistance	Caregivers	1
Insight Center for Community Economic Development	Workforce Director	1
Insulfoam	Factory Worker	5
Intelligrated	Product Support Engineers	5
JB Radiator Specialties, Inc.	Welder	1
Kustum Steel Fabricators	Welders/ Welder Helper	3
Lewis Group of Companies	Grounds Keeper	1
Mainstay Business Solutions	Customer Service Manager	1
Manpower	Warehouse/Maintenance	10
N Solar Inc	Green Jobs	150
NAMI California	Administrative Assistant	1
Nelson Staffing	General Laborers/Production Workers	40
North Highlands Pharmacy Inc.	Pharmacy Clerk	2
North Western Mutual Financial Network	Assistant to Wealth Management Advisor	1
Oak Park Preschool	Teacher Associate	1
OPDE	Solar Photovoltaic	150
Opening Doors Inc	Slavic Microenterprise Program Manager	1
Pacific Crest Trail Assn.	Development Assistant	1
Pacific Gas and Electric Company	Utility Worker	30
Panda Restaurant Group Inc.	Restaurant Manager	1
Paramount Equity	Insurance Customer Service Rep.	1
PG&E	Utility Equipment Mechanics	31
Planned Parenthood Affiliates of California	Administrative Assistant	1
PRIDE Industries	Custodial Supervisor	1
PRIDE Industries	Janitor	6
Ranstad	Bilingual Customer Service Reps	15
Relationship Skills Center	Program Manager	1
Right at Home in Home Care & Assistance	Caregiver	1
Sacramento Business Journal	Advertising Sales Executive	10
Sacramento Children's Home	Tutor	2
Sacramento Children's Home	On call Child Care Worker	1
Sacramento Children's Home	Home Visitor	1
Sacramento Container Corporation	Maintenance Mechanic	1
Sacramento Employment and Training Agency	Analyst, Educator	2
Sacramento Public Library	On-Call Custodians	5
Sacramento Region Community Foundation	Administrative Coordinator	1
Salvation Army Emergency Shelter	Case Manager & Housing Specialist	2
Salvation Army Sac Metro	On-Call Personal Care Attendant	1
Salvation Army Sac Metro	On-Call Kitchen Aide	1

## Employer Recruitment Activity Report

Employer	Jobs	No of Positions
School Innovations & Advocacy, Inc.	Regional Account Manager	1
School Innovations & Advocacy, Inc.	Executive Assistant	1
Sears	Seasonal Sales Associates/ Cashiers	12
Select Staffing	Customer Service Representative	25
Service Company	Kitchen Staff	15
Solar Power Inc	Solar Photovoltaic	50
St. John Shelter Program	Administrative Assistant	1
St. Johns	Development Associate	1
Staffing Network	Various Positions	13
Stanford Home for Children	Juvenile Justice Crime Prevention Program Practitioner	1
Stanford Home for Children	Behavioral Analyst	1
Stanford Home for Children	Wraparound Specialist	1
Support for Home	Caregivers	10
TeleDirect Call Centers	Customer Service Representative (CSR)	65
Turning Point Christian School	Pre-School Teacher	1
United Animal Nations	Administrative Assistants	1
United Animal Nations	Development Manager	1
US Census Bureau	Bilingual Census Enumerator	30
Utility Partners of America	SmartMeter Installers	40
Vacuum Process Engineering	Drafter/Designer & Technicians	10
Visiting Angels Senior Home Care	Caregivers	10
Volt Workforce Solutions	Bilingual Spanish Customer Service	6
WEAVE, Inc.	Bilingual Counselor	2
Westtec Construction	Skilled Laborer, Welders, Carpenters, Operators	160
<b>TOTAL</b>		<b>1392</b>

## ITEM IV-D - INFORMATION

### SACRAMENTO VETERAN RESOURCE CENTERS' SVOC VETERAN EMPLOYMENT ASSISTANCE PROGRAM (VEAP) BOARD SUMMARY

#### BACKGROUND:

In December of 2009, the California Employment Development Department awarded SETA \$750,000 in American Recovery and Reinvestment Act funds to ensure that former members of the military receive job training and employment services as part of a continuing veteran's jobs initiative.

The role of the Sacramento Employment and Training Agency (SETA) was to act as the fiscal agent for Sacramento Veterans Resource Center (SVRC) who provided case management, wrap around services, vocational and occupation skills training, job development and placement activities. SVRC used a network of veteran resources, which includes EDD and the Sacramento Works One-Stop Career Center system, to these serve veterans. The target population was to serve 110 veterans and their spouses, specifically those serving in recent campaigns that include current Iraq War and Desert Storm veterans to be served over a 24-month period.

To date the Sacramento Veterans Resource Center VEAP has served over 90 veterans, and enrolled 78 veterans under this grant. The Sacramento Veterans Resource Center has assisted 27 veterans to secure employment at an average wage of about \$20 per hour.

Below is a success story provided by SVOC:

A Naval veteran with a history of cocaine abuse was homeless and had lost custody of his children due to his drug abuse. He was enrolled by SVOC's Behavioral Health Center (BHC) in a 90-day treatment program, which was required of Child Protective Services in order to regain custody of his two toddlers. He successfully graduated from his 90 treatment, applied for our Men's Supportive Housing Program (MSHP), and as a result was enrolled in the Veterans Employment Assistance Program (VEAP). He has since had the opportunity to gain permanent housing at the Mather Community Campus and has reunified with his children. Through the VEAP, he was able to access employment resources and supportive services that allowed him to attain gainful employment with Amerivet Logistics and attend the Modoc Railroad Academy's Conductor Program. He has done well in the program and is close to graduating. It was also reported that he is not only doing well, but was named one of the top students in the class. He has since been offered an opportunity to work for Union Pacific in North Dakota. He continues to work successfully with his recovery maintenance program and looks forward to starting his position with Union Pacific in April 2011.

STAFF PRESENTER: William Walker

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 May 13, 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 3/2/11
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	Declined Services
Official	12/9/2010	<b>Sutter Medical Center-Sacramento</b> Sacramento, CA	2/4/2011	112	Declined Services
Official	1/25/2011	<b>JCPenney</b> Sacramento, CA	3/28/2011	356	2/2-3/11 2/8 -9/11
Unofficial	2/3/2011	<b>CSEA/Alliance Printing</b> 3947 Lennane Dr Sacramento, CA	2/3/2011	15	2/17/2011
Official	3/30/2011	<b>Child Action</b> Sacramento, CA	6/10/2011	65	4/19/11 4/20/11 4/21/11
Unofficial	4/15/2011	<b>AT&amp;T</b> 2700 Watt Ave Sacramento, CA	5/25/2011	244	4/26-29/11 5/2/11
Official	4/6/2011	<b>Beanstalk</b> 3735 Stephen Dr North Highlands, CA	6/30/2011	78	6/2/2011
Unofficial	5/2/2011	<b>City of Sacramento</b>	6/30/2011	232	5/19/11, 5/25/11 6/2/11, 6/8/11, 6/22/11
Unofficial	5/9/2011	<b>First Data</b>	8/31/2011	145	6/9/11 6/16/11
			<b>Total # of Affected Workers</b>	3,266	



ITEM IV-F – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of April is 12%.

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)**

**Educational and health services leads month-over job gains**

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.0 percent in April 2011, down from a revised 12.7 percent in March 2011, and below the year-ago estimate of 12.3 percent. This compares with an unadjusted unemployment rate of 11.7 percent for California and 8.7 percent for the nation during the same period. The unemployment rate was 12.4 percent in El Dorado County, 10.9 percent in Placer County, 12.1 percent in Sacramento County, and 12.8 percent in Yolo County.

**Between March 2011 and April 2011**, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 3,200 to reach 805,300 jobs.

- Educational and health services gained 1,500 jobs, above its typical 300-job increase from March to April over the last 21 years. Health care and social assistance (up 1,300 jobs) accounted for the bulk of the increase.
- Total farm increased by 900 jobs, below its usual 1,800-job increase from March to April over the last 21 years.
- Financial activities grew by 500 jobs. Finance and insurance (up 300 jobs) and real estate, rental, and leasing (up 200 jobs) accounted for the increase.
- On the downside, trade, transportation, and utilities netted a loss of 500 jobs. A decline in retail trade (down 600 jobs) offset a 100-job gain in transportation, warehousing, and utilities. Wholesale trade reported no change over the month.

**Between April 2010 and April 2011**, total wage and salary employment in the region decreased by 13,600 jobs or 1.7 percent.

- Government lost 6,100 jobs, with declines in local government (down 4,800 jobs), federal government (down 1,200 jobs), and state government (down 100 jobs).
- Construction decreased by 3,300 jobs due to losses in residual construction (down 1,600 jobs), specialty trade contractors (down 1,000 jobs), and construction of buildings (down 700 jobs).
- Trade, transportation, and utilities contracted by 3,100 jobs. Retail trade (down 1,900 jobs), wholesale trade (down 1,000 jobs), and transportation, warehousing, and utilities (down 200 jobs) accounted for the decrease.
- On the upside, total farm, educational and health services, and leisure and hospitality each gained 1,000 jobs.

