



**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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

DATE: Thursday, January 5, 2012

TIME: 10:00 a.m.

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

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

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VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, DECEMBER 21, 2011

ITEM II-A - CONSENT

MINUTES OF THE DECEMBER 1, 2011 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the December 1, 2011 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, December 1, 2011
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:08 a.m.

Members Present:

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

Jimmie Yee, Member, Board of Supervisors

Don Nottoli, Member, Board of Supervisors

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the November 3, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of the Abolishment of the Program Officer and Head Start Family Services Worker Classifications
- D. Appointment of Required Partner Member to the Sacramento Works, Inc. Board
- E. Approval of Resolution Honoring Edenausageboye Davis

The consent items were reviewed; no questions or corrections.

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

- A. Approve the minutes of the November 3, 2011 meeting.
- B. Approve the claims and warrants for the period 10/28/11 – 11/23/11.
- C. Approve the abolishment of the Program Officer and Head Start Family Services Worker classifications.
- D. Appoint Ms. JoAnne Mahaney-Buehler to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.
- E. Approve a resolution honoring Ms. Edenabegboye Davis.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Specification Revisions for the Accountant I Classification and Abolishment of the Accounting Technician Classification

Mr. Rod Nishi reviewed the revised Accountant 1 classification and the staff request to abolish the accounting technician classification.

Ms. Scherman opened a public hearing.

Moved/Yee, second/Pannell, to close the public hearing and adopt the proposed specification revisions for the Accountant I classification, and abolish the Accounting Technician classification.

Roll call vote: Aye: 5, Nay: 0, Abstentions: 0

2. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency Legal Counsel

Mr. Thatch stated that the Conflict of Interest code is reviewed annually to see which positions need to report to the Fair Political Practices Commission.

Moved/Pannell, second/Yee, to approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

Voice Vote: Unanimous approval.

3. Approval of Procurement of Workers' Compensation Insurance

Mr. Jim Buckley was introduced from Gallagher Insurance. Mr. Buckley stated that there have seen changes in the market making it more challenging in the workers' compensation insurance market. He also reviewed all the companies contacted and their responses. Mr. Buckley reviewed the deductible program compared to the guaranteed cost program and a side-by-side comparison of workers' compensation costs. There is a 30% year-over-year increase. The Hartford quote is based on annual payroll costs and there are no expected rate fluctuations.

Mr. Buckley reviewed the way the premiums are determined utilizing the rated premium and applying a percentage for administrative costs. The total is called a guaranteed cost rate. Hartford Insurance has the guaranteed cost which will not fluctuate other than through salary changes. There are fewer companies willing to provide quotes for publicly funded organizations. With the increasing rates and costs, there is a decrease in the number of carriers willing to provide a quote.

Moved/Yee, second/Nottoli, to approve the selection of Hartford Insurance for the Workers' Compensation insurer.

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

4. Approval to Modify Salary Classification Plan for the Classification of On-Call Cook/Driver

Mr. Rod Nishi reported that the on-call cook/drivers are called upon when staff cannot do the job. Cook/drivers do the cooking and delivery of the food to the child care centers. There has been a diminishing pool of candidates over the months, and this salary increase would attract more people for the on-call list.

Moved/Nottoli, second/Yee, to approve the modification to the Salary Classification Plan by increasing the On-call Cook/Driver wage to \$10.41 per hour.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Youth Services

1. Concurrence with the Sacramento Works Board to Approve the Augmentation of Sacramento Chinese Community Services Center WIA Youth Services Contract to Support Youth Advocate Position

Ms. Christine Welsch stated that the career center system provides universal services to any youth that comes into career centers. A couple of years ago, the Youth Advocate position was established. Youth Advocates are assistants to the Youth Specialists. The position of the Youth Advocate is considered a career pathway vehicle into the workforce development industry.

Ms. Scherman commended staff for the high number of youth visiting the career centers.

Moved/Pannell, second/Yee, to concur with the Sacramento Works Board to approve the augmentation of Sacramento Chinese Community Services Center contract for \$15,000 to support the Youth Advocate position.

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

2. Approval to Submit Foundation Proposals to Support the Safe Community Partnership and Authorize the SETA Executive Director to Execute the Subgrant Agreements, Modifications and any other Documents Required by the Funding Sources

Ms. Christine Welsch stated that SETA is a partner in the SAFE community partnership program. Last year, SETA was invited by the California Endowment and Kaiser Foundation to submit a proposal, as well as with the Wellness Initiative. Staff is requesting approval to submit proposals to these three foundations for consultant services to provide technical assistance and policy development, qualitative research with the crime data analysis unit, program implementation, strategic planning and evaluation of the effectiveness of the services and outcomes. The anticipated request from the foundations will be:

- Kaiser Community Benefits Foundation - not to exceed \$50,000
- The California Endowment – \$60,000
- The California Wellness Foundation – not to exceed \$200,000.

Ms. Scherman requested an e-mail regarding latest Kaiser Foundation contacts.

Moved/Pannell, second/Yee, to:

- ✓ Approve the submission of proposals to Kaiser Community Benefits Foundation, The California Endowment and The California Wellness Foundation to support additional direct services for the Safe Community Partnership; and
- ✓ Authorize the SETA Executive Director to execute the subgrant agreements, modifications and any other documents required by the funding sources.

Voice Vote: Unanimous approval.

Community Services Block Grant

3. Approval of Community Services Block Grant Funding Recommendations for Fiscal Year 2012

Mr. Schenirer recused himself from this item and left the room during the discussion.

Ms. Cindy Sherwood-Green reviewed the Community Action Board's funding recommendations made at their November 16 meeting. The total amount of funding available is around \$800,000. All current service providers are recommended for funding as well as three new providers. No formal appeals have been submitted. The final funding amount is not yet known. If the award amount is reduced, staff will come back with a recommendation.

Ms. Kossick stated that staff continues to apply for discretionary grants to provide more funding for programs.

Mr. Yee stated that he applauds staff for coming up for a reasonable distribution of the funding.

Ms. Pannell inquired where ex-offenders could be served. Ms. Sherwood-Green stated that ex-offenders can be served under all programs receiving safety net funding.

Moved/Yee, second/Pannell, to:

1. Approve funding recommendations for the Fiscal Year 2012 Community Services Block Grant; and
2. Approve the continued funding of Daren Maeda as a SETA Consultant for an additional year in the amount of \$30,000.

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

IV. Information Items

A. PG&E's PowerPathways Program

Ms. Keni Addison is the case manager of the participants involved in the PG&E PowerPathways Program. SMUD developed a video highlighting the partnership.

Ms. Addison reported that three of the graduates are going through the assessment process, eight have taken and passed the SMUD pre-assessment process, three other students have been hired by Surewest. Mr. Joshua Woodson reported that he was involved in the recruitment of the participants and pre-screened candidates utilizing a variety of assessment testing. Mr. Woodson stated that there is a portfolio and small bio on the participants.

B. Healthy Futures Project Update

Ms. Sherwood-Green reported that this is a CSBG discretionary grant targeting former foster youth and Head Start families in the Galt area. Over 30 families have been enrolled and the program is going well. All families have received nutritional plans and are learning how to cook healthier.

C. Review of Annual Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2011

Mr. Roy Kim reviewed the Gilbert and Associates Audit report; he is pleased to report that SETA received a clean audit with no findings. There is a management letter with two comments regarding a Department of Education program regarding attendance and recordkeeping. Ms. Loretta Su had the primary responsibility for the audit with the assistance of Ms. Mary Bonanno.

Ms. Kossick acknowledged the hard work of Ms. Loretta Su and Mr. Roy Kim for this successful audit report.

D. Fiscal Monitoring Reports: No comments.

E. Employer Success Stories and Activity Report:

Mr. William Walker reported that Fresh and Easy has opened three stores in the area. SETA has been working with the recruitment of staff for these stores. The employer is seeking people to work in the store that live in the store's ZIP code. Ms. Scherman asked Mr. Walker to speak to Grocery Outlet in Elk Grove regarding potential recruitment.

F. Dislocated Worker Update

Mr. Nottoli stated that Foster Farms Dairy has announced the permanent closure of their local plant. Mr. Walker said that his staff has attempted to connect Foster Farms for services but they refused services.

G. Unemployment Update/Press Release from the Employment Development Department

Ms. Robin Purdy reported that staff is cautiously optimistic and that there will be some growth in the next year. Staff expecting a larger number of people coming into the career centers with the December 31 deadline for unemployment benefits if they are not extended. Mr. Schenirer inquired whether SETA was involved in the Next Economy and Ms. Kossick replied that there is a leadership group and a steering committee. Ms. Kossick is on the steering committee and will be involved in the information flow as different strategies are developed, and will report back to the board. Ms. Purdy reported that SETA is working with the three local workforce investment boards to develop a strategic plan to feed the Next Economy. The WIB just approved a \$10,000 grant to fund the research to look at the sectors and occupations that are expected to grow.

H. Head Start Reports

Ms. Lee reviewed the seven elements that would require Head Start grantees to re compete for their Head Start grantee status. Some of the elements include if there were program or fiscal deficiencies, or if the grantee does not meet the school readiness guidelines. SETA is making great strides in meeting the school readiness portion. It is a new day for accountability with the expectation of high quality programs. Ms. Lee stated that it is expected that 1/3 of all of the programs nationwide will have to re compete for grantee status. The first round of programs identified to re compete will be identified in December. Those that are not re competed will be moved into a five year grant cycle.

Ms. Scherman asked if this will affect the Early Head Start program and Ms. Lee replied that she does not expect it to have an effect on the program unless the kids go into transitional kindergarten.

V. **Reports to the Board**

A. Chair: No report.

- B. Executive Director: Ms. Kossick provided well wishes to Mr. Nottoli and Mr. Schenirer on their birthdays this month.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: Carlos Lopez, Director of Center for Employment Training spoke before the board. Mr. Lopez reported that in March of 2011, CET submitted a proposal for Green Jobs Innovation funds and was awarded \$5.125 million in June. CET was one of six organizations funded nationwide. CET is now in the planning process to upgrade the curriculum training. About 1/3 of their students will be ex-offenders. CET will be relocating to another facility at Depot Park on Fruitridge Road which will increase training opportunities for students.

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54956.8

The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Address: 1000 C Street, Galt, California

Agency Negotiator: Kathy Kossick

Negotiating Party: Douglas and Olivia Haley; Mary Lois Passek

Under Negotiation: Price and Payment Terms of Lease

The board went into closed session at 11:35 a.m. Mr. Thatch reported out of closed session at 11:42 a.m. that the Board approved, by unanimous vote, to lease the property located at 1000 "C" Street, Galt, California.

VII. Adjournment: The meeting was adjourned at 11:43 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 11/23/11–12/20/11, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 11/23/11 – 12/20/11.

STAFF PRESENTER: Roy Kim

ITEM II-C - CONSENT

APPOINTMENT OF SACRAMENTO WORKS YOUTH COUNCIL MEMBERS

BACKGROUND:

The Sacramento Works Youth Council is responsible for the planning and procurement of the Workforce Investment Act youth services. The Sacramento Works Youth Council seeks to develop a continuum of services to engage youth in the workforce system; works with community partners to coordinate youth initiatives; and is responsible for the oversight of youth providers. The Workforce Investment Act (WIA) requires no minimum or maximum number of representatives on the Youth Council. The WIA states that there are six categories of membership on the Youth Council:

- Members of the local board with special interest or expertise in youth policy;
- Representatives of Youth Service Agencies, including juvenile justice and local law enforcement agencies;
- Representatives of local Public Housing Authorities;
- Parents of local youth seeking assistance under WIA;
- Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- Representatives of the Job Corps.

Ms. Susan Wheeler submitted an application to represent a youth serving organization. Her application will be sent under separate cover.

