



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

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City of Sacramento

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**SOPHIA SCHERMAN**  
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**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

**KATHY KOSSICK**  
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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, February 2, 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](http://www.seta.net).

**AGENDA**

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- III. Action Items**
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***“Preparing People for Success: in School, in Work, in Life”***

- |    |   |    |
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**B. WORKFORCE DEVELOPMENT DEPARTMENT**

**Refugee Services:** None.

**One Stop Services:**

- |    |   |       |
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**Community Services Block Grant:** None.

**C. CHILDREN AND FAMILY SERVICES:** No items.

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| E. | Employer Success Stories and Activity Report (William Walker)   | 27-30 |
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VI.	<b><u>Adjournment</u></b>	

**DISTRIBUTION DATE: THURSDAY, JANUARY 26, 2012**

ITEM II-A - CONSENT

MINUTES OF THE JANUARY 5, 2012 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the January 5, 2012 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, January 5, 2012  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:06 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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. **Consent Items**

- A. Minutes of the December 1, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Sacramento Works Youth Council Members

The consent items were reviewed; no questions or corrections.

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

- A. Approve the minutes of the December 1, 2011 meeting.
  - B. Approve the claims and warrants for the period 11/24/11 – 12/20/11.
  - C. Approve the appointment of Susan Wheeler, Bun-Long Hong, Tatiana De Leon, Narine Danoyan, and Emilia Grozav as members of the Sacramento Works Youth Council.
- Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval to Revise the Salary Schedule for the Classification of Family Services Worker

Mr. Rod Nishi reviewed this item requesting modification to the salary schedule for the Family Services Worker classification. The correction will be made immediately after board approval.

Ms. Scherman opened a public hearing. There were no comments.

Moved/Yee, second/Pannell, to approve revisions to the Family Services Worker Salary Ranges as outlined in the board packet.

Voice Vote: Unanimous approval.

2. Approval to Revise Head Start Coordinator (Education) (Supervisory) Job Classification

Mr. Nishi stated that this item is requesting modification to the Head Start Coordinator (Education) Supervisory Job Classification to require that future hires have a Bachelor's degree or advanced degree in Early Childhood Education. There are two incumbents in the position and both employees meet the minimum qualifications. This modification would affect future hires.

Moved/Pannell, second/Yee, to approve a revision to the Head Start Coordinator (Education) (Supervisory) job classification as outlined in the board agenda.

Voice Vote: Unanimous approval.

3. Approval of Interagency Memorandum of Understanding Between the County of Sacramento, City of Sacramento, City of Rancho Cordova and Sacramento Employment and Training Agency

Mr. William Walker reviewed this item. The MOU was first established in 2005 with SETA and SHRA beginning in 2007.

Moved/Pannell, second/Yee, to 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.

Voice Vote: Unanimous approval.

4. Approval of California Enterprise Zone Program Memorandum of Understanding with the Sacramento Enterprise Zone: This item was dropped from the agenda.

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

**Refugee Services:** None.

**One Stop Services**

1. Approval to Augment North State Building Industry Foundation (NSBIF) with California Energy Commission Clean Energy Workforce Training Funds

Ms. Purdy reported that in September, SETA received augmentation to develop OJT opportunities for employers hiring in the green jobs industry. The funds outlined in this board item are unspent Recovery Act funds that need to be expended by March. Staff is requesting approval to augment North State Building Industry Foundation to develop seven green jobs in their OJT program in the amount of \$40,000. Because part of the funds are from the California Energy Commission, the board was asked to approve a sole source finding.

Mr. Thatch stated that the finding was not included in the board packet and read the following sole source finding into the record:

*"The SETA Procurement Policies authorize procurement by noncompetitive proposals when other procurement methods are infeasible and, among other things, the item is available only from a single source. The \$300,000 allocated to SETA in September, 2011 under the Clean Energy Workforce Training On-the-job Training Program are comprised of ARRA funds that must be spent by February 28, 2012 and are only available for training in green jobs. Staff has reviewed its existing OJT providers and determined that North State Building Industry Foundation is the only current OJT provider that is providing green jobs training under SETA's related, WIA funded green jobs programs. Because the additional ARRA funds must be spent quickly and must be used for green jobs OJT training, the Board finds that non-competitive procurement is appropriate because other methods are infeasible and the services are only available from NSBIF."*

Ms. Scherman inquired how the applicants for this program would be selected. Ms. Purdy replied that BIA was funded with WIA and NEG dislocated worker funds to develop OJT's in the building industry sector. They expanded their mission to include green jobs. There are 17 OJT contracts with 4-5 green jobs employers which are being developed internally.