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

Data Not Seasonally Adjusted

	Apr 10	Feb 11	Mar 11	Apr 11	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,042,900	1,020,800	1,022,100	1,015,100	-0.7%	-2.7%
Civilian Employment	914,800	892,100	892,500	893,300	0.1%	-2.4%
Civilian Unemployment	128,000	128,600	129,500	121,800	-5.9%	-4.8%
Civilian Unemployment Rate	12.3%	12.6%	12.7%	12.0%		
(CA Unemployment Rate)	12.2%	12.2%	12.3%	11.7%		
(U.S. Unemployment Rate)	9.5%	9.5%	9.2%	8.7%		

Total, All Industries (2)	818,900	798,500	802,100	805,300	0.4%	-1.7%
Total Farm	7,500	7,200	7,600	8,500	11.8%	13.3%
Total Nonfarm	811,400	791,300	794,500	796,800	0.3%	-1.8%
Total Private	576,800	564,200	566,200	568,300	0.4%	-1.5%
Goods Producing	70,200	66,100	66,900	67,200	0.4%	-4.3%
Mining and Logging	400	300	300	300	0.0%	-25.0%
Construction	37,500	33,400	34,200	34,200	0.0%	-8.8%
Construction of Buildings	8,700	8,100	8,100	8,000	-1.2%	-8.0%
Construction - Residual	4,200	3,000	3,100	2,600	-16.1%	-38.1%
Specialty Trade Contractors	24,600	22,300	23,000	23,600	2.6%	-4.1%
Building Foundation & Exterior Contractors	5,300	5,400	5,600	5,700	1.8%	7.5%
Building Equipment Contractors	10,200	9,800	9,800	9,900	1.0%	-2.9%
Building Finishing Contractors	5,700	4,700	4,800	4,900	2.1%	-14.0%
Specialty Trade Contractors - Residual	3,400	2,400	2,800	3,100	10.7%	-8.8%
Manufacturing	32,300	32,400	32,400	32,700	0.9%	1.2%
Durable Goods	21,600	21,600	21,600	21,800	0.9%	0.9%
Computer & Electronic Product Manufacturing	6,900	6,900	6,900	6,900	0.0%	0.0%
Durable Goods - Residual	14,700	14,700	14,700	14,900	1.4%	1.4%
Nondurable Goods	10,700	10,800	10,800	10,900	0.9%	1.9%
Food Manufacturing	4,100	4,400	4,400	4,400	0.0%	7.3%
Non-Durable Goods - Residual	6,600	6,400	6,400	6,500	1.6%	-1.5%
Service Providing	741,200	725,200	727,600	729,600	0.3%	-1.6%
Private Service Producing	506,600	498,100	499,300	501,100	0.4%	-1.1%
Trade, Transportation & Utilities	131,200	129,300	128,600	128,100	-0.4%	-2.4%
Wholesale Trade	22,900	21,900	21,900	21,900	0.0%	-4.4%
Merchant Wholesalers, Durable Goods	11,900	11,400	11,500	11,500	0.0%	-3.4%
Merchant Wholesalers, Nondurable Goods	8,700	8,300	8,300	8,400	1.2%	-3.4%
Wholesale Trade - Residual	2,300	2,200	2,100	2,000	-4.8%	-13.0%
Retail Trade	86,100	85,500	84,800	84,200	-0.7%	-2.2%
Motor Vehicle & Parts Dealer	10,000	9,900	9,900	10,000	1.0%	0.0%
Building Material & Garden Equipment Stores	7,400	7,000	7,100	7,300	2.8%	-1.4%
Grocery Stores	16,200	16,300	16,300	16,400	0.6%	1.2%
Health & Personal Care Stores	5,400	5,100	5,000	5,000	0.0%	-7.4%
Clothing & Clothing Accessories Stores	6,700	6,500	6,500	6,400	-1.5%	-4.5%
Sporting Goods, Hobby, Book & Music Stores	4,200	4,500	4,500	4,300	-4.4%	2.4%
General Merchandise Stores	18,700	18,800	18,700	18,500	-1.1%	-1.1%
Retail Trade - Residual	33,700	33,700	33,100	32,700	-1.2%	-3.0%
Transportation, Warehousing & Utilities	22,200	21,900	21,900	22,000	0.5%	-0.9%
Information	17,300	16,600	16,600	16,600	0.0%	-4.0%
Publishing Industries (except Internet)	3,000	2,900	2,900	2,900	0.0%	-3.3%
Telecommunications	9,400	9,000	9,000	8,800	-2.2%	-6.4%
Information - Residual	4,900	4,700	4,700	4,900	4.3%	0.0%
Financial Activities	49,100	46,100	46,000	46,500	1.1%	-5.3%
Finance & Insurance	36,800	34,400	34,400	34,700	0.9%	-5.7%
Credit Intermediation & Related Activities	13,600	12,400	12,300	12,400	0.8%	-8.8%
Depository Credit Intermediation	8,600	8,300	8,300	8,400	1.2%	-2.3%
Nondepository Credit Intermediation	3,100	2,200	2,200	2,200	0.0%	-29.0%
Credit Intermediation and Related Activities -	1,900	1,900	1,800	1,800	0.0%	-5.3%
Finance and Insurance - Residual	5,100	4,400	4,500	4,500	0.0%	-11.8%
Insurance Carriers & Related	18,100	17,600	17,600	17,800	1.1%	-1.7%

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

Data Not Seasonally Adjusted

	Apr 10	Feb 11	Mar 11	Apr 11	Percent Change	
			Revised	Prelim	Month	Year
Real Estate & Rental & Leasing	12,300	11,700	11,600	11,800	1.7%	-4.1%
Real Estate	9,000	8,900	8,900	9,000	1.1%	0.0%
Real Estate and Rental and Leasing - Residual	3,300	2,800	2,700	2,800	3.7%	-15.2%
Professional & Business Services	101,500	100,600	100,600	100,800	0.2%	-0.7%
Professional, Scientific & Technical Services	52,400	51,000	51,000	50,400	-1.2%	-3.8%
Architectural, Engineering & Related Services	8,600	8,400	8,400	8,400	0.0%	-2.3%
Professional, Scientific, and Technical Services	43,800	42,600	42,600	42,000	-1.4%	-4.1%
Management of Companies & Enterprises	9,600	9,600	9,600	9,500	-1.0%	-1.0%
Administrative & Support & Waste Services	39,500	40,000	40,000	40,900	2.3%	3.5%
Administrative & Support Services	37,600	38,100	38,200	39,000	2.1%	3.7%
Employment Services	13,600	14,300	14,100	14,200	0.7%	4.4%
Services to Buildings & Dwellings	10,200	10,000	10,100	10,300	2.0%	1.0%
Administrative and Support Services - Residual	13,800	13,800	14,000	14,500	3.6%	5.1%
Administrative and Support and Waste Management	1,900	1,900	1,800	1,900	5.6%	0.0%
Educational & Health Services	99,700	98,700	99,200	100,700	1.5%	1.0%
Education and Health Services - Residual	12,400	12,200	12,300	12,500	1.6%	0.8%
Health Care & Social Assistance	87,300	86,500	86,900	88,200	1.5%	1.0%
Ambulatory Health Care Services	37,400	37,700	37,800	38,000	0.5%	1.6%
Hospitals	22,200	22,700	22,800	22,800	0.0%	2.7%
Nursing & Residential Care Facilities	14,300	14,400	14,500	14,500	0.0%	1.4%
Health Care and Social Assistance - Residual	13,400	11,700	11,800	12,900	9.3%	-3.7%
Leisure & Hospitality	79,800	79,200	80,700	80,800	0.1%	1.3%
Arts, Entertainment & Recreation	13,300	12,700	12,900	12,400	-3.9%	-6.8%
Accommodation & Food Services	66,500	66,500	67,800	68,400	0.9%	2.9%
Accommodation	8,000	8,300	8,400	8,400	0.0%	5.0%
Food Services & Drinking Places	58,500	58,200	59,400	60,000	1.0%	2.6%
Full-Service Restaurants	27,000	26,700	26,700	27,100	1.5%	0.4%
Limited-Service Eating Places	28,700	28,700	29,000	29,500	1.7%	2.8%
Food Services and Drinking Places - Residual	2,800	2,800	3,700	3,400	-8.1%	21.4%
Other Services	28,000	27,600	27,600	27,600	0.0%	-1.4%
Repair & Maintenance	7,800	7,700	7,700	7,800	1.3%	0.0%
Other Services - Residual	20,200	19,900	19,900	19,800	-0.5%	-2.0%
Government	234,600	227,100	228,300	228,500	0.1%	-2.6%
Federal Government	14,900	13,600	13,600	13,700	0.7%	-8.1%
Department of Defense	1,800	1,700	1,700	1,700	0.0%	-5.6%
Federal Government excluding Department of Defense	13,100	11,900	11,900	12,000	0.8%	-8.4%
State & Local Government	219,700	213,500	214,700	214,800	0.0%	-2.2%
State Government	111,700	111,600	111,600	111,600	0.0%	-0.1%
State Government Education	27,500	27,800	27,800	27,700	-0.4%	0.7%
State Government Excluding Education	84,200	83,800	83,800	83,900	0.1%	-0.4%
Local Government	108,000	101,900	103,100	103,200	0.1%	-4.4%
Local Government Education	62,800	59,200	60,400	60,400	0.0%	-3.8%
County	19,500	18,400	18,400	18,300	-0.5%	-6.2%
City	10,600	9,700	9,700	9,800	1.0%	-7.5%
Special Districts plus Indian Tribes	15,100	14,600	14,600	14,700	0.7%	-2.6%