In an effort to increase “youth” representation on the Sacramento Works Youth Council, staff encouraged the Sacramento Works Youth Advocates to submit a Youth Council application. Youth Advocates are members of the “youth teams” stationed at the Sacramento Works Career Centers charged with providing “universal services” to youth. To promote and encourage a “youth voice” and full participation on the Youth Council a “Youth Advisory Committee” will be formed. The Sacramento Works Youth Advocates will participate on this committee and will be mentored by SETA staff to transition into Youth Council members. The Youth Advisory Committee will meet on a monthly basis with scheduled trainings or agenda items. Agenda topics will include:

- Overview of WIA and the youth programs
- Public Board participation – “how to be an effective board member”
- Youth voice as a board member
- Roberts Rules of Order “light”

Eight youth advocate applications were received and SETA staff interviewed all of the youth advocates. The youth advocates have also attended at least one Youth Council

STAFF PRESENTER: Christine Welsch

ITEM II-C – CONSENT (continued)
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meeting. The Chair of the Youth Council and staff are recommending Ms. Wheeler and four youth applicants at this time. Youth advocates will rotate onto the council with six month terms. The youth advocate applicants (and their respective career centers) are:

- Bun-Long Hong - La Familia Career Center
- Tatiana De Leon – South County Career Center/EGUSD
- Narine Danoyan – Sacramento Chinese Community Services Center - Hillsdale
- Emilia Grozav – Greater Sacramento Urban League Career Center

Copies of the five applications are sent under separate cover. Staff will provide an oral report on this item.

RECOMMENDATION:

Review and appoint the above individuals to the Sacramento Works Youth Council.

STAFF PRESENTER: Christine Welsch

ITEM III-A – 1 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL TO REVISE THE SALARY SCHEDULE FOR THE CLASSIFICATION OF FAMILY SERVICES WORKER

BACKGROUND:

At your Board's August meeting the Head Start Family Services Worker was replaced by a new deep class Family Services Worker (FSW) with multiple salary ranges, labeled Range I, Range II and Range III. Range I of the new classification is identical to the single range of the class that was replaced.

The Agency consistently utilizes a mathematical formula for establishing classification steps and ranges. In this case the subsequent review reveals that some steps in the newly established FSW ranges are incorrect by one to two cents. The proposed revisions will correct these minor differences.

The Agency has met with the union and both are in agreement on this action.

The Head Start Policy Council will review and take action at their January 3, 2012 special meeting. Staff will be available to answer questions.

RECOMMENDATION

Revise the Family Services Worker Salary Ranges as shown below:

Proposed Pay RANGES

	<u>Range 1</u>	<u>Range 2</u>	<u>Range 3</u>
Step A	\$13.98	\$14.68	\$15.41
Step B	\$14.69	\$15.41	\$16.47 18
Step C	\$15.42	\$16.47 18	\$16.97 99
Step D	\$16.18	\$16.97 99	\$17.83 84
Step E	\$16.98	\$17.83 84	\$18.74 73

STAFF PRESENTER: Rod Nishi

ITEM III-A -2 – ACTION

APPROVAL TO REVISE HEAD START COORDINATOR (EDUCATION)
(SUPERVISORY) JOB CLASSIFICATION

BACKGROUND:

The Agency Executive Director is proposing a revision to the Head Start Coordinator (Education) (Supervisory) job classification. While the scope of the duties of the classification have held constant, the federal regulations for Head Start have required that those that serve as curriculum specialists in center based programs have a baccalaureate or advanced degree in Early Childhood Education or equivalence with experience teaching pre-school age children.

There are two incumbent employees in the current classification and each meet these new requirements. Therefore the impact of this change will allow the Agency to recruit applicants that meet the requisite educational requirements of the Head Start Act.

The Agency has met with the Union and have reached consensus on this issue. This classification would remain in the Supervisory bargaining unit.

No financial impact is attached to this change.

RECOMMENDATION:

Approve a revision to the Head Start Coordinator (Education) (Supervisory) job classification as attached.

STAFF PRESENTER: Rod Nishi

HEAD START COORDINATOR (EDUCATION) (SUPERVISORY)

ORGANIZATIONAL RESPONSIBILITY

The Head Start Coordinator (Education) (Supervisory) is responsible to the Deputy Director, Children and Family Services (CFS) Department or Designee.

DEFINITION

Under general direction, to develop and insure the proper delivery of educational services to the Head Start children and their families throughout the area served by the Sacramento Employment and Training Agency; to provide training and technical assistance to Head Start Program staff; to monitor and evaluate educational services provided by the Sacramento County Head Start Programs; to supervise assigned staff; to prepare annual assessments of the Educational component of Head Start Programs in Sacramento County; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to the development and evaluation of educational services provided by Head Start programs in the area served by the Sacramento Employment and Training Agency. Responsibilities include supervision, program development, training, monitoring, and evaluation.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, coordinates and supervises the work of designated staff;
2. Insures the proper development and monitoring of educational services for Head Start programs within the area served by the Sacramento Employment and Training Agency;
3. Monitors the proper documentation of the Children's educational development;
4. Provides information on cross-curriculum and cross-component planning;
5. Develops and disseminates information on classroom environment, bi-lingual education, and enhancement of a parent's role in the educational process;
6. Conducts parent workshops and discussion groups on child growth and development;
7. Assists parents in developing home activities;
8. Assists Head Start staff in obtaining a CDA Credential;
9. Conducts on-going evaluations of Head Start education services;
10. Conducts training courses for Head Start teaching staff;
11. Monitors grantee operated programs for compliance with proper educational standards.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of supervision;
- Head Start and SETA programs and functions;
- Early childhood development;
- Curriculum development for early childhood education;
- Parent education techniques;
- Problems and needs of low-income families and staff development and training;
- Some word processing software.

AND

Ability to:

- Plan, organize and supervise the work of others;
- Develop and implement educational programs which meet the needs of young children and their parents;
- Provide training programs and workshops for parents and Head Start staff;
- Promote parent involvement with Head Start educational programs;
- Work effectively with low-income families and parent groups;
- Assist with facility licensing;
- Speak and write effectively;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.

AND

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

- I. At least five (5) years of experience as an Early Childhood Head Teacher or Center Director preferable, including two years in the Head Start program, or two (2) years of successful supervisory experience in a similar program assisting the Early Childhood Development of young children;
- ~~II. Completed training in the High Scope Curriculum Model and experience in implementing the curriculum and the training of other teachers to implement the curriculum.~~

Education:

- I. **Bachelor's or advanced degree in Early Childhood Education;**

OR

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

SPECIAL REQUIREMENTS

~~Possession of a Children's Center Instructional Permit issued by the State of California, or a Child Development Associate Credential (CDA) or an Associate of Arts degree or a Bachelor of Arts degree in Early Childhood Education. Completion of at least six (6) semester units in Early Childhood Education Administration and Supervision.~~

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

ITEM III-A – 3 - ACTION

APPROVAL OF INTERAGENCY MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF SACRAMENTO, CITY OF SACRAMENTO, CITY
OF RANCHO CORDOVA AND SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY

BACKGROUND

In August of 2009, the Sacramento Enterprise Zone (SEZ) was award conditional designation subject to preparation of an environmental document and the execution of Memorandum of Understanding (MOU) with the California Enterprise Zone Program (CEZP) outlining program responsibilities. As a process of achieving final designation status, the Housing and Community Development (HCD) Department must approve the MOU.

In order to carry out the responsibilities of the CEZP MOU, the County of Sacramento, City of Sacramento, City of Rancho Cordova and the Sacramento Employment and Training Agency (SETA) have prepared an Interagency Memorandum of Understanding (IMOU) to establish each party's respective obligations set out in the Sacramento Enterprise Zone grant application. This IMOU allows all entities to assume their respective obligations as set out in the SEZ grant application and allows for termination of the SEZ if any one entity needs to withdraw due to financial reasons. In addition, in order to continue to administer the voucher process for the SEZ, SETA will need to agree to provide voucher services for the three entities and therefore will be included in this IMOU.

Enterprise Zone Program Utilization

The State Board of Equalization regulations prevent local jurisdictions from providing detailed information about individual business utilizations of the enterprise zone program. However, the following table illustrates the utilization of the enterprise zone hiring tax credit program for the Sacramento Zones:

<u>Fiscal Year</u>	<u>Hiring Tax Credit Vouchers Processed</u>
2004-2005	253
2005-2006	540
2006-2007	1,009
2007-2008	1,152
2008-2009	1,118
2009-2010	1,240
2010-2011	2,030

STAFF PRESENTER: William Walker

ITEM III-A – 3 – ACTION (continued)
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RECOMMENDATION

That the Board approve the Interagency Memorandum of Understanding (IMOU) between the County of Sacramento, City of Sacramento, City of Rancho Cordova and the Sacramento Employment and Training Agency and authorize SETA's Executive Director to execute the Interagency Memorandum of Understanding.

STAFF PRESENTER: William Walker

ITEM III-A - 4 - ACTION

APPROVAL OF CALIFORNIA ENTERPRISE ZONE PROGRAM MEMORANDUM OF UNDERSTANDING WITH THE SACRAMENTO ENTERPRISE ZONE

BACKGROUND:

On March 20, 1984, the California Enterprise Zone Act was signed into law. The bill established a mechanism to stimulate private investment and business growth in distressed areas of California by providing State tax credits and other incentives in approved zones. Areas of Sacramento County and the City of Sacramento have been designated as enterprise zones since 1986.

The California Enterprise Zone Program (CEZP) is the largest incentive program in the State of California. The purpose of the program is to enhance economic development in distressed commercial and industrial areas and facilitate job creation and incentives for hiring from targeted groups with barriers to employment. The CEZP is a long-term fifteen (15) year partnership between local governments and private companies to generate new private sector investment and growth. The objectives of the CEZP include:

- Stimulate business and industrial growth in depressed areas of the state
- Help attract business into the state
- Help retain and expand business and industry
- Create increased job opportunities for all Californians
- Promote Smart Growth by revitalizing chronically deteriorated areas
- Hire the most difficult-to-hire residents in private sector jobs
- Retain, expand and reward businesses that participate in these objectives

In March of 2009 the County of Sacramento, City of Sacramento, City of Rancho Cordova, Sacramento Employment and Training Agency (SETA) and Sacramento Housing and Redevelopment Agency (SHRA) submitted an application for a "Sacramento Enterprise Zone" which consolidates and expands the previous Enterprise Zone areas into a single Enterprise Zone:

- Sacramento Army Depot Enterprise Zone designated 10/04/94 expired 10/03/09
- Florin Perkins Enterprise Zone designated 04/05/89 expired 04/04/09
- Northern Sacramento Enterprise Zone designated 10/15/06 was scheduled to expire 10/14/21

In August 2009, the County of Sacramento, City of Sacramento, City of Rancho Cordova, Sacramento Employment and Training Agency and Sacramento Housing and Redevelopment Agency were notified that the proposed SEZ has been awarded a

STAFF PRESENTER: William Walker

ITEM III-A – 4 - ACTION (continued)
Page 2

conditional designation, subject to the preparation of an environmental document and execution of a Memorandum of Understanding (MOU) with the CEZP outlining the program responsibilities. In January of 2011, the State Budget Summary proposed the elimination of the CEZP, delaying the execution of the MOU. The proposal did not pass in the final approved State Budget. Therefore, in order to achieve a final designation status the MOU must be approved by each Sacramento Enterprise Zone member's respective Board or Council and forwarded to the State of California Housing and Community Development (HCD) for final approval. Under the terms and conditions stated in the MOU, the SEZ will be in effect for a fifteen-year period beginning April 5, 2009 and ending April 4, 2024, unless otherwise amended.

As a SEZ partner, SETA's primary role has been to act as the Voucher Agent for the Sacramento Enterprise Zone. SETA has officially conducted this role since August of 2009.

RECOMMENDATION:

That the Board approve the Memorandum of Understanding between the California Enterprise Zone Program and the Sacramento Enterprise Zone and authorize SETA's Executive Director to execute the Memorandum of Understanding.

STAFF PRESENTER: William Walker

ITEM III-B – 1 - ACTION

APPROVAL TO AUGMENT NORTH STATE BUILDING INDUSTRY FOUNDATION
(NSBIF) WITH CALIFORNIA ENERGY COMMISSION CLEAN ENERGY
WORKFORCE TRAINING FUNDS

BACKGROUND:

In September, 2011 SETA received an allocation of \$300,000 from the California Energy Commission(CEC) and the Employment Development Department to operate a Clean Energy Workforce Training (CEWTP) On-the-job-Training (OJT) Program. SETA has developed 11 OJT contracts with this funding and has an additional nine OJT contracts pending. North State Building Industry Foundation, funded with Workforce Investment Act dislocated worker and National Emergency Grant funds, has also targeted green jobs in their OJT program, developing 11 OJT contracts for green jobs, four of which are eligible for co-enrollment into the CEWTP OJT program.