Moved/Yee, second/Pannell, to approve an augmentation of the On-the-job Training Subgrant Agreement with North State BIF in the amount of \$40,000.  
Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

### **Community Services Block Grant**

2. 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

Ms. Cindy Sherwood-Green reviewed this item. At this time, the State has not reported the final allocation.

Moved/Pannell, second/Nottoli, to approve the 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.

Voice Vote: Unanimous approval.

## **C. CHILDREN AND FAMILY SERVICES**

### **1. Approval of Release of a Request for Proposals for Janitorial Services**

Mr. Rod Nishi reviewed this item requesting the release of an RFP for janitorial services. The last procurement was done in 2007 with three companies providing the janitorial services for the 32 child care centers. This procurement would be for three years with additional single year extensions if deemed appropriate. This potentially could take the Agency to February 2018. Staff would be issuing a public notice with this procurement and utilizing the county vendor list to solicit proposals from as many companies as possible.

Mr. José Diaz and Ms. Brenda Campos were introduced.

Mr. Nottoli inquired whether the proposal allows for extra cleaning of the classrooms. Mr. Nish replied that if additional services are needed, there is a clause in the boilerplate to allow staff to negotiate additional services.

Ms. Campos reported that there are protocols in place in case of a communicable disease. Depending upon what is going on at the centers, the center could be closed down and Mr. Diaz works with the janitorial service to outline what needs to be done to clean the centers. The service would provide a quote and the cleaning would be done.

Ms. Scherman asked if there were any mandates from the state and Ms. Campos replied that SETA must comply with requirements from the Community Care Licensing as far as regular maintenance. Teaching staff also do some minor cleaning and wiping down of the centers. Mr. Diaz stated that the janitors MUST change the water when mopping the floors.

Ms. Scherman inquired whether preference points were awarded to MBE/WBE and Mr. Nishi said no. However, there is special consideration given in that they would be perceived higher by the raters. It is expected the Agency will negotiate contracts with 1-3 companies. Mr. Thatch will be looking into the way MBE/WBE companies are being evaluated.

Moved/Nottoli, second/Pannell, to approve the release of a Request for Proposals for Head Start janitorial services.

Voice Vote: Unanimous approval.



#### **IV. Information Items**

- A. Fiscal Monitoring Reports: No comments.
- B. Employer Success Stories and Activity Report: Mr. Walker reported that he followed up with Grocery Outlet; Mr. Walker stated that he has worked with this company before and they will contact SETA if needed.
- C. Dislocated Worker Update: Mr. Walker reported that BLT submitted a WARN notice and staff has contacted them for an orientation.
- D. Unemployment Update/Press Release from the Employment Development Department: No comments.
- E. Head Start Reports: No comments.

#### **V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick recognized Ms. Pannell's birthday January 10.
- C. Deputy Directors: Ms. Denise Lee provided an update regarding the designated renewal system called recompetition. Ms. Lee reported that 132 Head Start grantees across the country have to re-compete for their funding. The RFP will be released at the end of January. Four programs in California received recompetition letters: Los Angeles County of Education, Contra Costa County, Marysville, and South San Francisco. There is a lot of political pressure to ensure quality Head Start programs are offered.

The 'trigger' will be pulled on the California Department of Education funding which means a \$23 million cut in child care programs. The CDE is figuring out where the cuts will be made. Staff has no idea if there will be a cut on the federal side but the rumor is there could be a 10% cut across the board.

- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman requested a report back from staff when returning from approved travel; she would like to know what was the subject and what staff learned.

Mr. Nottoli requested a brief report regarding the Youth Council and the role they play as to the services delivered.

- F. Public: No comments.

#### **VII. Adjournment: The meeting was adjourned at 10:48 a.m.**

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 12/21/11 through 1/26/12, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 12/21/11 through 1/26/12.