**Notes:**

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

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

May 20, 2011  
 Employment Development Department  
 Labor Market Information Division  
 (916) 262-2162

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

Data Not Seasonally Adjusted

	Apr 10	Feb 11	Mar 11 Revised	Apr 11 Prelim	Percent Change Month    Year
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These data are produced by the Labor Market Information Division of the California  
 Employment Development Department (EDD). Questions should be directed to:  
 Justin Wehner 916/262-2324 or Diane Patterson 916/262-2286

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

#####

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

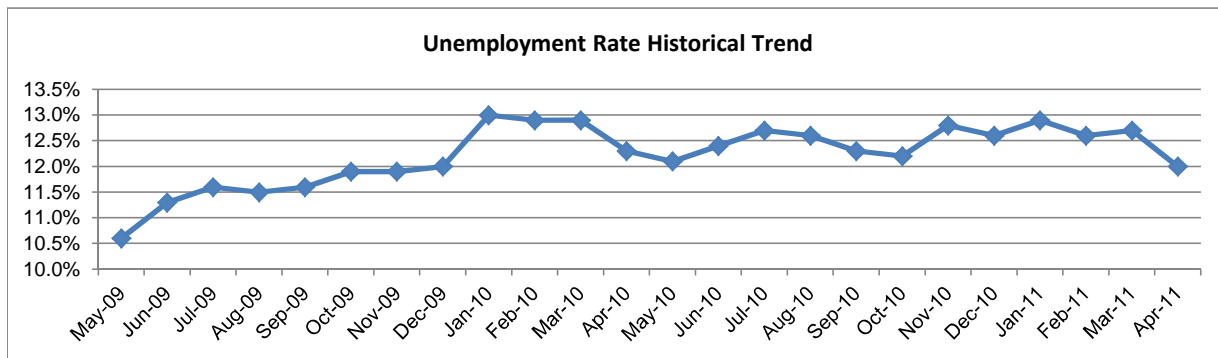
COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,030,400</b>	<b>15,925,800</b>	<b>2,104,500</b>	<b>11.7%</b>
ALAMEDA	14	741,000	664,300	76,700	10.3%
ALPINE	29	490	430	70	13.2%
AMADOR	25	16,920	14,760	2,160	12.7%
BUTTE	29	104,900	91,000	13,900	13.2%
CALAVERAS	37	19,320	16,400	2,920	15.1%
COLUSA	56	11,650	9,190	2,460	21.1%
CONTRA COSTA	15	513,500	459,800	53,800	10.5%
DEL NORTE	29	11,580	10,060	1,520	13.2%
EL DORADO	23	88,900	77,900	11,000	12.4%
FRESNO	45	437,400	363,100	74,300	17.0%
GLENN	43	12,410	10,360	2,050	16.5%
HUMBOLDT	18	60,200	53,500	6,700	11.2%
IMPERIAL	58	75,100	54,200	20,900	27.9%
INYO	12	9,490	8,550	940	9.9%
KERN	39	361,200	303,300	57,900	16.0%
KINGS	44	61,200	51,000	10,200	16.6%
LAKE	52	24,270	19,870	4,410	18.2%
LASSEN	35	13,300	11,430	1,870	14.0%
LOS ANGELES	21	4,898,500	4,322,800	575,700	11.8%
MADERA	41	64,700	54,100	10,600	16.3%
MARIN	1	129,700	119,800	9,900	7.6%
MARIPOSA	27	9,100	7,930	1,170	12.9%
MENDOCINO	19	41,720	36,870	4,850	11.6%
MERCED	55	106,700	85,900	20,800	19.5%
MODOC	36	4,020	3,420	600	14.9%
MONO	2	8,760	8,060	700	8.0%
MONTEREY	24	215,000	187,800	27,200	12.6%
NAPA	8	72,800	65,800	7,000	9.6%
NEVADA	17	49,130	43,730	5,400	11.0%
ORANGE	6	1,570,900	1,435,600	135,300	8.6%
PLACER	16	172,800	153,900	18,900	10.9%
PLUMAS	48	9,890	8,160	1,730	17.5%
RIVERSIDE	33	894,600	773,600	121,000	13.5%
SACRAMENTO	22	657,300	577,800	79,600	12.1%
SAN BENITO	50	26,100	21,400	4,600	17.7%
SAN BERNARDINO	32	839,500	728,200	111,300	13.3%
SAN DIEGO	10	1,551,000	1,399,500	151,500	9.8%
SAN FRANCISCO	4	450,200	411,800	38,400	8.5%
SAN JOAQUIN	46	293,600	242,900	50,700	17.3%
SAN LUIS OBISPO	7	134,900	122,200	12,600	9.4%
SAN MATEO	3	367,100	337,200	30,000	8.2%
SANTA BARBARA	4	222,700	203,700	19,000	8.5%
SANTA CLARA	12	869,900	784,200	85,700	9.9%
SANTA CRUZ	28	148,600	129,100	19,400	13.1%
SHASTA	38	82,400	69,500	12,800	15.6%
SIERRA	46	1,520	1,260	260	17.3%
SISKIYOU	51	18,720	15,380	3,340	17.8%
SOLANO	19	210,300	185,900	24,400	11.6%
SONOMA	10	252,200	227,400	24,800	9.8%
STANISLAUS	48	234,400	193,400	41,000	17.5%
SUTTER	57	41,900	33,000	9,000	21.4%
TEHAMA	39	24,340	20,450	3,890	16.0%
TRINITY	54	5,090	4,110	980	19.2%
TULARE	42	210,400	175,900	34,500	16.4%
TUOLUMNE	34	24,850	21,430	3,420	13.8%
VENTURA	9	429,200	387,600	41,600	9.7%
YOLO	26	96,100	83,800	12,300	12.8%
YUBA	53	27,200	22,200	5,000	18.5%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2010 benchmark and Census 2000 population controls at the state level.

**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 12.0 percent in April 2011, down from a revised 12.7 percent in March 2011, and below the year-ago estimate of 12.3 percent. This compares with an unadjusted unemployment rate of 11.7 percent for California and 8.7 percent for the nation during the same period. The unemployment rate was 12.4 percent in El Dorado County, 10.9 percent in Placer County, 12.1 percent in Sacramento County, and 12.8 percent in Yolo County.



Industry	Mar-2011	Apr-2011	Change		Apr-2010	Apr-2011	Change
	Revised	Prelim				Prelim	
Total, All Industries	802,100	805,300	3,200		818,900	805,300	(13,600)
Total Farm	7,600	8,500	900		7,500	8,500	1,000
Total Nonfarm	794,500	796,800	2,300		811,400	796,800	(14,600)
Mining and Logging	300	300	0		400	300	(100)
Construction	34,200	34,200	0		37,500	34,200	(3,300)
Manufacturing	32,400	32,700	300		32,300	32,700	400
Trade, Transportation & Utilities	128,600	128,100	(500)		131,200	128,100	(3,100)
Information	16,600	16,600	0		17,300	16,600	(700)
Financial Activities	46,000	46,500	500		49,100	46,500	(2,600)
Professional & Business Services	100,600	100,800	200		101,500	100,800	(700)
Educational & Health Services	99,200	100,700	1,500		99,700	100,700	1,000
Leisure & Hospitality	80,700	80,800	100		79,800	80,800	1,000
Other Services	27,600	27,600	0		28,000	27,600	(400)
Government	228,300	228,500	200		234,600	228,500	(6,100)

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)