The CEWTP OJT program end date is February 28, 2012. In order to expend the grant, staff is recommending an augmentation of \$40,000 in WIA/CEC Clean Energy Workforce Training funding for North State BIF to cover the requested staffing and wage subsidies for four customers already enrolled in OJT contracts and three additional OJT placements to be developed in January and February 2012.

RECOMMENDATION:

Approve an augmentation of the On-the-job Training Subgrant Agreement with North State BIF in the amount of \$40,000.

STAFF PRESENTER: Robin Purdy

ITEM III-B - 2 – ACTION

APPROVAL OF RESOLUTION TO ACCEPT PROGRAM YEAR 2012
COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDS AND AUTHORIZE
THE SETA EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT AND ANY
AMENDMENTS TO THE AGREEMENT

BACKGROUND:

SETA has been issued a new CSBG contract for the 2012 program year by the State Department of Community Services and Development (CSD). The contract term is from January 1, 2012 through December 31, 2012. CSD has not received an official notice of the final federal Community Services Block Grant (CSBG) award for 2012, but has been authorized to allocate to SETA an initial amount of \$228,452. Once the final federal grant award has been received, CSD will amend the contract.

CSD requires a resolution from the SETA Governing Board prior to executing a contract for the 2012 CSBG funding.

RECOMMENDATION:

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

STAFF PRESENTER: Cindy Sherwood-Green

RESOLUTION

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

WHEREAS, the Sacramento Employment and Training Agency has received a grant award for Program Year 2012 Community Services Block Grant funds;

WHEREAS, The State Department of Community Services and Development requires a resolution from the Governing Board in order to execute a contract for Program Year 2012 Community Services Block Grant funds.

BE IT RESOLVED THAT, the Governing Board of the Sacramento Employment and Training Agency hereby adopts this resolution accepting Program Year 2012 Community Services Block Grant funds;

BE IT FURTHER RESOLVED THAT, the Executive Director of the Sacramento Employment and Training Agency shall sign Contract No. 12F-4433 and other necessary grant documents, including contract amendments, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

Attest:

Clerk of the Boards

Chair of the Governing Board

Date: January 5, 2012

ITEM III-C – 1 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR HEAD START
JANITORIAL SERVICES

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) Head Start program provides comprehensive developmental services primarily to low-income preschool children and their families through our 32 Early Learning Centers. These centers are located throughout the Sacramento County area in a variety of venues including community centers, churches, schools, and housing complexes. Janitorial services are needed for the upkeep and cleanliness of these centers. The Agency last procured janitorial services in 2007 and is seeking new proposals.

Procurement for these services will be under the guidelines of the Agency's procurement policy established to insure fair and equitable use of the Federal funds utilized for services. A Request for Proposals (RFP) shall be the method utilized to procure the janitorial services for the cleaning of the Head Start Early Learning Centers. The facilities range from 1 to 4 classrooms with lavatory, food preparation areas, and offices.

The facilities will be grouped into seven (7) geographical areas and the proposers will be able to offer their services to as many areas or sites as they wish. Details of each site will be provided, as well as a visit to each site is scheduled.

Tentative schedule of RFP:

Governing Board approves release of RFP	January 5, 2012
Release of RFP	January 6, 2012
Site Visits/Offerors' Conference	January 18-20, 2012
Proposals Due at SETA by 5 p.m.	February 3, 2012
Publish SETA staff recommendations	February 17, 2012
Governing Board approves	March 1, 2012

A service contract will be developed with each successful proposer in this solicitation process. The period of time covered in this agreement shall be for a three year period with up to three (3) one-year extensions at the discretion of SETA.

Staff will be available to answer questions.

RECOMMENDATION

Approve the release of a Request for Proposals for Head Start janitorial services.

STAFF PRESENTER: Rod Nishi

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Ms. Sue Laliberte **DATE:** November 28, 2011
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Lutheran Social Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG/ARRA	Homelessness Prevention and Rapid Re-Housing	\$333,333.33	10/7/09-9/30/10	5/1/10-9/30/10

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 10/25/11

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

Program Operator: Lutheran Social Services of Northern California

Findings and General Observations:

- 1) The total costs as reported to SETA from May 1, 2010 to September 30, 2010 for the CSBG Homelessness Prevention and Rapid Re-Housing program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Nancy Crooks **DATE:** November 17, 2011
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of North Central Counties Consortium

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	Green Jobs Corps	\$146,800	10/28/09-2/28/11	10/1/10-2/28/11

Monitoring Purpose: **Initial** **Follow-up** **Special** **Final** **X**
Date of review: 10/26/11

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

Program Operator: North Central Counties Consortium

Findings and General Observations:

1. The total costs as reported to SETA from October 1, 2010 to February 28, 2011 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mrs. Eileen Thomas **DATE:** November 18, 2011
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River City Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$16,000	1/1/11-12/31/11	1/1/11-12/31/11

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 11/8/11

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

Program Operator: River City Food Bank

Findings and General Observations:

River City Food Bank claimed the entire amount of the grant by July 31, 2011. The total costs as reported to SETA for the contract year of January 1, 2011 to December 31, 2011 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Meg Arnold **DATE:** November 18, 2011
FROM: D’et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Area Regional Technical Alliance (SARTA)

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	Business Development and Innovations – Adult	\$150,000	7/16/09–9/30/10	5/1/10-9/30/10
WIA/ARRA	Business Development and Innovations – Dislocated Worker	\$100,000	7/16/09-9/30/10	5/1/10-9/30/10
WIA/ARRA	Business Development and Innovations – Clean Energy	\$40,311	10/1/10-6/30/11	10/1/10-6/30/11

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

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

Program Operator: SARTA

Findings and General Observations:

The total costs as reported to SETA from May 1, 2010 to June 30, 2011 for ARRA Business Development and Innovations programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Henry Kloczkowski **DATE:** December 9, 2011
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Chinese Community Service

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OY-US	\$ 58,000	7/1/10-6/30/11	7/1/10-6/30/11
WIA	OY-IS	\$ 385,878	7/1/10-6/30/11	7/1/10-6/30/11
WIA	OJT	\$ 80,000	7/1/10-6/30/11	7/1/10-6/30/11
WIA/CalWorks	OJT	\$ 181,710	10/20/10-6/30/11	10/20/10-6/30/11
DOJ	JJ	\$ 76,601	6/1/10-5/31/11	6/1/10-5/31/11

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: June 8-10, & follow-up concerns on Sept 9 & 13, and Nov 30, 2011

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X		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	X			
12	Equipment Records		N/A		

Program Operator: Sacramento Chinese Community Service Center, Inc.

Findings and General Observations:

The total costs as reported to SETA for WIA and DOJ have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

Upon follow-up review, a discrepancy in the allocation of benefits was found to the WIA In-School Youth contract. Benefits were charged at a rate that was inconsistent with SCCSC's cost allocation plan. SCCSC has reviewed their records and reimbursed \$2,478 to SETA.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Laura Leonelli **DATE:** December 9, 2011
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Southeast Asian Assistance Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA & CO	\$ 85,119	10/1/09-9/30/10	10/1/09-9/30/10
RESS older ref	SA & CO	\$ 7,122	9/30/09-9/29/10	9/30/09-9/29/10

Monitoring Purpose: Initial Follow-Up Special Final

RESS	SA & CO	\$ 40,857	10/1/10-9/30/11	10/1/10-7/31/11
RESS older ref	SA & CO	\$ 6,580	10/1/10-9/30/11	10/1/10-7/31/11

Monitoring Purpose: Initial Follow-Up Special Final
 Date of review: August 2, 2011

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

Program Operator: Southeast Asian Assistance Center

Findings and General Observations:

The total costs as reported to SETA for RESS 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.

SAAC has gone back to a part-time, in-house bookkeeper and is utilizing QuickBooks to manage their accounts. SAAC is adapting well to this system.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Dr. Sara Haycox **DATE:** December 7, 2011
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA, Quality	\$ 1,144,591	8/01/10-07/31/11	8/01/10-7/31/11
Head Start	T & TA	7,500	8/01/10-07/31/11	8/01/10-7/31/11
Head Start	Expansion	209,115	9/30/10-09/29/11	9/30/10-9/29/11

Monitoring Purpose: Initial Follow-Up Special Final
Dates of review: 11/16-17/11

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

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2010 to September 29, 2011 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Career Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted. This report covers the fiscal year beginning July 1, 2011.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employer Recruitment Activity Report

July 1 - December 12, 2011

Employer	Jobs	No of Positions
Accentcare	CAN/Caregiver	55
ACS Roofing	Bookkeeper/Accountant	1
	Window Cleaner - Gutter Cleaner	1
Aerotek	General Laborer	1
ALSCO, Inc.	Accounts Receivable	1
Ahern Rentals	Class A CDL Driver	1
	Field Mechanic	1
American River Parkway Foundation	Chemical Plant Mechanic	1
	Marketing Fundraising Coordinator	1
	Plant Supervisor	1
Apria Healthcare	Billing Representative	1
Area 4 Agency on Aging	Snr. Employment Program Manager	1
Baygell Properties	Commercial Property Manager	1
Berkeley Farms	Truck Driver Class A	1
Bissell Brothers	Cleaner	1
Brookside Restaurant and Bar	Bartender/Server Position	2
California Green Clean	Housekeeper/Cleaner	1
California Redevelopment Association	Member Services Associate PT	1
Bread of Life	Office Manager	1
Campbell Soup Company	Certified Forklift Driver	14
Capitol Autism Services	Behavior Tutor	10
Carmellia Network	Accounting and Executive Assistant	1
Carmichael Oaks Assisted Living	Caregiver	1
	Concierge/Receptionist	1
	Medication Aide	1
Child Care Careers	Infant/Preschool/School-Age Teachers	10
Circle K Stores	Store Manager	5
Citrus Heights Career Center	Shop Foreman	1
CVL Inc. dba Folsom Lake RV	Parts Manager	1
Downtown Sacramento Partnership, Inc.	Administrative Assistant to the DSPI	1
Dr. Pepper Snapple Group	Forklift Operator	2
	Full Service Driver	1
	Loader-Warehouse	5
	Merchandiser	10
	Production Supervisor	1
	Quality Control Technician	1
	Quality Supervisor	1
	Relief Account Manager	1
Folsom Cordova Community Partnership	Employment Services Case Manager	1
Fresh & Easy Neighborhood Market	Team Leader	4
	Customer Assistant	10
	Kitchen Table/Bakery Coordinator	3
G & K Services	General Laborer	1
	Route Manager	1
General Produce Company	Inside Sales Representative	1
	Receptionist	1
Geolog Inc	Driver/Shop Technician	1
	Data Digitizer/Marketing	1
Goodwill Industries	Assistant Manager	1
	Key Holder/Supervisor	1
	Manager in Training	1

Employer Recruitment Activity Report

July 1 - December 12, 2011

Employer	Jobs	No of Positions
H & R Block	Client Services Professional	15
	Office Manager	20
	Tax Professional	20
HR to Go	Administrative Support	1
Hand Biomechanics Lab, Inc	Manufacturing Operations/FDA Regulatory Compliance	1
Indecare Home Care & Living Assistance	Caregiver	10
Jack Frost Design	Administrative Assistant	1
KVIE	Leadership Giving Officer	1
KlickNation	3D Animator/Rigger	1
	Controller	1
	Data Analytics Specialist	1
	Producer	1
La Tapatia Tortilleria, INC.	Delivery Driver/Vendor	1
Labor Ready	Construction Laborers	10
LexisNexis	General Clerk I	15
Los Rios Community College District	Account Clerk II	1
	Accountant	1
	Accountant Clerk I	1
	Administrative Service Analyst	1
	Associate Vice President of Enrollment and Student Services	1
	Audio/Visual Production Technician	1
	Campus Patrol On Call	1
	Clerk III	1
	Clerk III PT	1
	College Safety Officer	1
	College Safety Officer (Temporary)	1
	Confidential Chancellor's Executive Assistant	1
	Custodian	1
	Dean, Business Division	1
	Director of Human Resources	1
	Electronic Calibration & Repair Technician	1
	Environmental Technician	1
	Environmental Technician-Water Management	1
	Financial Aid Clerk	1
	Graphic Designer	1
	Groundskeeper	1
	Healthcare Interpreting Adjunct Professor	1
	HVAC Mechanic	1
	Information Technology Assistant III	1
	Instructional Assistant - Learning Resources	1
	Instructional Asst. - Sign Language Studies	1
	Instructional Asst.-Microcomputer Laboratory for Assistive Technology	1
	Librarian Adjunct Pool	
	Library Media Technical Asst.	1
	Operations Technician	1
	Outreach Clerk	1
	Physical Education/Athletic Attendant	1
	Police Communication Dispatcher	1
	Purchasing Supervisor	1
	Special Project Assistant to Exec. Director	1
	Srn. Information Technology Technician	2
	Student Personnel Asst. - Davis Outreach Program	1
	Student Personnel Asst. - Disabled Student Programs & Services Center	1
	Student Personnel Asst. -Student Affairs	1
	Welding Adjunct Asst. Professor	1
	Vice Chancellor, Resource and Economic Development	1