STAFF PRESENTER: Roy Kim

ITEM III- A – 1 - ACTION

APPROVAL TO REALLOCATE HEAD START SOCIALSERVICES/ PARENT INVOLVEMENT COORDINATOR (SUPERVISORY) TO CFS ADMINISTRATIVE PROGRAM OFFICER

BACKGROUND:

The Agency Executive Director is proposing the reallocation of an incumbent of the position of Head Start Social Services/Parent Involvement Coordinator (Supervisory) to CFS Administrative Program Officer.

As part of the 2011 classification study it was determined that over an extended period of time, the incumbent in the position of Head Start Social Services/Parent Involvement Coordinator (Supervisory) has become responsible for multiple systems. The Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) process has evolved with increasing sophistication. This process is critical to determining those children who qualify for Head Start services and justifying how the program spends Head Start grant funds. Additionally, the position has evolved and expanded to include project oversight of the Child and Adult Care Food Program (CACFP) and project development for the countywide ChildPlus data tracking systems, including training and technical assistance.

In all Federal and State reviews and fiscal audits what is heavily monitored are the systems in place to identify children and pregnant women (Early Head Start only) who qualify for services, confirm their qualifications, and once selected and enrolled, track and monitor participation in the program services. Systems must ensure precision, accuracy and timeliness of reports and claims procedures.

Reviewers and auditors conduct a comprehensive analysis of the SETA/Head Start ERSEA and CACFP policies and procedures to insure compliance. The Head Start Social Services/Parent Involvement Coordinator (Supervisory) incumbent Elsie Bowers and her staff of Program Analysts and Account Clerks have developed and manage the tracking, monitoring and reporting processes.

Over an extended period of time, Ms. Bowers's duties have become more complex and have evolved to a higher level beyond that of her current classification. Higher Duty compensation has been utilized as well as temporary reclassification. This has created the need for the position and salary range to reflect the increased responsibilities.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 1 – ACTION (continued)  
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The position of CFS Administrative Program Officer meets the needs of the Agency. The Agency and the Union have discussed this item and have come to consensus.

The fiscal impact: \$3,640 annualized

RECOMMENDATION:

Approve the reallocation of Elsie Bowers, Head Start Social Services/Parent Involvement Coordinator (Supervisory) to CFS Administrative Program Officer.

STAFF PRESENTER: Rod Nishi

ITEM III-A - 2- ACTION

APPROVAL TO EXTEND AUDIT SERVICES AGREEMENT FOR FISCAL YEAR  
ENDING JUNE 30, 2012 AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN  
THE AGREEMENT

BACKGROUND:

On January 6, 2011, the SETA Governing Board approved the selection of Gilbert Associates, Inc., to provide audit services for one year with the option of extending the agreement for two additional one-year terms. The agreement allows for an increase of 5% or the Consumer Price Index, whichever is smaller. The Consumer Price Index increased by 3.2% during 2011.

Based on the audit services provided in the current year, staff is recommending extending the agreement for an additional year. The extended contract amount will be \$50,568.

RECOMMENDATION:

Approve the extension of the agreement with Gilbert Associates, Inc., for audit services for the fiscal year ending June 30, 2012, in the amount of \$50,568 and authorize the Executive Director to sign the agreement.

STAFF PRESENTER: Roy Kim

ITEM III-A - 3 - ACTION

RECEIVE, ADOPT AND FILE SACRAMENTO COUNTY ANNUAL INVESTMENT  
POLICY OF THE POOLED INVESTMENT FUND – CALENDAR YEAR 2012

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2012 Sacramento County Annual Investment Policy is being sent under separate cover. There are no major changes to the investment policy.

This is an annual event and the Investment Policy approved by the County Board of Supervisors then rules the investments of SETA money. The Joint Powers Agreement creating this Agency requires the County to be the fiscal agent for SETA. As such, the County Investment Policy is part of the fiscal agent's duty, and approval by the Sacramento County Board of Supervisors ratifies the propriety of the fiscal agent's investment strategy. Action by the SETA Governing Board to receive and file the policy constitutes consideration at a public meeting as recommended by Government Code section 53646(a) (2).

RECOMMENDATION:

Receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2012.