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

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Rate</b>	<b>Census Ratios Emp</b>	<b>Unemp</b>
Sacramento County	657,300	577,800	79,600	12.1%	1.000000	1.000000
Arden Arcade CDP	54,700	48,100	6,600	12.0%	0.083249	0.082638
Carmichael CDP	28,200	25,500	2,700	9.4%	0.044196	0.033389
Citrus Heights city	48,500	44,400	4,100	8.5%	0.076838	0.052031
Elk Grove CDP	34,000	30,600	3,300	9.8%	0.052995	0.042014
Fair Oaks CDP	16,500	15,400	1,100	6.6%	0.026690	0.013634
Florin CDP	12,400	10,100	2,300	18.8%	0.017414	0.029215
Folsom city	26,000	24,600	1,400	5.5%	0.042525	0.018086
Foothill Farms CDP	9,400	7,900	1,600	16.4%	0.013648	0.019477
Galt city	10,600	8,500	2,100	19.4%	0.014787	0.025876
Gold River CDP	4,600	4,500	100	2.4%	0.007807	0.001391
Isleton city	400	400	100	15.9%	0.000606	0.000835
La Riviera CDP	6,700	6,200	500	7.3%	0.010764	0.006121
Laguna CDP	19,700	18,400	1,300	6.6%	0.031834	0.016416
Laguna West Lakeside CDP	5,100	4,700	400	8.7%	0.008082	0.005565
North Highlands CDP	22,000	17,900	4,100	18.6%	0.030952	0.051475
Orangevale CDP	15,300	14,000	1,300	8.3%	0.024229	0.015860
Parkway South Sacramento CD	15,600	12,400	3,300	21.0%	0.021400	0.041180
Rancho Cordova City	29,900	25,800	4,100	13.8%	0.044619	0.052031
Rancho Murieta CDP	2,200	2,100	100	4.1%	0.003619	0.001113
Rio Linda CDP	5,600	4,600	1,100	18.9%	0.007917	0.013356
Rosemont CDP	13,400	12,100	1,400	10.2%	0.020867	0.017251
Sacramento city	209,100	179,500	29,600	14.2%	0.310678	0.371731
Vineyard CDP	5,700	5,300	400	6.3%	0.009185	0.004452
Walnut Grove CDP	500	300	100	28.8%	0.000569	0.001669
Wilton CDP	2,700	2,400	200	8.3%	0.004225	0.002782

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

**Notes:**

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

**Methodology:**

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



### Data Not Seasonally Adjusted

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

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

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

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

ITEM IV-G- 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. Richard Larkey **DATE:** May 19, 2011  
**FROM:** D'et Patterson, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of North State BIF

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	OJT – DW	\$118,993	10/4/09-9/30/10	7/1/10-9/30/10
WIA/ARRA	OJT – TANF ECF	\$108,292	10/4/09-9/30/10	7/1/10-9/30/10
WIA/ARRA	SYE	\$40,159	5/1/10-9/30/10	7/1/10-9/30/10
WIA/ARRA	SYE – TANF ECF	\$12,000	5/1/10-9/30/10	7/1/10-9/30/10
WIA	OJT – DW	\$86,460	10/1/10-6/30/11	10/1/10-3/31/11
WIA/NEG	OJT – NEG	\$198,858	10/1/10-6/30/11	10/1/10-3/31/11

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** May 17 & 18, 2011

	<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>			
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>X</b>			
9	Indirect Cost Allocation	<b>N/A</b>			
10	Adherence to Budget	<b>X</b>			
11	In-Kind Contribution	<b>X</b>			
12	Equipment Records	<b>N/A</b>			

**Program Operator: North State BIF**

**Findings and General Observations:**

- 1) We have reviewed the WIA/ARRA On the Job Training programs from July 1, 2010 to September 30, 2010, the WIA/ARRA Summer Youth Employment programs from July 1, 2010 to September 30, 2010, and the WIA Dislocated Worker and NEG On the Job Training programs from October 1, 2010 to March 31, 2011. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Vasseliki Vervilos **DATE:** May 20, 2011  
**FROM:** Tammi L. Kerch, 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 PERIOD</u>	<u>PERIOD COVERED</u>
TA	ES	\$ 72,682	10/1/10-9/30/11	10/1/10-3/31/11
RESS	VESL/ES	\$ 135,000	10/1/10-9/30/11	10/1/10-3/31/11

**Monitoring Purpose:** Initial  X  Follow-Up   Special   Final    
**Date of review:** March 29 & 30, 2011

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

**MEMORANDUM**

**TO:** Vasseliki Vervilos **DATE:** May 20, 2011  
**FROM:** Tammi L. Kerch, 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 PERIOD</u>	<u>PERIOD COVERED</u>
WIA	IS	\$ 233,268	07/1/08-09/1/09	07/1/08-09/1/09
TA	ES	\$ 90,000	10/1/09-9/30/10	10/1/09-9/30/10
RESS	VESL/VT	\$ 100,000	10/1/09-9/30/10	10/1/09-9/30/10
TA	VESL/ES	\$ 135,000	10/1/09-9/30/10	10/1/09-9/30/10
TA	VESL/OJT	\$ 105,656	10/1/09-9/30/10	10/1/09-9/30/10
TA	TANF	\$ 77,384	10/1/09-9/30/10	10/1/09-9/30/10

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** March 29 & 30, 2011

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

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Twin Rivers Unified School District

**Findings and General Observations:**

The total costs as reported to SETA for RESS, TA, and WIA have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Vasseliki Vervilos **DATE:** May 24, 2011  
**FROM:** Tammi L. Kerch, 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 PERIOD</u>	<u>PERIOD COVERED</u>
WIA	ARRA/Youth	\$ 58,090	05/1/10-09/30/10	05/1/10-09/30/10

**Monitoring Purpose:** Initial \_\_\_ Follow-Up \_\_\_ Special \_\_\_ Final X  
**Date of review:** May 2, 2011

	<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 Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		



Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Twin Rivers Unified School District

**Findings and General Observations:**

The total costs as reported to SETA for WIA/ARRA have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Edenaugboye Davis      **DATE:** April 18, 2011  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA	\$ 667,032	8/01/09-7/31/10	8/01/09-7/31/10
Head Start	T & TA	7,500	8/01/09-7/31/10	8/01/09-7/31/10
Head Start	Prog. Impv.	145,655	8/01/09-7/31/10	8/01/09-7/31/10
HS/ARRA	COLA	11,909	8/01/09-6/30/10	8/01/09-6/30/10
HS/ARRA	Quality Impv.	33,471	8/01/09-9/30/10	8/01/09-9/30/10
HS/ARRA	Expansion	130,697	10/1/09-9/29/10	10/1/09-9/29/10

**Monitoring Purpose:** Initial \_\_\_\_ Follow-Up \_\_\_\_ Final X  
**Date of review:** 3/29-31/11

	<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	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Program Improvement	X			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	N/A			

**Program Operator: WCIC**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2009 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) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

## ITEM IV-H – INFORMATION

### HEAD START REPORTS

#### BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

**SPECIAL MEETING OF THE HEAD START POLICY COUNCIL**  
**REGULAR MEETING OF THE PARENT ADVISORY COMMITTEE**

**Minutes/Synopsis**

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

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

Tuesday, April 26, 2011  
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Coventry St. Mary called the meeting to order at 9:15 a.m. and read the thought of the day for the Policy Council; Ms. Mary Brown read the thought of the day for the Parent Advisory Committee.

Ms. Lisa Daniels called the roll for the Policy Council.

**Members Present:**

Lisa Daniels, WCIC/Playmate Child Development Center  
Delia Ramirez, WCIC/Playmate Child Development Center  
Michela Barbosa, Twin Rivers Unified School District  
Mary Brown, SETA-Operated Program  
Kiersten Gonzales, SETA-Operated Program  
Haley Joslin, SETA-Operated Program (arrived at 9: 25 a.m.)  
Rebecca Lewis, Grandparent Representative  
Dina Patterson, Foster Parent Representative  
Tamara Knox, Past Parent  
Coventry St. Mary, Early Head Start  
David Quintero, Alternate, Community Advocating Male Participation

**Members Absent:**

Willie Jean Peck, Elk Grove Unified School District (excused)  
Socorro Gutierrez, SETA-Operated Program (unexcused)  
Troy Luna, CAMP (unexcused)  
Kristen Hendricks, Early Head Start (SOP) (unexcused)

The following new board members were seated:

Amarjit Gill, Elk Grove Unified School District (arrived at 9:20 a.m.)  
Sandra Renteria, Sacramento City Unified School District  
Darlene Low, San Juan Unified School District  
Sarah Proteau, San Juan Unified School District  
Kelly Martin, SETA-Operated Program  
Connie Wallace, SETA-Operated Program

**New Members to be seated but absent:**

Lisa Sandoval, Sacramento City Unified School District (unexcused)  
Ekuah Ramsey-Gilbert, Twin Rivers Unified School District (unexcused)

Victor Goodwin, Community Advocating Male Participation (Alternate Present)

It was announced that Ms. Connie Wallace would act as Secretary for the PAC.