Employer Recruitment Activity Report

July 1 - December 12, 2011

Employer	Jobs	No of Positions
Loving Companions Senior Services	Caregiver	20
Mallicoat Electric, Inc	Electrical Apprentice	1
Manpower	Production Packager	5
	General Laborer	2
Mathnasium of Elk Grove	Instructor	2
Mettler-Toledo, inc.	Retail Field Service Technician	1
Nestle#233; Waters North America	Production Technician	24
Northern Sheets, LLC.	Industrial Electro Mechanic	1
On My Own	Direct Service Provider	10
Opening Doors, Inc.	Survivors of Human Trafficking Program	1
PMSR Technologies	Line Operator	5
Progressive Insurance	Customer Service Representative	10
Public Relations Specialists	Communications Manager	1
REC Solar, Inc.	Events Coordinator	1
Red Dog Shred	Document Shredder	1
Relationship Skills Center	Operations Coordinator	1
Rezolve Group, Inc.	Communications Manager	1
	Sales Specialists	14
Rite Aid	Shift Supervisor	3
S-N-T Company	Window Installer	1
	Receptionist/Bookkeeper	1
Sacramento CASA	Case Manager	1
	Family Finding Social Worker	1
Sacramento Children's Home	Maintenance Supervisor	1
Sacramento Container Corporation	Corrugate Experience Machine Operators & Asst. Operators	3
	Forklift Operator	1
Sacramento Region Community Foundation	Accountant	1
Salvation Army Sac Metro	Employment Specialist	1
	Kitchen Aide	1
	Monitor	1
	Office Assistant	1
	Program Aide	1
Self Storage	Part-time Manager	1
	Accountant I	1
SETA	Children and Family Services Quality Assurance	1
	Workforce System Administrator	1
	Workforce System Analyst	1
	Teacher, Head Start	1
Sierra Pacific	Sale Representative	10
Solar Depot	Sales/Order Administrator	1
St. John's Shelter Program for Women and Children	Accounting and Executive Assistant	1
Sullivan Learning Systems	Tutor	25
Sumrall Solutions LLC	Fund Accountant - Associate I	15
Support For Home	Caregiver	10
	Personal Care Aides	10
Surety Solutions Insurance Services, Inc	Customer Service Representative	1
United Way California Capital Region	Front Desk Coordinator	1
	Administrative Manager	1
Volt Staffing Services	Warehouse Person	20
	Warehouse Specialist	20
Wild Hawk Grille	Cart Attendant/Cashier	1
Xerox Corporation	Print Operator and Driver	1
TOTAL		551

ITEM IV-C- INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2011/2012

The following is an update of information as of December 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
Unofficial	5/9/2011	First Data	8/31/2011	145	6/9/11 6/16/11
Unofficial	5/23/2011	County of Sacramento	7/1/2011	275	6/22-23/11 6/29-30/11
Official	6/2/2011	First Banks, Inc. 110 Woodmere Rd, Ste. 150 Folsom, CA 95630	9/30/2011	20	9/15/2011
Unofficial	6/11/2011	CSAA	7/30/2011	25	7/14/2011
Unofficial	7/19/2011	Borders Books 2765 East Bidwell Folsom, CA		75	6/19/11 8/29-31/11
Official	8/1/2011	Valley Aggregate Transport, Inc. 5121 Hedge Avenue Sacramento, CA	9/27/2011	111	Declined Services
Official	8/2/2011	Cisco 2868 Prospect Rd Rancho Cordova, CA	8/19/2011	78	Packets Delivered
Official	8/26/2011	BLT Enterprises of Sacramento, LLC 8491 Fruitridge Rd Sacramento, CA 95826	11/2/2011	0	Rescinded
Official	10/3/2011	Hewlett-Packard Company Rancho Cordova, CA	12/2/2011	76	Declined Services
Official	10/4/2011	Foster Farms Dairy 1221 66th Street Sacramento, CA 95819	12/2/2011	96	12/8/2011
Official	11/7/2011	Hewlett-Packard Company Rancho Cordova, CA	12/2/2011	39	Declined Services
Official	11/1/2011	A1 Door and Building Solutions 4300 Jetway Ct. North Highlands, CA 95660	12/31/2011	97	Declined Services
Official	11/10/2011	PG&E Sacramento, CA	1/9/2012	8	Declined Services
Unofficial	12/2/2011	SCIF 2450 Venture Oaks Drive Sacramento, CA 95833	1/9/2011	200	12/8/11 12/14/11
Official	12/8/2011	BLT Enterprises of Sacramento, LLC 8491 Fruitridge Rd Sacramento, CA 95826	12/30/2011	106	Pending
			Total # of Affected Workers	1,351	

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of November is 11.1 %.

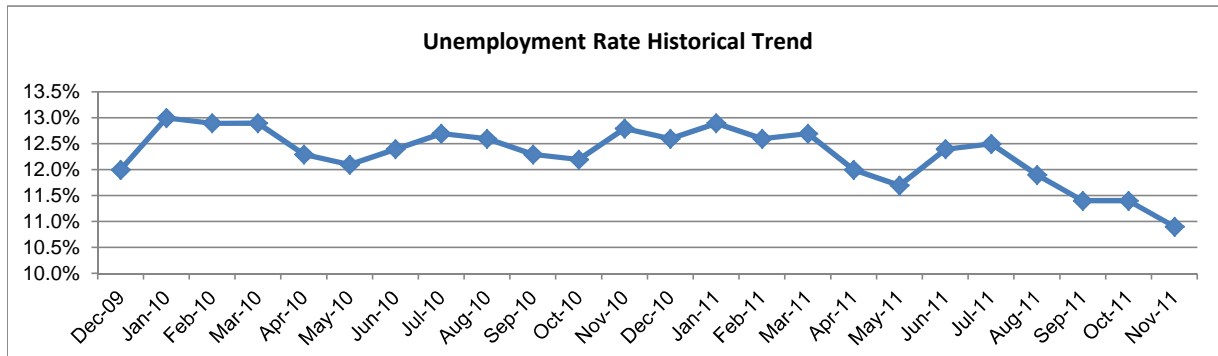
Attached is a copy of a press release from the Employment Development Department breaking down the job losses and job creations for the regional area.

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

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 10.9 percent in November 2011, down from a revised 11.4 percent in October 2011, and below the year-ago estimate of 12.8 percent. This compares with an unadjusted unemployment rate of 10.9 percent for California and 8.2 percent for the nation during the same period. The unemployment rate was 10.8 percent in El Dorado County, 9.8 percent in Placer County, 11.1 percent in Sacramento County, and 12.2 percent in Yolo County.



Industry	Oct-2011	Nov-2011	Change		Nov-2010	Nov-2011	Change
	Revised	Prelim				Prelim	
Total, All Industries	815,800	819,800	4,000		812,800	819,800	7,000
Total Farm	9,100	7,700	(1,400)		7,700	7,700	0
Total Nonfarm	806,700	812,100	5,400		805,100	812,100	7,000
Mining and Logging	400	400	0		400	400	0
Construction	40,300	39,900	(400)		37,700	39,900	2,200
Manufacturing	31,400	31,800	400		33,300	31,800	(1,500)
Trade, Transportation & Utilities	130,200	134,700	4,500		134,500	134,700	200
Information	16,700	16,700	0		16,800	16,700	(100)
Financial Activities	48,000	48,300	300		46,600	48,300	1,700
Professional & Business Services	102,800	103,000	200		101,500	103,000	1,500
Educational & Health Services	104,300	104,000	(300)		99,300	104,000	4,700
Leisure & Hospitality	78,600	78,700	100		78,600	78,700	100
Other Services	27,400	27,800	400		28,300	27,800	(500)
Government	226,600	226,800	200		228,100	226,800	(1,300)

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,185,300	16,206,500	1,978,800	10.9%
ALAMEDA	14	751,900	680,000	72,000	9.6%
ALPINE	47	450	380	70	15.4%
AMADOR	31	16,550	14,490	2,060	12.5%
BUTTE	27	106,200	93,500	12,700	11.9%
CALAVERAS	40	19,370	16,670	2,700	13.9%
COLUSA	57	11,120	8,920	2,190	19.7%
CONTRA COSTA	12	519,900	470,600	49,300	9.5%
DEL NORTE	33	11,520	10,040	1,480	12.8%
EL DORADO	22	89,600	79,900	9,700	10.8%
FRESNO	50	429,700	362,500	67,300	15.7%
GLENN	39	12,610	10,860	1,750	13.8%
HUMBOLDT	18	60,900	54,700	6,200	10.2%
IMPERIAL	58	76,200	55,500	20,700	27.2%
INYO	9	9,410	8,550	860	9.1%
KERN	37	370,300	320,700	49,600	13.4%
KINGS	45	61,400	52,400	9,000	14.7%
LAKE	54	23,830	19,840	3,990	16.7%
LASSEN	31	13,160	11,510	1,650	12.5%
LOS ANGELES	25	4,868,300	4,306,800	561,500	11.5%
MADERA	43	64,600	55,300	9,300	14.3%
MARIN	1	133,700	124,500	9,300	6.9%
MARIPOSA	26	9,170	8,100	1,070	11.7%
MENDOCINO	17	42,560	38,280	4,280	10.1%
MERCED	55	104,600	86,900	17,600	16.9%
MODOC	37	3,940	3,410	530	13.4%
MONO	19	8,040	7,190	850	10.6%
MONTEREY	23	213,900	190,300	23,600	11.0%
NAPA	6	73,800	67,400	6,400	8.6%
NEVADA	15	50,450	45,500	4,940	9.8%
ORANGE	4	1,591,000	1,462,600	128,400	8.1%
PLACER	15	175,000	157,800	17,200	9.8%
PLUMAS	44	9,450	8,080	1,370	14.5%
RIVERSIDE	33	915,600	798,400	117,100	12.8%
SACRAMENTO	24	666,300	592,500	73,800	11.1%
SAN BENITO	35	25,400	22,100	3,300	13.0%
SAN BERNARDINO	28	855,300	751,600	103,700	12.1%
SAN DIEGO	11	1,587,600	1,442,100	145,500	9.2%
SAN FRANCISCO	3	464,000	427,800	36,200	7.8%
SAN JOAQUIN	48	296,300	250,300	46,000	15.5%
SAN LUIS OBISPO	7	136,100	124,100	12,000	8.8%
SAN MATEO	2	378,600	350,200	28,400	7.5%
SANTA BARBARA	5	221,300	203,000	18,200	8.2%
SANTA CLARA	9	888,500	808,000	80,500	9.1%
SANTA CRUZ	19	152,800	136,600	16,200	10.6%
SHASTA	36	84,700	73,600	11,100	13.1%
SIERRA	42	1,470	1,260	210	14.1%
SISKIYOU	52	18,430	15,380	3,040	16.5%
SOLANO	19	212,100	189,700	22,400	10.6%
SONOMA	8	253,200	230,500	22,600	8.9%
STANISLAUS	48	233,200	197,100	36,000	15.5%
SUTTER	56	42,300	35,000	7,300	17.4%
TEHAMA	40	24,260	20,890	3,370	13.9%
TRINITY	52	4,930	4,120	810	16.5%
TULARE	46	208,000	176,700	31,300	15.0%
TUOLUMNE	30	25,440	22,320	3,120	12.3%
VENTURA	12	431,400	390,600	40,900	9.5%
YOLO	29	97,800	85,900	11,900	12.2%
YUBA	51	28,000	23,600	4,400	15.9%