STAFF PRESENTER: Roy Kim

ITEM III-B – 1 - ACTION

APPROVAL TO AUGMENT WORKFORCE INVESTMENT ACT, TITLE I,  
ADULT/DISLOCATED WORKER ONE STOP SERVICES FOR PROGRAM YEAR  
2011-2012

BACKGROUND:

On June 2, 2011, the Sacramento Employment and Training Agency (SETA) Governing Board approved a funding extension for 12 Sacramento Works One Stop Career Centers. Five of the Career Centers (Mark Sanders, Franklin, Rancho Cordova, Hillsdale and Galt) are operated by SETA in cooperation with the California Employment Development Department, the Sacramento County Department of Human Assistance and other education, workforce, and community partners. The remaining seven Sacramento Works Career Centers (SWCC) are hosted by the following community based organizations, education entities and local government agencies:

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

The amount of PY 2011-12 WIA, Adult and Dislocated Worker formula funds allocated to One Stop Services was \$5,602,135 to serve 46,441 job seekers. In November, 2011 SETA was notified by the Employment Development Department that the percentage of WIA funds retained by the EDD had been reduced by Congress and DOL from 15% to 5%, and that 95% (rather than the typical 85%) would be allocated to the local Workforce Investment Areas for adult program formulas, and 70% (rather than the typical 60%) would be allocated to local Workforce Investment Areas for the Dislocated Worker funding stream. This will result in an additional \$800,258 for SETA's Workforce Investment Act Adult (\$559,224) and Dislocated Worker (\$241,034) formula programs. A portion of these funds were obligated in the initial funding extension recommendations for program year, 2011-12.

In the current year, the career center system has served 26,238 customers. The number of customers completing an initial assessment and participating in intensive and training services reached 3,685 by December 31, 2011, and coaching sessions increased 8% from 12,385 last year to 13,397 this year. The SWCC's continue to serve a high number of public assistance recipients, veterans, ex-offenders, people with disabilities, dislocated workers, and other special adult population.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 1 – ACTION (continued)  
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Staff has polled the One-Stop Centers and evaluated the projected need for additional talent development scholarship funds to serve additional customers through the end of the program year. Based on the results, staff is recommending the following augmentations to the One-Stop Centers talent development scholarship funds:

SWCC Broadway -	\$ 15,000
SWCC Citrus Heights -	\$ 40,000
SWCC Franklin -	\$ 50,000
SWCC Galt -	\$ 15,000
SWCC Hillsdale -	\$ 80,000
SWCC La Familia -	\$ 7,000
SWCC Lemon Hill -	\$ 10,000
SWCC Mark Sanders -	\$ 45,000
SWCC Mather -	N/A
SWCC Rancho Cordova -	\$ 50,000
SWCC South County -	\$ 45,000
SWCC Urban League -	<u>\$ 30,000</u>
TOTAL	<u>\$387,000</u>

RECOMMENDATION:

Approve the augmentation of talent development scholarship funds to One-Stop Career Centers for Program Year 2011-12, as indicated above.

STAFF PRESENTER: Robin Purdy



ITEM III-B – 2 - ACTION

APPROVAL TO AUGMENT THE WORKFORCE INVESTMENT ACT (WIA),  
TITLE I, ADULT AND CALWORKS ON-THE-JOB TRAINING/SUBSIDIZED  
EMPLOYMENT (OJT/SE) PROVIDERS PY 2011-12

BACKGROUND:

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

On June 2, 2011 the SETA Governing Board approved funding six organizations to provide OJT/SE services, along with the stipulation that additional CalWORKs funds would be reserved to allocate additional slots, negotiate higher wage reimbursement rates, or negotiate longer training durations.

On October 6, 2011 the SETA Governing Board approved augmenting OJT/SE providers with an additional \$126,256 in CalWORKs funds to increase wage reimbursement rates to the maximum 100% to increase the marketability of OJTs to prospective employers, as well as approved augmenting OJT slots to qualifying organizations under SETA’s second installment of the National Emergency Grant (NEG) funds.