Ms. Consuelo Lopez and Ms. Saundra Espinosa were introduced as the translator.

Ms. Connie Wallace called the roll for the PAC:

Members Present:

Haley Joslin, Early Head Start/Home Base  
Kelly Martin, Hopkins Park Head Start  
Mary Brown, La Riviera Head Start  
Connie Wallace, Norma Johnson Head Start  
Laura Meza, Walnut Grove Head Start  
LaShonda Tablit, Foster Parent Representative  
Rebecca Lewis, Grandparent Representative  
Tamara Knox, Past Parent/Community Representative  
Yvette Hernandez, Past Parent/Community Representative  
David Quintero, Alternate, Male Involvement Representative

Members Absent:

Donna Dobbins, Home Base (unexcused)  
Praveena Chaudhary, Nedra Court Head Start (excused)  
Erika Contreras, Northview Head Start (unexcused)  
Socorro Gutierrez, Vineland Head Start (unexcused)  
Troy Luna, Male Involvement Representative (unexcused)

New Parent Advisory Committee representatives to be seated:

Donyea Elmore, Auberry Head Start  
Monica Jones, Bannan Creek Head Start  
Eloy Anzaldua, Freedom Park Head Start  
Zoila Lucero, Fruitridge Head Start  
Teresa Toscano, Grant Skills Center Head Start

New PAC representative to be seated but absent:

Victor Goodwin, Male Involvement Representative (Alternate Present)

Ms. Haley Joslin arrived at 9:25 a.m.

Ms. Brown stated that Policy Council board members and Parent Advisory Committee members will vote separately; Ms. Wallace will do the count for the PAC.

Mr. David Quintero was seated as the Male Involvement Alternate for Victor Goodwin.

**II. Consent Item**

- A. Approval of the minutes of the March 22, 2011 regular PC meeting

Moved/Barbosa, second/Gill, to approve the March 22, 2011 minutes.  
Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

- A. Approval of the minutes of the March 22, 2011 regular PAC meeting.

Moved/Knox, second/Jones, to approve the March 22, 2011 regular PAC meeting minutes.  
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Brown)

**III. Action Items**

- A. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Budget

Ms. St. Mary reviewed the board item. Ms. Denise Lee reviewed the budget for the coming year. The Budget/Planning Committee met weekly to review the budget; when planning for the new budget, this committee meets weekly. Ms. Lee is not aware of any budget cuts; the Agency may be able to sustain some of the ARRA funds for the next six months.

Head Start Basic	\$41,312,993
Head Start Training and Technical Assistance	\$ 384,611
Early Head Start Basic	\$ 4,957,637
Early Head Start Training and Technical Assistance	\$ 123,941

The budget allows the Agency to serve just under 6,000 children and 450 Early Head Start children. The majority of the budget is personnel staffing costs including a 50.2% of fringe benefit package. There are two parts to the budget: Basic grant and Training/Technical Assistance. For every dollar receives, SETA must bring in 25% through in-kind, i.e., volunteer hours provided by parents. Other sources of in-kind include free rent, computers, supplies and/or materials donated to the agency. Ms. Lee reviewed the travel budget.

Ms. Lee stated that while there were no Head Start cuts, the California Department of Education did receive a 15% reduction in funding which translates to a \$600,000 reduction in funding for the Sacramento area. Changes being proposed includes reduced operational hours in the full-day program from 9-10 hours to 7-8 hours. This reduces the staffing hours so the net effect would be that some of the Associate Teachers would work either a six or seven hour day. The CDE dollars pay only for staffing and services provided at the centers. A significant amount of time and data was reviewed to come up with this decision.

The needs of the parents were compared to the actual times when children were in the classroom and a decision was made to cut the amount of hours the centers are open. The reductions will be done according to seniority and review by the Union.

There is a pay differential for teaching staff with a Bachelor's degree. In order to stay competitive, the Agency has offered a 2.5% increase for staff that have achieved their BA degree.

Ms. Lewis inquired whether there was any information/concern regarding the fact that Elk Grove does not have an EHS program. Ms. Lee stated that while Elk Grove does not have EHS, they have partnered with Sacramento City Unified School District to provide services to teen parents through independent study or a home base program. There are only 450 EHS slots county wide.

**PC Vote:**

Moved/Daniels, second/Barbosa, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Budget.

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

**PAC Vote:**

Moved/Martin, second/Lewis, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Budget.

Ms. Jones asked about the student/teacher ratio; Ms. Lee stated that in regular classrooms, the ratio is 10:1 and in Early Head Start, the ratio is 8:1.

Mr. Elmore had concerns regarding the \$1.5 million in leases. Ms. Lee stated that if there is an opportunity to negotiate lower rents, staff follows through. Seven of the centers are rent-free and the Agency owns one center. Many lease agreements include utilities and janitorial, but others do not. Staff recently negotiated a huge discount in the facilities lease. Staff continues to scout for lower lease costs.

Show of hands vote: 14, Nay: 0, Abstentions: 1 (Brown)

**B. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application/Narrative**

Ms. St. Mary reviewed the staff report. Ms. Lee reviewed the narrative portion of the application. The data provided in the grant application came from the community assessment. The Agency is currently serving 20% of the eligible population for Head Start services. This is a county-wide narrative. There is a center based program and a home based program. The Agency is serving 3,800 in a part-day program, which is a 10:1 staffing/student ratio. There is a collaboration model/braided program with CDE funds to offer a full day program.



This provides a teacher/child ratio 8:1. There are 230 children in the home-base program. The track system was reviewed.

Some of the program changes include the elimination of the therapeutic preschool. Due to budget cuts, River Oak was unable to sustain the partnership with SETA to offer the therapeutic preschool. There is a fully integrated model to do a hybrid therapeutic model at Crossroads. At the last meeting the board approved the Infant/Toddler Associate Teacher job classification which will allow the Agency to recruit for new staff with the appropriate background/education. River Oak will bring an additional staff member to deal with the children and assist the teacher in how to interact with the child.

Ms. Jones has a special needs child and asked if this was the same. Ms. Lee replied that therapeutic preschool was for children that socially or emotionally could not deal with the regular classroom experience.

Ms. Gill inquired about the teaching staff with AA or BA degrees and whether the agency is planning to hire teachers that have degrees. Ms. Lee replied that the Agency wants current staff to earn their degrees. If there are openings, the Agency will be recruiting for people that have at least an AA degree; if applicants have a BA degree, they will be paid a differential. The agency has provided classes on-site to assist staff to achieve their degrees.

Mr. Elmore asked if the service with River Oak was provided according to teacher or parent recommendation. Ms. Lee replied that it could be the parent, it could be the teaching staff, or it could be identified through the screening or observation with the child. River Oak staff work with the parent to identify the challenges and set up a way to access services.

Ms. Sandra Renteria asked why is the pay for staff so different? The food served at the classroom needs to be more healthy; there is a lot of waste. Ms. Lee replied that there is a salary survey each year and SETA/Head Start pays competitive salaries. Ms. Lee urged Ms. Renteria to participate in the Food Services Committee which deals with the menus. The changes reviewed by Ms. Lee are about the SETA operated program and Sacramento City USD may have other changes.

Ms. LaShonda Tablit stated that her daughter was eating better at Head Start than at home. She was very impressed with the menu and service provided. Ms. Lee stated that all of the Head Start meals have to meet the USDA guidelines and are approved by a registered dietitian.

Ms. Brown inquired about the Elkhorn teachers and whether there will be layoffs. Ms. Lee replied that she is not sure which teachers are going to that location because teachers can go to other locations. There will be no layoffs.

**PC Vote:**

Moved/Barbosa, second/Gill, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application/Narrative.

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

**PAC Vote:**

Moved/Martin, second/Knox, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application/Narrative.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Brown)

Off agenda:

**IV. Information Items**

A. Standing Information Items

- Parent/Staff Recognitions: Mr. Victor Bonanno, Ethics Training: Ms. Mary Brown read the certificate of appreciation for Mr. Bonanno providing the Ethics training.

Ms. Gill left at 10:40 a.m.

**III. Action Items (continued)**

C. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives

Ms. St. Mary reviewed the staff report. Ms. Lee reviewed the three year goals with the objectives. The goals are county-wide and the objectives are independent according to delegate.

Ms. Dina Patterson left at 10:46 a.m.

**PC Vote:**

Moved/Martin, second/Wallace, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives.

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

**PAC Vote:**

Moved/Martin, second/Meza, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Jones and Brown)

D. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Training/ Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals

Ms. St. Mary reviewed the staff report for this item. There are two different funding streams: basic grant and training and technical assistance (specifically

for training staff and/or parents). This is the one-year plan for how the funds will be spent. This provides for the majority of the extras such as parent conference and training. This grant is designed around the three-year goals and objectives and community assessment. Ms. Lee reviewed the plan. This includes monetary items and non-monetary items to provide support.