Notes

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

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

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,185,300	16,206,500	1,978,800	10.9%
BAKERSFIELD DELANO MSA (Kern Co.)	42	370,300	320,700	49,600	13.4%
CHICO MSA (Butte Co.)	31	106,200	93,500	12,700	11.9%
EL CENTRO MSA (Imperial Co.)	64	76,200	55,500	20,700	27.2%
FRESNO MSA (Fresno Co.)	55	429,700	362,500	67,300	15.7%
HANFORD CORCORAN MSA (Kings Co.)	50	61,400	52,400	9,000	14.7%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	29	4,868,300	4,306,800	561,500	11.5%
MADERA CHOWCHILLA MSA (Madera Co.)	48	64,600	55,300	9,300	14.3%
MERCED MSA (Merced Co.)	61	104,600	86,900	17,600	16.9%
MODESTO MSA (Stanislaus Co.)	53	233,200	197,100	36,000	15.5%
NAPA MSA (Napa Co.)	7	73,800	67,400	6,400	8.6%
OAKLAND FREMONT HAYWARD MD	14	1,271,800	1,150,600	121,200	9.5%
Alameda Co.	17	751,900	680,000	72,000	9.6%
Contra Costa Co.	14	519,900	470,600	49,300	9.5%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	14	431,400	390,600	40,900	9.5%
REDDING MSA (Shasta Co.)	41	84,700	73,600	11,100	13.1%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	35	1,770,800	1,550,000	220,800	12.5%
Riverside Co.	38	915,600	798,400	117,100	12.8%
San Bernardino Co.	32	855,300	751,600	103,700	12.1%
SACRAMENTO ARDEN ARCADE ROSEVILLE MSA	26	1,028,700	916,100	112,600	10.9%
El Dorado Co.	25	89,600	79,900	9,700	10.8%
Placer Co.	18	175,000	157,800	17,200	9.8%
Sacramento Co.	28	666,300	592,500	73,800	11.1%
Yolo Co.	33	97,800	85,900	11,900	12.2%
SALINAS MSA (Monterey Co.)	27	213,900	190,300	23,600	11.0%
SAN DIEGO CARLSBAD SAN MARCOS MSA (San Diego Co.)	12	1,587,600	1,442,100	145,500	9.2%
SAN FRANCISCO SAN MATEO REDWOOD CITY MD	3	976,300	902,400	73,800	7.6%
Marin Co.	1	133,700	124,500	9,300	6.9%
San Francisco Co.	4	464,000	427,800	36,200	7.8%
San Mateo Co.	2	378,600	350,200	28,400	7.5%
SAN JOSE SUNNYVALE SANTA CLARA MSA	12	913,900	830,100	83,800	9.2%
San Benito Co.	40	25,400	22,100	3,300	13.0%
Santa Clara Co.	10	888,500	808,000	80,500	9.1%
SAN LUIS OBISPO PASO ROBLES MSA (San Luis Obispo Co.)	8	136,100	124,100	12,000	8.8%
SANTA ANA ANAHEIM IRVINE MD (Orange Co.)	5	1,591,000	1,462,600	128,400	8.1%
SANTA BARBARA SANTA MARIA GOLETA MSA (Santa Barbara Co.)	6	221,300	203,000	18,200	8.2%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	22	152,800	136,600	16,200	10.6%
SANTA ROSA PETALUMA MSA (Sonoma Co.)	9	253,200	230,500	22,600	8.9%
STOCKTON MSA (San Joaquin Co.)	53	296,300	250,300	46,000	15.5%
VALLEJO FAIRFIELD MSA (Solano Co.)	22	212,100	189,700	22,400	10.6%
VISALIA PORTERVILLE MSA (Tulare Co.)	51	208,000	176,700	31,300	15.0%
YUBA CITY MSA	60	70,300	58,500	11,800	16.8%
Sutter Co.	62	42,300	35,000	7,300	17.4%
Yuba Co.	56	28,000	23,600	4,400	15.9%
Alpine Co.	52	450	380	70	15.4%
Amador Co.	35	16,550	14,490	2,060	12.5%
Calaveras Co.	45	19,370	16,670	2,700	13.9%
Colusa Co.	63	11,120	8,920	2,190	19.7%
Del Norte Co.	38	11,520	10,040	1,480	12.8%
Glenn Co.	44	12,610	10,860	1,750	13.8%
Humboldt Co.	21	60,900	54,700	6,200	10.2%
Inyo Co.	10	9,410	8,550	860	9.1%
Lake Co.	59	23,830	19,840	3,990	16.7%
Lassen Co.	35	13,160	11,510	1,650	12.5%
Mariposa Co.	30	9,170	8,100	1,070	11.7%
Mendocino Co.	20	42,560	38,280	4,280	10.1%
Modoc Co.	42	3,940	3,410	530	13.4%
Mono Co.	22	8,040	7,190	850	10.6%
Nevada Co.	18	50,450	45,500	4,940	9.8%
Plumas Co.	49	9,450	8,080	1,370	14.5%
Sierra Co.	47	1,470	1,260	210	14.1%
Siskiyou Co.	57	18,430	15,380	3,040	16.5%
Tehama Co.	45	24,260	20,890	3,370	13.9%
Trinity Co.	57	4,930	4,120	810	16.5%
Tuolumne Co.	34	25,440	22,320	3,120	12.3%

Notes

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

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

Data Not Seasonally Adjusted

	Nov 10	Sep 11	Oct 11 Revised	Nov 11 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,030,500	1,026,400	1,027,100	1,028,700	0.2%	-0.2%
Civilian Employment	898,800	909,300	910,400	916,100	0.6%	1.9%
Civilian Unemployment	131,700	117,100	116,700	112,600	-3.5%	-14.5%
Civilian Unemployment Rate	12.8%	11.4%	11.4%	10.9%		
(CA Unemployment Rate)	12.5%	11.4%	11.2%	10.9%		
(U.S. Unemployment Rate)	9.3%	8.8%	8.5%	8.2%		

Total, All Industries (2)	812,800	814,500	815,800	819,800	0.5%	0.9%
Total Farm	7,700	10,000	9,100	7,700	-15.4%	0.0%
Total Nonfarm	805,100	804,500	806,700	812,100	0.7%	0.9%
Total Private	577,000	584,000	580,100	585,300	0.9%	1.4%
Goods Producing	71,400	73,900	72,100	72,100	0.0%	1.0%
Mining and Logging	400	400	400	400	0.0%	0.0%
Construction	37,700	41,100	40,300	39,900	-1.0%	5.8%
Construction of Buildings	8,700	10,100	9,900	9,700	-2.0%	11.5%
Construction - Residual	5,100	7,100	7,400	6,600	-10.8%	29.4%
Specialty Trade Contractors	23,900	23,900	23,000	23,600	2.6%	-1.3%
Building Foundation & Exterior Contractors	5,600	5,900	5,900	5,900	0.0%	5.4%
Building Equipment Contractors	10,100	10,300	10,100	9,900	-2.0%	-2.0%
Building Finishing Contractors	5,500	4,800	4,900	4,700	-4.1%	-14.5%
Specialty Trade Contractors - Residual	2,700	2,900	2,100	3,100	47.6%	14.8%
Manufacturing	33,300	32,400	31,400	31,800	1.3%	-4.5%
Durable Goods	22,000	21,000	20,500	20,900	2.0%	-5.0%
Computer & Electronic Product Manufacturing	6,900	6,900	6,700	6,900	3.0%	0.0%
Durable Goods - Residual	15,100	14,100	13,800	14,000	1.4%	-7.3%
Nondurable Goods	11,300	11,400	10,900	10,900	0.0%	-3.5%
Food Manufacturing	4,500	5,100	4,700	4,400	-6.4%	-2.2%
Non-Durable Goods - Residual	6,800	6,300	6,200	6,500	4.8%	-4.4%
Service Providing	733,700	730,600	734,600	740,000	0.7%	0.9%
Private Service Producing	505,600	510,100	508,000	513,200	1.0%	1.5%
Trade, Transportation & Utilities	134,500	129,600	130,200	134,700	3.5%	0.1%
Wholesale Trade	22,300	21,900	21,900	21,900	0.0%	-1.8%
Merchant Wholesalers, Durable Goods	11,500	11,500	11,500	11,500	0.0%	0.0%
Merchant Wholesalers, Nondurable Goods	8,500	8,400	8,400	8,400	0.0%	-1.2%
Wholesale Trade - Residual	2,300	2,000	2,000	2,000	0.0%	-13.0%
Retail Trade	89,700	85,400	86,000	90,400	5.1%	0.8%
Motor Vehicle & Parts Dealer	10,100	10,100	10,000	10,000	0.0%	-1.0%
Building Material & Garden Equipment Stores	7,100	7,100	6,900	7,000	1.4%	-1.4%
Grocery Stores	16,500	16,700	16,700	16,800	0.6%	1.8%
Health & Personal Care Stores	5,200	5,100	5,000	5,100	2.0%	-1.9%
Clothing & Clothing Accessories Stores	7,000	6,600	6,500	7,300	12.3%	4.3%
Sporting Goods, Hobby, Book & Music Stores	4,700	4,400	4,300	4,600	7.0%	-2.1%
General Merchandise Stores	20,200	18,800	19,200	20,900	8.9%	3.5%
Retail Trade - Residual	35,400	33,300	34,100	35,500	4.1%	0.3%
Transportation, Warehousing & Utilities	22,500	22,300	22,300	22,400	0.4%	-0.4%
Information	16,800	16,700	16,700	16,700	0.0%	-0.6%
Publishing Industries (except Internet)	2,900	2,800	2,900	2,900	0.0%	0.0%
Telecommunications	9,100	8,800	8,800	8,900	1.1%	-2.2%
Information - Residual	4,800	5,100	5,000	4,900	-2.0%	2.1%
Financial Activities	46,600	47,700	48,000	48,300	0.6%	3.6%
Finance & Insurance	34,800	35,800	36,400	36,600	0.5%	5.2%
Credit Intermediation & Related Activities	12,500	12,700	12,700	12,800	0.8%	2.4%
Depository Credit Intermediation	8,200	8,400	8,300	8,400	1.2%	2.4%
Nondepository Credit Intermediation	2,200	2,300	2,300	2,400	4.3%	9.1%
Credit Intermediation and Related Activities -	2,100	2,000	2,100	2,000	-4.8%	-4.8%
Finance and Insurance - Residual	4,400	5,100	5,700	5,600	-1.8%	27.3%
Insurance Carriers & Related	17,900	18,000	18,000	18,200	1.1%	1.7%