In November, 2011 SETA was notified by the Employment Development Department that the percentage of WIA funds retained by the EDD had been reduced by Congress and DOL from 15% to 5%, and that 95% (rather than the typical 85%) would be allocated to the local Workforce Investment Areas (WIAs) for the Adult program, This resulted in additional WIA Adult funding.

SETA staff routinely monitors and evaluates WIA funded program services and providers on overall past program performance and the ability to meet contractual performance standards. Currently the OJT providers funded by SETA are on track to

STAFF PRESENTER: Robin Purdy

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

meet contractual goals. Staff contacted all current WIA/CalWorks funded providers and asked if the providers could increase the number of OJT contracts developed in this fiscal year. Based on providers' responses, staff is recommending using \$40,141 in WIA Adult formula funds and \$67,578 in CalWORKS funding to augment providers for a total of \$107,719. Funds must be spent by June 30, 2012.

RECOMMENDATION:

Augment OJT/SE providers with WIA Adult and CalWORKs funds to serve additional eligible CalWORKS recipients as identified in the attached funding augmentation chart.

STAFF PRESENTER: Robin Purdy

**Sacramento Employment and Training Agency**  
**CalWORKS and WIA**

**On-the-Job Training/Subsidized Employment Funding Augmentation Recommendation  
FY2011-2012**

Service Provider	Current Funding, FY2011-2012			Funding Augmentation Recommendation, FY2011-2012					
	Total - NEG/DW, WIA and CalWORKS	Number to Serve		WIA	CalWORKS	Augmented Total	New 2011-12 Total	Number to Serve	
		NEG/DW	CalWORKS					CalWORKS	New 2011-12 Total
Asian Resources, Inc.	\$526,382	12	65	\$0	\$0	\$0	\$526,382		77
Folsom Cordova Community Partnership	382,770		50	9,606	13,360	22,966	405,736	3	53
Bach Viet Association	381,926	12	50	20,538	40,727	61,265	443,191	10	72
La Familia Counseling Center	536,299	12	65	0	0	0	536,299		77
Lao Family Community Development	407,116		52	9,996	13,491	23,487	430,603	3	55
North State Building Industry Foundation*	453,210	79		N/A	N/A	N/A	N/A	N/A	N/A
	\$2,687,703	115	282	\$40,140	\$67,578	\$107,718	\$2,342,211	16	334

\* Provider is not funded with WIA Adult or CalWORKS.

## ITEM IV-A - INFORMATION

### YOUTH SERVICES AT THE SACRAMENTO WORKS CAREER CENTERS

#### BACKGROUND:

The Sacramento Works Youth Council has identified the following strategies to improve and enhance youth service delivery which include:

- Attract and prepare youth for jobs in critical occupations and career pathways
- Continue to provide services to very at-risk youth.
  
- **Youth Advocates** - The Sacramento Works Career Centers' Youth team includes a Youth Advocate who is a former WIA or similar program participant assigned to provide assistance to the Youth Specialist. The position of the Youth Advocate is considered a career pathway vehicle into the workforce development industry.
  
- **At-risk Youth Services** - SETA Workforce Development Professionals serving youth at risk of or involved in gangs or other criminal behavior. For the past ten years, SETA has managed services targeting very at-risk youth. Currently, SETA partners with the City of Sacramento, Sacramento County Probation, Sacramento County Office of Education, and faith and community partners to coordinate the EDD-funded CalGRIP initiative and the Sacramento Safe Community Partnership (Ceasefire) strategy.

Staff representing these strategies will provide an oral presentation.

STAFF PRESENTER: Christine Welsch

ITEM IV-B – INFORMATION

SUMMARY OF MEDIA COVERAGE RECEIVED FOR SETA AND SACRAMENTO  
WORKS FROM JULY 1, 2011 THROUGH DECEMBER 31, 2011

BACKGROUND:

The following chart provides details of the media coverage the Agency received for last six months of 2011.