Ms. Jones requested additional information on the career incentive for parents and staffing at the centers. Ms. Lee stated that Family Service Workers have this information. In addition, Ms. Karen Gonzales and Ms. Lisa Carr can provide the information regarding the staffing at the centers.

Ms. Patterson returned at 10:56 a.m.

**PC Vote:**

Moved/Gonzales, second/Daniels, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Training/Technical Grant Application as Aligned with Established Three-Year Goals.

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

**PAC Vote:**

Moved/Martin, second/Jones, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Training/Technical Grant Application as Aligned with Established Three-Year Goals.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Brown)

The Boards took a break at 11:10 a.m.

The meeting was called back to order at 11:16 a.m.

Ms. Barbosa left at 11:11 a.m.

E. Approval of County-wide Head Start/Early Head Start Center Locations

Ms. St. Mary reviewed the staff report. Ms. Lee reported that what is different from last year is the addition of a center at Elkhorn and the elimination of Walnut Grove center. There was a great deal of thought going into the decision to close Walnut Grove. That center operates two morning classrooms and there are no afternoon classes. The Agency cannot maintain enrollment or attendance at this classroom. Staff considered keeping one classroom open but cannot renegotiate the lease which is \$3,872 per month. Take the dollar amount divided by the 20 children and this is an extremely expensive center to run. There is a chance of having a center if/when free rent is available. Staff is proposing a home base option which means services would go directly to the child at home. If the elementary campus opens a classroom to Head Start, a center based classroom will be offered.

A board member stated that she will talk to the principal to see if the Agency can use one classroom; she is sure that if the parents come together there will be a classroom open. Ms. Lee welcomes the parents' advocacy on this issue. Staff will continue to work on this issue and changes can come at any time.

Ms. Low asked if other centers are being opened and Ms. Lee replied that the delegates are opening more centers.

**PC Vote:**

Moved/Low, second/Martin, to approve Fiscal Year 2011-2012 Head Start and Early Head Start Center Locations.

Show of hands vote: Aye: 11, Nay: 0, Abstentions: 3 (Brown, Daniels, St. Mary)

**PAC Vote:**

Moved/Martin, second/Hernandez, to approve Fiscal Year 2011-2012 Head Start and Early Head Start Center Locations.

Show of hands vote: Aye: 12, Nay: 1 (Elmore), Abstentions: 2 (Meza and Brown)

F. Approval of Fiscal Year 2011-2012 SETA-Operated Program Tracks

Ms. St. Mary reviewed the staff report. Ms. Lee stated that Sacramento Head Start is the only program that offers year-round school. Instead of closing in June, centers stay open all year and the children transition to kindergarten in the fall. This also allows staff to work all year without layoffs. Utilizing the tracks, the Agency can serve 1,000 more children each year since the services are available all year. The tracks system is for the SETA-Operated program only.

**PC Vote:**

Moved/Gonzales, second/Lewis, to approve Fiscal Year 2011-2012 SETA Operated Program Tracks.

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

**PAC Vote:**

Moved/Anzaldua, second/Tablit, to approve Fiscal Year 2011-2012 SETA Operated Program Tracks.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Brown)

G. Approval of Fiscal Year 2011-2012 Sacramento County Program Options/ Grantee and Delegate Agencies

Ms. St. Mary reviewed the staff report which provides an overview of services offered. The document breaks down what each center provides regarding services. Many centers have reduced hours. There are fewer children served in the full-day program and more served in the half-day program.

Ms. Lewis inquired what qualifies as full-day or part-day. Ms. Lee replied that anything under six hours is considered part-day.

**PC Vote:**

Moved/Martin, second/Proteau, to approve Fiscal Year 2011-2012 Sacramento County Program Options/Grantee and Delegate Agencies.

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

**PAC Vote:**

Moved/Knox, second/Anzaldua, to approve Fiscal Year 2011-2012 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Brown)

H. Discussion and Approval of the Policy Council (PC) Meeting Time Change

Ms. St. Mary reviewed the staff report. Ms. Lee stated that it has been very challenging for staff to be in the room for both meetings and board members that sit on both boards. This item recommends moving the PAC to the third Tuesday of the month at 9:00 a.m. The Policy Council would meet on the fourth Tuesday of the month at 9:00 a.m. This item requests board consideration to move the Policy Council meeting time to 9:00 a.m. on the fourth Tuesday of each month.

Q: Is this effective immediately?

A: This will be effective next month.

Q: Ms. Martin inquired whether there was a vote that this was in agreement for everyone?

A: Ms. Lee stated that this is the first time asking for the Boards' approval.

Ms. Gonzales stated that Sacramento City's Policy Committee found it very difficult to find board members to sit on the Policy Council due to their children getting out at 2:00 p.m.

Ms. Brown expressed her appreciation to staff for wanting to move the meetings to separate days.

**PC Vote:**

Moved/Gonzales, second/Low, to move the Policy Council meeting time to 9:00 a.m. on the fourth Tuesday of each month.

Show of hands vote: Aye: 13, Nay: 1 (Martin), Abstentions: 1 (St. Mary)

H. Discussion and Approval of the Parent Advisory Committee (PAC) Meeting Date and Time Change

Ms. Mary Brown reviewed the background information for the PAC.

**PAC Vote:**

Moved/Jones, second/Hernandez, to move the Parent Advisory Committee meeting time to 9:00 a.m. on the third Tuesday of each month.

Show of hands vote: Aye: 11, Nay: 2 (Martin and Hernandez); Absentions: 1 (Brown)

**IV. Information Items**

**A. Standing Information Items**

- Introduction of Newly Seated Representatives: No comments.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roy Kim reviewed the report since Roger is on vacation. The county-wide program is a little underspent but it is not an issue right now. The budget is around 65% year-to-date expended.
- Parent/Family Support Unit Events and Activities: No report.
- PC/PAC Calendar of Events: Ms. Brown stated that a signup sheet was going around for the Parent Leadership Institute scheduled for May 25. Registration and a continental breakfast will be from 8:30 – 9 a.m. The theme of the Institute is “From Follower to Leader” and Dr. Tracy Tomasky from San Juan will be the trainer. Event location will be at the South Natomas Community Center, 2921 Truxel Road.

Ms. Sandra Renteria, Mr. Eloy Anzaldua and Ms. Laura Meza left at 12:09 p.m.

- Countywide Parent Conference Reports: Ms. St. Mary reported that the conference was a very successful event; a lot of parents and staff attended and there were a lot of different classes. Ms. Brown spoke of her experience at the conference. Ms. Knox was one of the speakers at the conference. The keynote speaker was Kevin Johnson. Ms. St. Mary thanked the committee for the hard work.
- Child Care/food center menu attached
- PC/PAC Parent Leadership Institute: No additional report.
- Community Resources-Parents/Staff: Ms. Brown reported that there will be a free play date for children on April 30 at Haggin Park. Ms. Daniels announced that Early Childhood Advocacy Day is May 24; the admission is \$45 but scholarships are offered.

**B. Governing Board Minutes for the March 3, 2011 Meeting: No questions or comments.**

Ms. Lewis stated that redistricting is going on. A commission was formed and everyone is encouraged to get the word out that our opinion matters. Go on-line to the City of Sacramento’s website and click on tools which will bring up the redistricting map. The City Council will take every modified map into consideration. It is expected that after the redistricting, each district will have

around 58,311 people. Currently, Natomas is District 1 and the largest district and is expected to be split up.

C. Fiscal Monitoring Reports: No questions or comments.

**V. Committee Reports**

A. Executive Committee: Ms. Brown read the critique of the most recent meeting. The PAC conference attendance guidelines was modified; copies of the modified guidelines were distributed.

B. PC/PAC Joint Executive Committee Report: No additional report.

**VI. Other Reports Tabled.**

A. Executive Director's Report: Ms. Kathy Kossick thanked members of the Budget/Planning Committee for their hard work on the budget. In the spirit of cooperation, SETA recently applied for a \$100,000 grant with the Community Services Department. The funds would target Head Start families in the Galt area and foster youth families in the prevention of obesity. Staff will know on April 29 if SETA was awarded the funds. Cards for the jobs.sacramentoworks.org web site were distributed. This is an outstanding on-line site for job searches.

B. Head Start Deputy Director's Report: No additional comments.

C. Chair's Report: None.

D. Head Start Managers' Reports: Ms. Lisa Carr reported that the Parent Conference was very successful; over 95 people signed in. Ms. Carr thanked everyone for attending. The planning for next year's conference will begin later this year. Ms. Carr thanked the parents for the success of the conference.

E. Open Discussion and Comments: Flowers were given to Lori Black and Nancy Hogan in observation of Administrative Professional's Day.

F. Public Participation: Ms. Brown reported that with the assistance of laptops, the PC and PAC and Ms. Desha are communicating during the meeting to ensure the meeting flows smoothly. Ms. Desha thanked Mr. Jaime Serrano for setting up the computers.