Data Not Seasonally Adjusted

	Nov 10	Sep 11	Oct 11	Nov 11	Percent Change	
			Revised	Prelim	Month	Year
Real Estate & Rental & Leasing	11,800	11,900	11,600	11,700	0.9%	-0.8%
Real Estate	8,900	9,100	9,000	9,000	0.0%	1.1%
Real Estate and Rental and Leasing - Residual	2,900	2,800	2,600	2,700	3.8%	-6.9%
Professional & Business Services	101,500	103,700	102,800	103,000	0.2%	1.5%
Professional, Scientific & Technical Services	51,400	51,300	50,000	50,500	1.0%	-1.8%
Architectural, Engineering & Related Services	8,600	8,400	8,400	8,400	0.0%	-2.3%
Professional, Scientific, and Technical Services	42,800	42,900	41,600	42,100	1.2%	-1.6%
Management of Companies & Enterprises	9,600	9,600	9,600	9,700	1.0%	1.0%
Administrative & Support & Waste Services	40,500	42,800	43,200	42,800	-0.9%	5.7%
Administrative & Support Services	38,600	40,700	41,200	40,800	-1.0%	5.7%
Employment Services	14,900	14,600	15,100	15,100	0.0%	1.3%
Services to Buildings & Dwellings	10,300	10,500	10,600	10,500	-0.9%	1.9%
Administrative and Support Services - Residual	13,400	15,600	15,500	15,200	-1.9%	13.4%
Administrative and Support and Waste Management	1,900	2,100	2,000	2,000	0.0%	5.3%
Educational & Health Services	99,300	102,400	104,300	104,000	-0.3%	4.7%
Education and Health Services - Residual	12,200	12,300	12,600	13,100	4.0%	7.4%
Health Care & Social Assistance	87,100	90,100	91,700	90,900	-0.9%	4.4%
Ambulatory Health Care Services	37,800	38,400	38,700	38,900	0.5%	2.9%
Hospitals	22,700	23,000	23,000	23,100	0.4%	1.8%
Nursing & Residential Care Facilities	14,500	14,600	14,700	14,700	0.0%	1.4%
Health Care and Social Assistance - Residual	12,100	14,100	15,300	14,200	-7.2%	17.4%
Leisure & Hospitality	78,600	82,000	78,600	78,700	0.1%	0.1%
Arts, Entertainment & Recreation	12,200	11,700	11,100	11,100	0.0%	-9.0%
Accommodation & Food Services	66,400	70,300	67,500	67,600	0.1%	1.8%
Accommodation	8,100	9,400	9,100	8,900	-2.2%	9.9%
Food Services & Drinking Places	58,300	60,900	58,400	58,700	0.5%	0.7%
Full-Service Restaurants	27,000	28,900	28,000	28,000	0.0%	3.7%
Limited-Service Eating Places	29,000	29,300	28,700	28,600	-0.3%	-1.4%
Food Services and Drinking Places - Residual	2,300	2,700	1,700	2,100	23.5%	-8.7%
Other Services	28,300	28,000	27,400	27,800	1.5%	-1.8%
Repair & Maintenance	7,700	7,700	7,700	7,600	-1.3%	-1.3%
Other Services - Residual	20,600	20,300	19,700	20,200	2.5%	-1.9%
Government	228,100	220,500	226,600	226,800	0.1%	-0.6%
Federal Government	13,900	14,000	13,900	13,600	-2.2%	-2.2%
Department of Defense	1,800	1,700	1,700	1,700	0.0%	-5.6%
Federal Government excluding Department of Defense	12,100	12,300	12,200	11,900	-2.5%	-1.7%
State & Local Government	214,200	206,500	212,700	213,200	0.2%	-0.5%
State Government	112,200	107,700	110,300	109,900	-0.4%	-2.0%
State Government Education	27,600	25,400	28,200	28,100	-0.4%	1.8%
State Government Excluding Education	84,600	82,300	82,100	81,800	-0.4%	-3.3%
Local Government	102,000	98,800	102,400	103,300	0.9%	1.3%
Local Government Education	58,800	56,300	60,700	61,800	1.8%	5.1%
County	18,600	17,800	17,600	17,600	0.0%	-5.4%
City	9,900	10,000	9,700	9,600	-1.0%	-3.0%
Special Districts plus Indian Tribes	14,700	14,700	14,400	14,300	-0.7%	-2.7%

Notes:

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

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

December 16, 2011
Employment Development Department
Labor Market Information Division
(916) 262-2162

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

Data Not Seasonally Adjusted

	Nov 10	Sep 11	Oct 11 Revised	Nov 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:
Diane Patterson 916/262-2286 or Justin Wehner 916/227-0298

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

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**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**
Sacramento region payrolls up compared to month-ago and year-ago levels

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 10.9 percent in November 2011, down from a revised 11.4 percent in October 2011, and below the year-ago estimate of 12.8 percent. This compares with an unadjusted unemployment rate of 10.9 percent for California and 8.2 percent for the nation during the same period. The unemployment rate was 10.8 percent in El Dorado County, 9.8 percent in Placer County, 11.1 percent in Sacramento County, and 12.2 percent in Yolo County.

Between October 2011 and November 2011, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 4,000 to reach 819,800 jobs.

- Trade, transportation, and utilities led the region in month-over job growth (up 4,500 jobs). Retail trade accounted for the bulk of the growth (up 4,400 jobs). Transportation, warehousing, and utilities added 100 jobs, while wholesale trade reported no change.
- Manufacturing reported an unseasonable 400-job upswing, counter to usual November employment decline reported over the past 21 years. The gains were concentrated in durable goods manufacturing, including computer and electronic product manufacturing (up 200 jobs) and residual durable goods manufacturing (up 200 jobs).
- Government registered lower-than-average growth, up 200 jobs. Local government (up 900 jobs) offset declines in state government (down 400 jobs) and federal government (down 300 jobs).
- Construction was down 400 jobs, a less-than-average seasonal decline. A slowdown in residual construction (down 800 jobs) and construction of buildings (down 200 jobs) offset a 600-job gain in specialty trade contractors.

Between November 2010 and November 2011, total wage and salary employment in the region advanced by 7,000 jobs or 0.86 percent.

- Education and health services reported the largest year-over employment gain of 4,700 jobs, due primarily to growth in health care and social assistance (up 3,800 jobs).
- Construction rose by 2,200 jobs, with residual construction up 1,500 jobs and construction of buildings up 1,000 jobs. Specialty trade contractors edged down by 300 jobs.
- Financial activities was up 1,700 jobs. Finance and Insurance (up 1,800 jobs) more than offset a downturn in real estate and rental and leasing (down 100 jobs).
- Manufacturing, down 1,500 jobs, registered the largest downturn compared to year-ago levels, with cuts in both durable goods (down 1,100 jobs) and nondurable goods (down 400 jobs).

ITEM IV-E – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, September 27, 2011
9:00 a.m.

- I. Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Coventry St. Mary called the meeting to order at 9:06 a.m. and read the Thought of the Day. Ms. Lisa Daniels called the roll.

Members Present:

Amarjit Gill, Elk Grove Unified School District (arrived at 9:35 a.m.)
Willie Jean Peck, Elk Grove Unified School District
Kiersten Gonzales, Sacramento City Unified School District
Sarah Proteau, San Juan Unified School District (arrived at 9:25 a.m.)
Darlene Low, San Juan Unified School District
Michela Barbosa'Gage, Twin Rivers Unified School District
Lisa Daniels, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program
Connie Wallace, SETA-Operated Program
Devon McCracken, SETA-Operated Program
Socorro Gutierrez, SETA-Operated Program
David Quintero, Past Parent (arrived at 9:51 a.m.)
Tamara Knox, Past Parent
Dina Patterson, Foster Parent Representative
Coventry St. Mary, Early Head Start (San Juan)
Lucero Canto, Home Base Option
Blanca Rosales, Home Base Option

New Members to be Seated:

Reina Flores, Alternate, Early Head Start (SOP) (arrived at 9:27 a.m.)

New Member to be Seated but Absent:

Erika Contreras, SETA-Operated Program (unexcused)

Members Absent:

Victor Goodwin, CAMP (excused)
Sandra Renteria, Sacramento City Unified School District (unexcused)
Rebecca Lewis, Grandparent Representative (excused)
Yvette Hernandez, SETA-Operated Program (unexcused)
Christina Cisco, Early Head Start (SOP) (excused; alternate present)

II. Consent Item

A. Approval of the Minutes of the August 23, 2011 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Gutierrez, second/Barbosa'Gage, to approve the minutes of the August 23, 2011 special meeting.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (St. Mary)

III. Action Items

A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of New Classification of Children and Family Services (CFS) Quality Assurance Analyst and Related Salary Range

Ms. St. Mary reviewed the board item and opened a public hearing.

Ms. Bonnie Bilger, Senior Personnel Analyst, reviewed the job specification for Children and Family Services (CFS) Quality Assurance Analyst.

Ms. Daniels asked that if a person does not possess the qualifications prior to being hired, can they earn it after being hired. Ms. Bilger replied that generally, applicants have to achieve at least the minimum qualifications.

Mr. Calvin McGee reviewed the process by which applications are screened. The experience and education of the applicant is always taken into consideration.

Ms. Gonzales inquired how this position is different from the specialists. Ms. Bilger replied that it is lateral and the pay is equivalent. It is a specialist in a particular area; they monitor a specific area.

Moved/Barbosa'Gage, second/Wallace, to close the public hearing and adopt the modification to the Agency classification plan to approve the new classification of Children and Family Services (CFS) Quality Assurance Analyst and Related Salary Range.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Reina Flores, Alternate, SOP Program arrived and was seated at 9:27 a.m.

B. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council

Ms. St. Mary opened a public hearing.

Ms. Sarah Proteau arrived at 9:25 a.m.

Ms. St. Mary asked board members to respect the work of the committee.

Ms. Mary Brown reviewed the modifications to the bylaws.

Ms. Desha reviewed additional changes to the bylaws. The modifications will be presented to the Policy Council for approval at the October 25 meeting.

Ms. Amarjit Gill arrived at 9:35 a.m.

Moved/Gonzales, second/Barbosa'Gage, to continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC bylaws.

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

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Representatives: Ms. Reina Flores was welcomed to the board. Ms. Flores spoke about her involvement in the Head Start program.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reported that the Agency will complete the previous year spending all but around \$400,000 or 1% of the grant will be sent back to the Administration for Children and Families (ACF). The administrative expenses is around 10% of program expenditures; the Agency is required to spend less than 15% on administrative expenditures. The Agency is spending around 6 ½% of the budget per month on personnel costs. There will be one more ARRA report.
- Parent/Family Support Unit Events and Activities: Ms. St. Mary announced that the Celebrating Grandparent, Kinship and You event is scheduled for Wednesday, October 12. There will be a chili cook off and child care is available for the first 40 parents.
- PC/PAC Calendar of Events: Ms. Tamara Knox reported that she was featured in the Sacramento City College newspaper; she also spoke at the commencement ceremony for Sacramento City College. She was interviewed about her accomplishments and Ms. Knox mentioned Head Start. Ms. Knox thanked Head Start and Mr. Navarro for participating in her first exhibition.
- Parent/Staff Recognitions – Ms. St. Mary announced that Ms. Christina Cisco had a baby boy.
- Community Resources-Parents/Staff: No report.

B. Fiscal Monitoring Reports: No comments.

V. Committee Reports

- A. Executive Committee: Ms. Coventry St. Mary
 - PC/PAC Executive Committee Report: Ms. Lisa Daniels reviewed the critique of the last board meeting.
- B. Budget/Planning Committee: Ms. Brown stated that there was no additional report. Ms. St. Mary announced that Mr. Francisco Navarro is taking pictures and video taping for a board orientation that will be shown at the beginning of the program year.
- C. Personnel/Bylaws Committee: No additional meetings.
- D. Social/Hospitality Committee: Ms. St. Mary reviewed the details of the PC/PAC End-of-Year Appreciation Luncheon.

Mr. David Quintero arrived at 9:51 a.m.

As of this date, no board member has indicated that guests will be attending. Ms. Daniels stated that Ms. Edenausageboye Davis, Director of WICIC, will be the keynote speaker at this event. She will be very inspirational.

- E. Monitoring and Evaluation Committee: No report.
- F. Program Area Committees: No report.
 - Early Childhood Development & Health Services Committee and Parent/Family Committee (AKA Customer Service/Attendance and Child Safety Subcommittee)
- G. Male Involvement Committee/Community Advocating Male Participation (CAMP): Ms. Brown reminded members that this committee meets at 9:00 a.m. on the third Wednesday of each month; the next meeting will be a potluck.
- H. Health Services Advisory Committee Report: No report.
- I. Community Partnerships Advisory Committee (CPAC): Ms. Mary Brown shared that this meeting is held twice a year. SETA's Public Information Officer, Ms. Terri Carpenter, is the staff contact. Initially, this was a committee that had one representative. At PAC and PC meetings there was a lot of interest so more members were selected and added to the committee membership roster. Ms. Willie Jean Peck and Ms. Brown attended the most recent meeting. The Child Support Enforcement Program provided a presentation. Others attending include representatives from delegate agencies and Warmline, which is a program that advocates for children with disabilities.
- J. Maternal, Child and Adolescent Health Advisory Board: No report.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reported that the annual report for the Sacramento Works Career Centers was finalized. The report stated that 50,583 customers that came through the doors of the 12 one stop career centers. This was a little higher than last year but not much. Overall, the entered employment rate went down for adults and dislocated workers; staff continued to

see a decrease. This year the earnings decreased as well. The Agency received a summary of a study performed by UC Davis Regional Center for Change called Healthy Youth, Healthy Regions on how our youth are doing in a nine-county Sacramento region. This study outlines what can be done to ensure the kids will be healthier. Parents wishing to have a copy of this report should contact Ms. Nancy Hogan.