**VII. Adjournment:** The PAC and PC meetings were adjourned at 12:40 a.m.

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 04/30/11)

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP ( % AFE)</u>	
Twin Rivers USD (211)	25	(12%)	N/A	
Elk Grove USD (420)	64	(15%)	N/A	
Sacramento City USD (1292)(147)	142	(11%)	15	(10%)
San Juan USD (700) (161)	70	(11%)	27	(17%)
WCIC (120)	13	(11%)	N/A	
SETA (2796) (345) (1878 Tracks)	242	(13%)	47	(14%)
<b>County (4621)* (653)*</b>	<b>566</b>	<b>(12%)</b>	<b>89</b>	<b>(14%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment



# Seta Head Start Food Service Operations Monthly Report \* April 2011

April 1st through 8th - La Riviera Classes moved to the Sharon Neese Center due to plumbing repair problems.

April 8th - Norma Johnson closed due to water shut off by the complex.

April 11th - Elkhorn Head Start Center Opens

April 11th & 12th - All EHS Classes Closed for Training

April 14th - EHS Home Base Field Trip, Lunch & Snack Provided for 150 Guests  
Special Field Trip Menu - Total Cost \$181.28

April 18th - Elkhorn Center Opens one Full Day Class with 10 Children.

April 18th through 22nd - All WCIC Centers Closed for Spring Break

April 27th - Raymond's Home Base Field Trip, Lunch & Snack Provided for 72 Guests  
Special Field Trip Menu - Total Cost \$192.73

**Meetings and Trainings:**

SYSCO Food Show at the Sacramento Convention Center was attended by some of the Food Service Staff on April 6th.

<b>Total Number of Meals and Snacks Prepared for All Kitchens</b>				
	<b>Lunch</b>	<b>PM Snack</b>	<b>Breakfast</b>	<b>Field Trips</b>
	42,144	25,352	29,594	900

**Total Amount of Meals and Snacks Prepared** **97,990**

**Purchases:**

<b>Food</b>	<b>\$72,851.62</b>
<b>Non - Food</b>	<b>\$19,344.22</b>

**Building Maintenance and Repair:** **\$1,111.61**

**Kitchen Small Wares and Equipment:** **\$0.00**

**Vehicle Maintenance and Repair :** **\$2,626.50**

**Vehicle Gas / Fuel:** **\$2,541.04**  
**Normal Delivery Days** **21**

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

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>
Elk Grove USD	380	374	98	338	89
Elk Grove ARRA Expansion	40	40	100	37	93
Sacramento City USD	1,272	1,288	101	1,120	88
Sac City ARRA Expansion	20	20	100	20	100
Sacramento Employment and Training Agency	1,860 (2,778)	1,890	102	1,402	75
Sacramento Employment Training Agency AARA Expansion	18	20	111	13	72
San Juan USD	680	685	101	570	84
San Juan ARRA Expansion	20	20	100	17	85
Twin Rivers USD	179	177	99	174	97
Twin Rivers ARRA Expansion	32	33	103	33	103
WCIC/Playmate Head Start	100	100	100	81	81
WCIC ARRA Expansion	20	20	100	16	80

**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	54	47
Sac City ARRA Expansion	32	32	100	26	81
Sacramento Employment and Training Agency	213	213	100	162	76
Sacramento Employment Training Agency AARA Expansion	132	137	104	93	70
San Juan USD	129	130	101	100	78
San Juan ARRA Expansion	32	32	100	22	69

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

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

(c) Attendance on the last day of month

# Monthly Head Start Report

## May 2011

### **SETA Operated Program**

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

#### ***“Families Coming Together” Countywide Parent Conference***

Congratulations to the conference planning committee for a wonderfully successful *Spring 2011 Parent/Kinship Conference* on April 20. The Family Support Unit, in partnership with Head Start parents, *Agency on Aging, River Oak Center for Children, Sacramento City USD, Lilliput Children’s Services, San Juan USD and Twin Rivers USD*, did a fabulous job of providing a one day conference for Head Start/Early Head Start parents countywide. Mayor Kevin Johnson provided a powerful keynote address along with several professional presenters who provided workshops and breakout sessions. The conference hosted more than 90 attendees and provided child care to approximately 50 children while their parent(s) attended the conference. Great job conference committee!! We look forward to next year.



#### **Nutrition Update:**



*No Kid Hungry, Share Our Strength*, a national organization based in Washington, D.C., has selected SETA Head Start as one of a few Head Start programs to participate in the “Share Our Strength’s Cooking Matters”™ pilot program. The “Share Our Strength’s Cooking Matters”™ program, also sponsored by ConAgra Foods®, will empower families with skills they need to prepare healthy and affordable meals through cooking based nutrition courses. Head Start will bring this information to centers by way of a nutrition “toolkit”. The Sharon Neese, Bannon Creek and Freedom Park centers will be the first to participate in classroom activities.

#### **Health Update:**

#### ***“Health A Palooza” Interactive Program***

The Program Support Services, Health and Nutrition Specialists will be sponsoring the “Health A Palooza” in the upcoming months. This new program will provide an interactive visit with favorite Disney® and fairy tale characters to educate children on the importance of good health, good nutrition, safety, and exercise. “There is no place like SETA” for new and innovative ways to present important information to the children of Head Start.

**Enrollment Update:**  
**ELKHORN IS OPEN FOR SERVICES**

We are pleased to announce that after much anticipation, the new Elkhorn Early Learning Center has opened for center-based services. The center serves 80 part-day children and 20 full-day children with two infant/toddler classrooms scheduled to open in the summer/fall of 2011. We extend a big thank you to the Elkhorn staff for their patience and flexibility to serve children/families in a home-base option while the center was being prepared and licensed. Also, a warm thank you to the Hillsdale staff for being so accommodating with their space and sharing classrooms for socializations.



**Staff Development Update:**  
***Early Learning Mentor Coaches Update***

The six (6) Early Learning Mentor Coaches have filled their schedule with initial teacher meetings and observations. Although the Mentor Coaches are able to provide guidance and expertise in many areas, the most popular topics requested by the Proteges are using CLASS to promote quality interactions and concept development, social/emotional support in the classrooms, appropriate transitions and scheduling, assistance with environment and room arrangement, and behavior management techniques.

In the coming months, the Mentor Coaches will be working on structuring and planning teacher forums assessing the classrooms using the ELLCO, an early language and literacy classroom observation tool.

**Federal Regulations Update:**  
***Appropriation Act for Fiscal Year 2011***

On April 15, President Obama signed Public Law 112-10, the Department of Defense and Full-Year Continuing Appropriation Act, 2011 which included \$7.6 billion for Head Start/Early Head Start programs. This funding will continue services to 965,000 children and their families nationwide. The appropriations also included \$340 million to continue ARRA expansion funding for the 2011-2012 school year. This means that Sacramento County will continue to serve its current funded enrollment and also continue expansion for 150 preschool children and 196 infant/toddlers (*see ACF-PI-HS-11-02 Fiscal Year 2011 Head Start Funding Guidance*).

**Elk Grove Unified School District**

***Education Services Update***

Liz Aguilar, Education Area Expert from the Sacramento Employment and Training Agency (SETA), and Judy Ellis-O'Mealey, Education Area Expert from San Juan Unified School District, provided two days of professional development in the Classroom Assessment Scoring System (CLASS) for teachers on a traditional track schedule. CLASS has been adopted by the Federal Government as the observational instrument they will use for assessing classroom quality in preschool classrooms. CLASS focuses on interactions between teachers and students. It is based on developmental theory and research suggesting that

interactions between students and adults are the primary mechanism of student development and learning. Our teachers watched vignettes of teachers and students in preschool classrooms, discussed what they saw, and learned how to evaluate the interactions as being low, middle, or high in the areas of emotional support, classroom organization, and instructional support.

Teachers on a modified traditional track will be provided with CLASS training on June 6 and June 7.

### ***Enrollment***

Elk Grove USD Head Start program is fully enrolled with 380 students in our regular Head Start classrooms and 40 students in our expansion classrooms. Average Daily Attendance in our regular Head Start classrooms was 98%. Average Daily Attendance in our expansion classrooms was 100%.

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

Elk Grove USD program educators and clerks have worked closely with the Pre-K special education program specialist and our consulting psychologist to place students with active IEPs into the Head Start program. We currently have 53 students (13%), with active IEPs in our program. This number exceeds the 10% minimum required by Head Start.

### ***Health Services Update***

Program Educators are monitoring student files and providing additional support to parents and para educators to ensure that children in need of further dental or medical treatment receive those services.

We served 15,884 meals to our Head Start students this month.