B. Head Start Deputy Director's Report

- Monthly Head Start Report: Ms. Denise Lee thanked the board for approving the Quality Assurance Analyst specification. Ms. Lee stated that a team will be created to go out and do on-going monitoring for checks and balances. The board will be sent monthly reports. It is hoped that this team will help to mitigate some of the small findings that were discovered. The regional office will be here tomorrow and Thursday to review the two findings. There are two areas of concern. The first is how the agency reports in-kind hours. Staff collects more in-kind than is needed to ensure that the agency meets the 25% requirement. The second finding is blood lead screening for children. Reviewers will be interviewing staff and delegate agency staff. Ms. Lee stated that the Agency has received the award letter for ARRA, which has been extended to March. These are tough times at the federal, state and local level government budgets.

III. **Action Items** (continued)

C. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957** and -
CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957

The board went into closed session at 10:08 a.m. Ms. St. Mary called the meeting back to order at 10:38 a.m. and reported out of closed session that the Policy Council approved the eligibility list for Site Supervisor. Additionally, the dismissal of the public employee was approved.

VI. **Other Reports** (continued)

C. Chair's Report: No report.

D. Head Start Managers' Reports

- ✓ Brenda Campos: Ms. Campos reviewed the services that are provided at the SOP and at the delegate level. All programs have the same performance standards but may provide services differently. Staff is in the process of working on the follow up on the federal review. WCIC, Twin Rivers and SETA are bringing in files because of the lead finding. They want information on how staff is working with parents regarding testing for blood lead levels in their children. The reviewers are requesting information on children enrolled from February

2011 and will randomly select the name of the child to ensure that the staff will provide follow up with the parents. Staff received the list of files being requested by the federal reviewers: Twin Rivers (six files), WCIC (seven files), and SETA (80 files). This morning staff will be bringing in the files that were selected. Ms. Campos feels confident that the review will go well.

- ✓ Lisa Carr: Ms. Carr announced that she, Ms. Campos and Ms. Lee will be attending Family Enrollment Outcomes in Washington D.C. Work will begin in September on the Parent Conference. Delegates want to wait until the end of October to begin the planning meetings. Parents will be invited to sit on the planning committee.

Parents were reminded of the upcoming chili cook-off and grandparent event. Staff is working to schedule a Daddy and Me pumpkin carving event. Mr. Bob Silva is planning a Daddy and Me Breakfast; staff is trying to figure out how to do this considering the agency has a 'no outside food' policy. It's important to figure out how to get men involved at the site level. Staff will be planning Daddy and Me Breakfasts and Daddy Read to Me events to engage more fathers.

This month parents will be receiving a copy of the Pedestrian Safety Handbook. Parents will also receive training on the handbook. In October, staff will be starting up the parent workshops in the evening. The workshops will be starting a discipline series. This will deal with children from birth to five years old and explains how to engage the entire family.

- ✓ Karen Gonzales: Ms. Gonzales introduced herself as the Program Operations Manager; her involvement with the delegates is limited. She works on county-wide projects. Staff is continuing the mentor-coach project to March. Staff will be working with teachers on how to assess measures when working with children.

- E. Open Discussion and Comments: Ms. Brown stated that one of her foster children recently started kindergarten. She just went to her first PTA meeting since the 80's. Because of being on the board here, she is now the Secretary of her local PTA as well as room mother for two children.

Ms. Daniels commented that Ms. Brown, Ms. Low and she were discussing how far ahead their children are as a result of Head Start. In addition, their children are doing their homework more quickly and their reading levels are in excess of their classmates.

Ms. Barbosa'Gage asked for prayers so she does not have to have surgery. She stated that last year she won second place in the chili cook-off.

- F. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 11:00 a.m.

SETA Head Start Food Service Operations Monthly Report *October 2011

October 10th - WCIC Classes Closed observance of Indigenous People's Day

October - 12th through 14th - La Riviera Closed

October 24th - Food Service assisted in the All Staff Training.

October 21st - Home Base Field Trip - Lunch and Snack provided for 60.

October 25th - EHS Home Base Field Trip - Lunch and Snack provided for 120.
Total Cost Both Home Base Field Trips \$469.37.

October 28th - Grant Skills Center Closed due to sewer repair.

Elkhorn Center closed due to Water Leak

La Riviera Closed Permanently. Classes moved to Broadway,
Grant Skills and Sharon Neese.

Meetings and Trainings:

SETA All Staff Training - All Food Service Staff attended on October 24th.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
41,690	25,246	29,052	1000

Total Amount of Meals and Snacks Prepared **96,988**

Purchases:

Food	\$70,698.81
Non - Food	\$14,593.38

Building Maintenance and Repair: **\$1,287.95**

Kitchen Small Wares and Equipment: **\$255.72**

Vehicle Maintenance and Repair : **\$212.50**

Vehicle Gas / Fuel: **\$2,040.95**
Normal Delivery Days **21**

Seta Head Start Food Service Operations Monthly Report *November 2011

November 7th - Illa Collin closed - water turned off at the complex.

November 21st through 23rd - SCOE Children off for extended Break.

November 23rd - Bright Beginnings and WCIC Closed

November 24th & 25th Thanksgiving Holiday

November 29th & 30th -

The Satellite Kitchens Hood Fire System Serviced by Kevin Uker
from Central Valley Fire Control

Meetings and Trainings:

No Meeting or Trainings Attended this month.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
36,814	21,548	25,726	160

Total Amount of Meals and Snacks Prepared **84,248**

Purchases:

Food	\$66,665.08
Non - Food	\$13,331.66

Building Maintenance and Repair: \$1,397.98

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$96.07

Vehicle Gas / Fuel:	\$1,582.90
Normal Delivery Days	19

SPECIAL EDUCATION REPORT

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

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)	14	(6%)	N/A	
Elk Grove USD (420)	37	(9%)	N/A	
Sacramento City USD (1292)(147)	114	(9%)	10	(7%)
San Juan USD (700) (161)	59	(8%)	16	(10%)
WCIC (120)	6	(5%)	N/A	
SETA (2796) (345) (1878 Tracks)	158	(8%)	41	(12%)
County (4621)* (653)*	388	(8%)	67	(10%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

Sacramento County Head Start/Early Head Start Delegate Monthly Enrollment Report

November, 2011

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420	419	100	373	89
Sacramento City USD	1,292	1,292	100	1,154	89
Sacramento Employment and Training Agency	1,874 (2,778)	1,893	101	1,525	81
San Juan USD	700	705	101	590	84
Twin Rivers USD	211	213	101	189	90
WCIC/Playmate Head Start	120	120	100	109	91

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	147	139	95	88	60
Sacramento Employment and Training Agency	345	345	100	202	59
San Juan USD	161	167	103	125	78

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.
- (b) If enrollment is less than 100%, agency must include corrective plan of action.
- (c) Attendance on the last day of month



Monthly Head Start Report

December 2011

SETA-Operated Program

Education Update:

SETA has been responding to the Office of Head Start Program Instruction pertaining to School Readiness. The Education Unit has developed goals that align with the Head Start Early Learning Framework as well as the California Preschool Foundations.

Data will be collected from the three assessment periods of each year and will be analyzed to measure progress toward each goal.

The School Readiness goals will also include family engagement as staff recognize that parents are their child's first and primary teacher.

Child Development, Mental Health and Special Education staff from the Northview and Hillsdale centers are participating in CSEFEL (Center on the Social and Emotional Foundations for Early Learning) training. This has been an exciting and valuable pilot in collaboration with the Sacramento County Office of Education (SCOE). We look forward to developing this training for the entire program.

Family Partnership Unit:

Efforts are underway to plan our annual county-wide parent conference. We are currently exploring venues and dates, with hope to find a central location which will allow the greatest amount of parent participation. Our next meeting is scheduled for January 2012.

The new Range 2 and 3 FSWs have all been trained in the Child Plus System. This will allow the FSWs to enter their own health events (vision, dental, blood lead level testing) into system. The Range 3's are now entering their enrollment applications into the Child Plus System. This is a new move for staff; all have adapted well and are excited about the changes.

Staff also attended the Convoy of Hope event held at Cal Expo. Staff was there to explain Head Start/Early Head Start services and to take information for waiting lists. Over 125 wait lists were taken and delivered to sites. Staff was energized to see the families who are truly in need being able to access services that are so sorely needed.

Site staff have been busy ensuring that enrollment is at 100% for the SOP, and that 45 day screening and Family Partnerships are completed for each child and family.

The Attendance and Customer Service Committee has been meeting monthly to look at ways to boost attendance in the SETA-Operated classes. A plan will be implemented in 2012 to see if attendance improves. Staff will be presenting this information at a future PAC meeting.

Elk Grove Unified School District

Education Services Update:

Florence Oneto, PreK Social Worker, presented information on the Teaching Pyramid Model. The Teaching Pyramid Model is a program designed to help educators develop safe and nurturing classroom environments, promote social-emotional competence in their students, and learn strategies for working with students with challenging behaviors. Ms. Oneto showed several videos of children and teachers interacting in their classrooms in order to promote discussion surrounding what methods from the Teaching Pyramid they had witnessed. The presentation was well received with many teachers commenting that they would like to learn more.

The PreK program at Prairie Elementary School is fully implementing the Teaching Pyramid Model this school year. They have attended off site in-servicing presented by West-Ed, the creators of the program, on August 19 and October 21 and will attend additional in-servicing on December 9 and January 27. Plans are being created to give the full training to all of the PreK teachers over the course of the next three years.

Enrollment:

The Office of Head Start has combined the regular Head Start and expansion programs into one program. Elk Grove Unified School District is funded to serve 420 students and is fully enrolled. The Average Daily Attendance for the month of November was 88%.

Disabilities Services and Mental Health Services Update:

The program educators and clerks have worked closely with the PreK Social Worker, Florence Oneto, and with the PreK Psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 37 students with active IEPs being served.

Health Services Update:

Florence Oneto, Social Worker, and Teresa Gannon, Psychologist, are scheduling observations and follow-up meetings in response to needs discussed at the CoOp meetings. Family and Student Support Teams (FASST) meetings have been scheduled to share concerns with and offer support to families.

Family and Community Partnerships Update:

“Latino Family Literacy”, a class for Spanish speaking parents, was held every Tuesday during the month of October at Samuel Kennedy Elementary School. This class teaches parents how to read aloud with their children and gives them strategies for establishing a reading routine in their home. There was an average of five parents in attendance at these classes.

“Discover Art”, a class where parents learn the importance of art in children’s lives as a form of self expression and creativity as well as participate in hands-on art activities they can do with their children at home were held had Charles Mack Elementary and Prairie Elementary Schools on November 1, and Kennedy Elementary School on November 3. Five parents attended the class at Charles Mack, thirteen parents attended the class at Prairie Elementary, and seven parents attended the class at Kennedy Elementary School.

Recruitment:

PreK registrations continue to take place and students are being placed on a waiting list. The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

Sacramento City Unified School District

Program Governance:

Policy Committee representatives were provided Budget Training immediately following the PC meeting on November 10, 2011. The training was so well received by parents that they requested a Budget Training for their own personal finances. A Parent Education Workshop on budgeting will be provided in March of 2012.

Education and Child Development:

In November, teaching staff attended Part 2 of the Center for the Social-Emotional Foundations for Early Learners (CSEFEL) training, which was presented by Social Workers and Resource Teachers. Participants learned strategies for building positive relationships with children by using acknowledgement and encouragement to support children's positive social behaviors. Participants were offered time during the training to develop an action plan of ideas that they will implement in their respective classrooms utilizing the CSEFEL framework.

Social Workers, Coordinators and Resource Teachers attended the two-day Classroom Assessment Scoring System (CLASS) training in November. CLASS places specific emphasis on classroom environments and teacher-child interactions.

The social workers and one resource teacher began a six week CSEFEL parenting workshop on Thursday, November 3, which will continue through December 15. Initially, 40 English and Spanish speaking parents attended the workshop. Numbers will probably taper off to about 20 parents.

The social worker for First 5 is continuing pregnant and parenting teen workshops at American Legion High School. First Five is also collaborating with the on-site, Early Head Start home visitors at Hiram Johnson High School to engage teen parents in the training as well. Teen parents participating in these trainings will be eligible to acquire school credit, which can be applied toward American Legion and Capital City independent study course work.

Enrollment:

SCUSD is happy to announce that it is currently 100% enrolled at all program sites. Letters to families on existing wait lists were distributed in October. There is continued interest from parents living in the various communities to enroll their children in SCUSD's preschool program. Also, the enrollment staff will be engaging in on-going training to enhance their customer service skills, parent engagement skills and efficacy in completing the registration process.

Early Head Start and Home-Base:

Ongoing training in the new California Infant/Toddler Learning Foundations, presented by West-ED/PITC, is occurring for the EHS teaching staff. Home Visitors in both HS & EHS are implementing improved strategies for differentiation/individualization of curriculum during children's socialization experiences. Parents, as well as staff, are learning critical strategies around observation techniques and supporting children's learning.

Health & Nutrition:

Head Start nurses are continuing their efforts to ensure that all children receive dental varnishing. SCUSD is about half-way through the fall schedule and anticipate working on developing the spring schedule in conjunction with the visiting dental hygienist in the near future. The majority of parents have given permission for their child(ren) to receive dental varnishing and the dental hygienist, in conjunction with the nurses, are noting evidence of dental treatment in children's files.

SCUSD's nurses attended the SETA Nutrition Content meeting in November, which was very instrumental in connecting the nurses to fellow preschool nurses. Hopefully, these connections will facilitate SCUSD's nurses' work with children and families over time.

The preschool nurses have been actively revisiting the Program Monitoring and Self-Assessment results for 2011-2012. Nurses, managers and a parent representative, who comprise the Health/Nutrition Assessment team, met to discuss the review process and goals for the upcoming school year. More recently, SCUSD's three nurses have been actively auditing select preschool sites. The nurses will meet to share findings and prepare a report, which will be disseminated to other committees involved in the Self-Assessment process.

Additionally, SCUSD's nurses have also been preparing for the monthly health audit of a preschool site by SETA.

Teacher training continues for children with special health and/or medication needs in the classroom. As well, child health screenings are continuing for preschoolers enrolled in their second year and for those children who did not pass or who were absent for their initial screenings.

Disabilities:

SCUSD's system for identifying, supporting and referring children with special needs is in full swing. Teachers have concluded their screenings and the first round of assessments. Since early September, resource teachers, social workers, and disabilities support staff have been busy observing children, meeting with teachers and parents. In addition to speech and developmental referrals, the support team has been very successful at correctly identifying and referring children who qualify for services based on their specific diagnosis on the autism spectrum. While staff was dismayed that these children have not been identified earlier, we are pleased to be able to help them access the vital services that will provide positive outcomes for their future.

Safe Environments:

Self-Assessment is underway and the parents are providing feedback through a Safe Environments Checklist. Results will be compiled and a plan will be implemented for addressing concerns and improving safe environments. The Resource Teachers are also completing a Safe Environments Checklist and that information will be combined with the parent feedback and included in the overall Program Improvement Plan.

Repairs for the month were relatively minimal, with only the usual heating and pest problems that seem to occur when the weather changes.

Program Updates:

Sacramento City Unified School District is in the process of re-designing its website. Child Development staff has significant work to do relative to the re-design, considering the nature of our business and our department size. As we embark on this major task, we are encouraging input from parents, representatives from the communities we serve, collaborators and other stakeholders. Related to this is the impending restructuring of the Child Development Department in the very near future. A very preliminary list of individuals to serve on the restructuring committee has already been developed. Meetings around restructuring will most likely get underway in the new year. Finally, in order to meet SCUSD's expectations of "raising the bar" in the area of customer service, a great deal of emphasis is being placed on providing training to staff on this particular topic.

San Juan Unified School District

Education Services Update:

Desired Results Developmental Profile data is available in two formats; classroom and individual child reports. Teachers will use this data to create individual as well as whole class strategies. Both sets of strategies will cover the developmental domains of social-emotional, cognitive, and physical growth.

Disabilities Services Update:

ECERS have been completed in all the HS classrooms, including the Disabilities Awareness and Inclusion. In addition, SETA has begun their annual review of our programs. The Disabilities Specialist from SETA visited Howe Avenue preschool classrooms to complete file reviews. The Specialist checked screening dates, results, referrals and follow up compliances. In December, SETA's Disability Specialist will review Marvin Marshall files. The November Screening Record Tracking Sheets reflected the rescreening results of children who were enrolled during the first month of school and who need to be rescreened.

Mental Health Services Update:

The Mental Health Therapist has been participating in parent-teacher conferences to both address specific social-emotional needs of identified children, as well as to provide community resources and mental health referral information. The Mental Health Therapist also provided 75 parents with Self Esteem/Limit Setting workshops during the month of November.

Nutrition Services Update:

The California Preschool Instructional Network (CPIN) presented an overview of the Preschool Learning Foundations, Volume 2 – Physical Development Domain. The presentation included the following topics:

- Why physical development skills are included in California's Preschool Learning Foundations and Curriculum Framework
- How physical development supports preschool children's brain development
- Review the obesity trends in the United States
- Address the preschool teachers, caregivers and families role in the physical development of preschool children.

Classroom staff will receive this critical information.

Health Services Update:

Health is screening one day a week in the centralized screening room. Health Assistants are also rescreening in the field to test children that have been unable to accurately screen. Health has continued doing dental screenings with Kate Varanelli. These dental screenings will continue through December. Children who qualify and who are in need of dental restoration will be referred to 'Smiles for Kids Day'. Dental work for children who are referred to 'Smiles for Kids Day' will begin on the first Saturday in February. Health Services is following up with the children that have high and low BMIs.

Family and Community Partnerships Update:

The Policy Committee had a strong attendance from representatives in November. The new Board conducted its first meeting and it was successful. There is a team of representatives that are ready to participate on interview panels, and review program area plans. The representatives are very enthusiastic about this school year.

Transition Services Update:

Open enrollment and Kindergarten registration for the 2012-2013 school year is fast approaching and parents have many questions regarding the process. Staff has been busy assisting parents by providing information that will support families and children during this important transition.

This month the teachers have also been busy with parent conferences and use this time to provide parents with information about their child's current development including areas of needed growth. This has also been a time for teachers to provide parents with kindergarten enrollment information.

Program Support/Staff Training Update:

Teachers attended math training with a focus on the introduction of division to preschoolers. Teachers created materials for two different division activities that they will use in their classrooms. In addition, parents were given division and measurement take home activities for them to practice with their children.

Early Head Start:

The first education cycle is complete for Early Head Start. Ages and Stages screenings, Desired Results Developmental Profile assessments, and Individualized Development Plans were developed during case management meetings, parent conferences and home visits.

Several teachers have shared how valuable the home visits are to them and the parents. Seeing the child and family in their home environment positively impacts the relationship triad between teacher, child and family.

Long standing partnerships continue to be strengthened. Again this year, through the partnership with CSUS, Early Head Start is able to offer mental health services to families with the use of several counseling interns. Volunteers from Jesuit High School continue to positively impact the children directly through their work in the classrooms. These responsible young men bring a fresh perspective!

Fiscal Update:

Head Start and Early Head Start were reconciled and reports filed on November 10. All expenses are in line with the budget. Fifty percent of the supplemental funding has been received from ACF and the contract has been amended with SETA. The remaining 50% of the supplemental funding will depend on legislative appropriations which should be made known in March, 2012. At that time budgets will be adjusted accordingly.

First Interims and the three-year Multi-Year Projections were completed and submitted to Budget Services.

Parent volunteer hours, which are relied on more for in-kind this year, are coming in well above the required hours.

Twin Rivers Unified School District

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

Events:

All students participated in the annual Hmong New Year's Celebration on November 17. Each classroom engaged in classroom activities that included making traditional Hmong hats, belts and purses that were worn during the school wide event as well as reading Hmong books. During the festive event, students were entertained with Hmong dancers from the Grant High School Hmong Club and parents were treated to a Hmong food treat of sticky purple rice.

For our male involvement activity, Film and Fathers was held on November 10, 2011. During this school wide event, fathers (mothers and relatives were also invited) watched the movie, Cars 2, ate pizza and socialized. Participants received certificates and goodie bags.

Professional Development:

Preschool staff will have a professional development opportunity on December 8 to continue training on the Enlightened Discipline philosophy with author Julie Jenkins Sathe. Preschool staff continue to implement the three rules of be safe, be clean and be kind as noted in the book. The December training will be one of two remaining sessions for the school year.

Components:

Component leaders continue to follow up on their respective screenings and assessments required at the beginning of every school year.

The Nutrition Component Leader continues the follow-up on hemoglobin and blood lead tests. The heights and weights have been completed for all students and inputted into the Childplus database. The Nutrition Component Leader also facilitated a Family Fitness Day on November 30 in which parents were invited to hula hoop, jump rope and be active with program staff.

The Health Component Leader continues the screenings for vision, hearing, blood pressure and dental exams for all students.

The School Social Worker/Counselor continues the Family Partnership Agreement with the incoming families as well as supported classroom teachers with classroom observations and implementation of behavioral strategies/interventions. The Component Leader also continues assessing mental health referrals that have been submitted by the teaching staff and parents for social skills and behavior intervention. The social skills and friendship groups for referred students who need assistance with anger management techniques and social skills have begun.

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

The Education Component Leader continues to support classroom teachers with file management and classroom strategies. Teachers are scheduling parent conferences and implementing their action plans from ECERS and DRDP results.

The ERSEA Component Leaders continue enrolling students and arranging enrollment files. Data input into the ChildPlus, CDMIS and AERIES school database continues and a wait list has been formed. The Component Leaders also continue file monitoring to ensure all necessary documents are correctly completed.

Policy and parent Committees:

The Parent Committees at both Expansion sites held parent meetings. The Policy Committee held a meeting at Morey Avenue on November 15. During the meeting, members approved the prior meeting minutes and re-election of Chairperson. Members received copies of the monthly component reports. The next Policy Committee meeting will be held on December 20 at 8:30am.

Parenting:

Parents are invited to attend parenting classes in collaboration with the nearby elementary school, Garden Valley. Plans are underway to provide parenting classes in collaboration with the Mutual Assistance Network (MANN) during the spring of 2012.

Fiscal:

Staff and PC members were provided budget information at the staff and PC meetings. Teaching staff are beginning to receive their supply orders.

WCIC

Program Design and Management:

WCIC's management values staff development/education, team leadership, team-building, and stability of diverse quality staff.

During the month of November 2011, the SETA Monitoring of WCIC/Playmate Head Start Programs resulted in compliance and positive feedback.

WCIC/Playmate Head Start Programs Self-Assessment begin November 28, 2011 through December 9, 2011. A report of findings will be included in the December 2011 Monthly Report.

Family and Community Partnerships:

During the 2011 holiday season, Ms. Davis, Executive Director/Head Start is seeking partners to support the families in the WCIC/Playmate Head Start Program. The outcome of these efforts will be included in the WCIC December 2011 monthly report.

Health Screenings:

WCIC/Playmate children received hearing screenings from The Maryjane Rees Language, Speech and Hearing Center, Department of Speech Pathology and Audiology, California State University, Sacramento on November 4, 2011.

Family Services Workers continue to encourage the parents to get the children's annual physicals and dental exams and any dental follow-up treatment to meet the Head Start Performance Standards. WCIC/Playmate Family Services Workers continue to do first height/weight measurements on new enrolled children.

Early Childhood Education:

WCIC/Playmate Head Start Program staff received a Scientific Thinking Training by Liz Aguilar, Education Consultant from Sacramento Employment Training Agency on November 4, 2011. She asked what teachers thought of Science and why it is important to learn Science in Pre-school. She stated everything we do is Science. We get children to think and discover in Science. Science areas should be changed often so children have more interest in the areas. We need to ask open-ended questions to children. Ms. Liz passed out handouts on "Discovery/Science Experiments/Explorations", "Opened Ended Questions for the Discovery Area", and "Science Activities". The Creative Curriculum has a science section with information on how to make areas more interesting.

WCIC/Playmate Head Start Program staff and parents received a Reading Aloud Training by Liz Aguilar, Education Consultant from Sacramento Employment Training Agency on November 16, 2011. She addressed the staff and parents on Reading Aloud. She passed out handouts on "When Reading to Your Child," "Simple Strategies for Creating Strong Readers", and "Building Literacy Every Day". Ms. Liz stated it is never too early to read to your child. You can read to your unborn child as early as six weeks. It is important to read to your child every day. Children who are read to, tend to do well in school. They also are able to build vocabulary words. Parents can take their child to the library so they can chose from a variety of books. It is best to read to your child before bedtime.

Happy and Safe Holidays to everyone from the entire WCIC Team/Family!!!

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

ACF-IM-HS-11-05 Early Childhood Education, Financial Stability, and Asset Building Strategies for Families with Young Children

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.