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

“What To Do With The Mad You Feel”, a class for helping parents learn how to help their children learn the self control necessary to manage anger and channel it into productive activity, was held on April 5, at Charles Mack, April 6, at Prairie Elementary, and April 7, at Samuel Kennedy Elementary Schools. An average of twelve parents attended these classes.

“Latino Family Literacy,” a class for our Spanish speaking parents to provide strategies for working with their children in the area of literacy, was held on April 13 at Samuel Kennedy Elementary School. An average of three parents attended this class.

“Making Parenting A Pleasure”, a class for helping parents build their parenting skills, was held April 6 and 13 at Charles Mack Elementary School. An average of ten parents attended the classes at Charles Mack.

“Bring Me A Book”, a \$5,000 grant from Target, provided bookcases filled with hardback books and a literacy workshop for parents at Leimbach Elementary on April 5; Isabelle Jackson Elementary on April 11; Samuel Kennedy Elementary on April 12; and Maeola Beitzel Elementary School on March 30. These classes were well received with an average of eight parents at each of the workshops.

## ***Recruitment***

Registrations for the 2011-2012 school year are taking place in each of our three regions. Region I, which includes John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, registered 62 families. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 13 families. Region III, which includes Barbara Comstock Morse Elementary, Maelola Beitzel Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 67 families. A calendar with registration dates for February through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2011 -2012 school year.

## **Sacramento City Unified School District**

### **San Juan Unified School District**

#### ***Education Services Update***

SJUSD just completed their second DRDP-PS assessment for the 2010-2011 academic year which will guide them in reviewing the data for professional development plans. Classrooms are finishing their ninth Houghton Mifflin theme of “Changing and Growing”. Parent conferences occurred in April and the Individual Development Transition Plans were shared with parents at that time.

#### ***Disabilities Services Update***

Many changes came about during the month of April. SJUSD’s program model was completely reconfigured for the coming year, due to major budget cuts. As a result SJUSD had to rewrite their grant for the 2011-12 school year, due to directives from Washington. These changes have and will affect the special needs students enrolled in SJUSD programs. The school board needed to meet, vote and approve the new model. This occurred at the end of the month. The decision was made to hold off on registration for a few weeks in order to create new flyers and forms and to make sure all staff understood the new changes. A meeting was held during the spring break with ECE administration and a representative from the special education department of our district. During that meeting, many site options for the full inclusions were discussed. It was determined that two of the three current sites will need to move to fit into the new program model.

#### ***Nutrition Services Update***

In collaboration with School Readiness, each classroom received the following two books: *Mystery Vine* by Cathryn Falwell and *Up, Down and Around* by Katherine Ayres. Both books are full of lessons about healthy food choices and the importance of physical activity. The illustrations and vocabulary in both books present concepts in a child-friendly manner.

### *Health Services Update*

Health is finishing up the second round of dental screenings with Kate Varanelli from Smile Keepers. SJUSD staff is following up with children needing dental care. Health is continuing to screen children in the centralized screening room one day a week. The Nurse continues to train staff regarding the health plans being put in place for children to be able to attend school. Health staff is continuing to do follow-up screenings on children in the classroom. Additionally, Health staff is also starting to review and enter information for the PIR report. SJUSD is starting to prepare for re-registration which starts in May.

### *Family and Community Partnerships Update*

The Policy Committee completed the first reading of the by-laws at the April meeting. SJUSD's new SETA representative was elected and one reinstated at this meeting as well. Self assessment site visits are planned to be completed in the next two weeks.

### *Transition Services Update*

April is a month where SJUSD's teachers begin to share school readiness activities with parents in an effort to support their children academically over the summer. These activities are available to teachers in their Preschool Classroom Transition Resource Binder.

### *Program Support/Staff Training Update*

Lorraine Weatherspoon and Sue Hudnall from CPIN (California Professional Instructional Network) presented a Math training for all teachers on April 15. They integrated resources from the Preschool Learning Foundations, the Preschool Curriculum Framework and the Creative Curriculum Approach to Math.

### *Early Head Start*

April was a month focused on assessment and evaluation. The spring child assessments are completed and the data gathered will be used for program self assessment and individualized planning for each child. The children continue to thrive! The online version of the child assessment tool has been uploaded to the server and SJUSD staff look forward to enhancing the child assessment system with technology over the next six months. Teacher evaluations were also completed. Amidst all of the uncertainty with budgets, the teachers have maintained their focus on children and learning and it has been inspiring to witness their passion.

## **Twin Rivers Unified School District**

### *Events*

The month of April was filled with excitement for fitness and planning for the upcoming 2011-2012 school year. On April 7, Morey Avenue students, staff and parents participated in Fitness Day as a part of our obesity reduction goal. Participants exercised with jump ropes, tunnels and balance beams as they sweated their way through the obstacle courses designed by the Health Component Leaders. Classrooms competed for prizes and the I Am Moving, I am Learning Physical Fitness curriculum was a huge hit!

Enrollment for the upcoming year also began on April 11. ERSEA Component Leaders spent time streamlining the process to ensure compliance with all of the necessary paperwork requirements.

The Morey Avenue Annual Open House was also a tremendous success. With a Mardi Gras theme throughout the school, parents were shown the spring growing projects of grass and beans, seen art displays and created make and take activities with their children in the classrooms. Parents were amazed at the students' creative schoolwork. The finale was FREE books and ice cream at the library. A great time was had by all. Photos attached.

### ***Professional Development***

Plans are underway for additional staff training on May 27 focusing on the implementation of the Creative Curriculum materials. Details will be forthcoming.

The Summer Activities Training has been scheduled for May 4 in collaboration with the SETA Training Unit. This event will provide parents with information on how to entertain their children during the hot summer months with free and low cost activities.

### ***Components***

The Component Leaders continued providing assistance to our students and families. The Speech Language Pathologist provided speech services to 32 students at Morey Avenue. The Social Worker continues to work on follow-up for the Family Partnership Agreement forms. The Friendship Skills groups continue and the final details for the annual Multicultural Faire are being finalized.

The Enrollment Component Leader started enrollment for the 2011-2012 school year. The revised forms and process have been outlined and returning students began on April 11. Enrollment will continue until the summer break (June) and resume again in August 2011.

The Education Coordinator provided support and mentoring for the teachers. Teachers have finished the second assessment period and data will be analyzed. Teaching staff are also updating their Plan of Actions related to their ECERS and DRDP-PS assessments. In collaboration with the Social Worker, the Education Coordinator is also coordinating a Preschool Transition Event for May 11<sup>th</sup>. The event will include tours of the kindergarten classrooms, meet and greet with the kindergarten teachers and resources and information on kindergarten standards.

### ***Policy and parent Committees***

Parent Committees meetings held at both Kohler and Woodridge school sites. Policy Committee meeting held on April 12, 2011 at Kohler Elementary School. Members approved the previous minutes, reseating of Ekuah Ramsey-Gilbert, use of remaining funds and decided on details for the upcoming Parent Appreciation Day on May 26, 2011. Next meeting is scheduled for May 17, 2011 at 9 a.m. at Woodridge Elementary School.



## *Parenting*

Due to the low enrollment, the ESL classes were discontinued. Efforts will resume in the fall. Parents were provided information for two nearby elementary schools who are also offering ESL classes at various times.

## **WCIC**

### *Special Events*

WCIC's 75th Anniversary Celebration Planning Committee met on April 26, 2011. The weeklong (August 1st - 6th, 2011) celebration will include: Diverse Artists Show, Children's Literacy Program, Poetry/Spoken Word, House Party (with a Dress Attire theme from the 1930's), and a Banquet Gala. Monthly updates will continue. The entire weeklong activities are scheduled to take place at WCIC, 3555 3<sup>rd</sup> Avenue.

WCIC's Annual Open House, which was hosted by Board Member, Dr. David Covin, was a success on April 30, 2011. The event included: an R&B band, a Jazz band, diverse foods, networking, and approximately 150 guests and/or members of the organization. The 75<sup>th</sup> Anniversary Commemorative Artwork was unveiled, which is a symbol of "Mother of Many," the Founding Mothers' Birth of the Women's Civic Improvement Club.

### *Program Design and Management*

WCIC values team leadership, education, team-building, and stability of diverse quality staff. WCIC/Playmate staff members received their "Cultural Awareness" and "Impacts of Violence on Children" certificates of training from the Child Abuse Prevention Council. This certifies that the staff members successfully completed the two day, two hour trainings as part of the Quality Child Care Collaborative.

### *Early Childhood Education*

WCIC/Playmate Head Start Programs will graduate/transition 75 children to Kindergarten in 2011-2012. **CONGRATULATIONS SACRAMENTO HEAD START PROGRAMS!!!**

### *Family and Community Partnerships*

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

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

ACF-PI-HS-11-01 Fiscal Year 2011 Head Start Funding Guidance  
ACF-PI-HS-11-02 SF-425 Federal Financial Report Form Replaces SF-269

## 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.