<b>Media Entity</b>	<b>Title</b>	<b>Date</b>
The Sacramento Business Journal	SETA Gets \$1.8M Grant to Train 300 Displaced Workers	Friday, July 1, 2011
The Sacramento Bee Local Biz	Grant to Help Train Displaced Workers	Saturday, July 2, 2011
The Sacramento Bee Handheld Edition: Business	Grant to Help Train Displaced Workers	Sunday, July 3, 2011
The Sacramento Bee Job Front	Job-Hunting Questions? Ask the Expert	Monday, July 4, 2011
The Sacramento Bee Job Front	Job-Hunting Questions? Ask the Expert	Monday, July 11, 2011
Family Radio KEAR 88.1 FM	Head Start – Elk Horn Open House	Thursday, July 14, 2011
The Sacramento Bee Job Front	Job-Hunting Questions? Ask the Expert	Monday, July 18, 2011
The Sacramento Bee Business-Economy	Internships Open Door to Work	Sunday, July 24, 2011
The Sacramento Bee Job Front	Job-Hunting Questions? Ask the Expert	Monday, July 25, 2011
The Sacramento Bee Ask The Experts	Contact Firms, Offices to Seek Out Internships	Monday, August 1, 2011
The Sacramento Bee Job Front	Job-Hunting Questions? Ask the Expert	Monday, August 8, 2011
Family Radio KEAR 88.1 FM	Sacramento Employment and Training Agency	Thursday, August 11, 2011
The Sacramento Bee Job Front	Job-Hunting Questions? Ask the Expert	Monday, August 15, 2011
The Sacramento Bee Job Front	Job-Hunting Questions? Ask the Expert	Monday, August 22, 2011
The Sacramento Bee Job Front	Job-Hunting Questions? Ask the Expert	Monday, August 29, 2011
The Sacramento Bee Job Front	Job-Hunting Questions? Ask the Expert	Monday, September 5, 2011
The Sacramento Bee Business- Job Front	Helping Teens for a Living is Goal	Monday, September 12, 2011
The Sacramento Bee Business- Job Front	What's Off Limits in Interview?	Monday, September 19, 2011

ITEM IV-B – INFORMATION (continued)

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<b>Media Entity</b>	<b>Title</b>	<b>Date</b>
Family Radio KEAR 88.1 FM	Sacramento Works	Tuesday, September 20, 2011
The Sacramento Bee Front Page	High School Only? Jobs Even Scarcer	Thursday, September 22, 2011
CBS 13	Some jobs out there but who wants them?	Monday, September 26, 2011
The Sacramento Bee Business- Job Front	Job-Hunting Questions? Ask the Expert	Monday, September 26, 2011
Carmichael Times	Sacramento Works Unveils a New Identity	Wednesday, September 28, 2011
The Sacramento Bee Business- Job Front	Job-Hunting Questions? Ask the Expert	Monday, October 3, 2011
American River Messenger	Sacramento Works Unveils a New Identity	First edition for October 2011
The Sacramento Bee Business- Job Front	Job-Hunting Questions? Ask the Expert	Monday, October 10, 2011
KCRA 3	Seasonal Hiring	Monday, October 10, 2011
The Sacramento Bee Business- Job Front	Job-Hunting Questions? Ask the Expert	Thursday, October 17, 2011
Sacramento Press	Matsui Announces \$300,00 in Fed Training Program	Thursday, October 20, 2011
Capital Public Radio	Local Air Conditioning Company Thanks TARP Funds for Cool New Jobs	Thursday, October 20, 2011
KCRA 3	Green Jobs Grant	Thursday, October 20, 2011
The Sacramento Business Journal - News	SETA Gets Federal Money for Clean-Tech Job Training	Friday, October 21, 2011
The Sacramento Business Journal – Blog Morning Roundup	SETA Gets Federal Money for Clean-Tech Job Training	Friday, October 21, 2011
The Sacramento Bee Business	Grant Helps Capital Firms Offer Clean-Energy Training	Friday, October 21, 2011
The Sacramento Bee Business- Job Front	Job-Hunting Questions? Ask the Expert	Monday, October 24, 2011
The Sacramento Bee Business- Job Front	Job-Hunting Questions? Ask the Expert	Thursday, October 31, 2011
The Sacramento Bee Business- Job Front	Job-Hunting Questions? Ask the Expert	Monday, November 7, 2011
News 10	5 Tips for Successful On-Line Job Hunting	Monday, November 7, 2011

ITEM IV-B – INFORMATION (continued)

Page 3

<b>Media Entity</b>	<b>Title</b>	<b>Date</b>
News 10	Career Transition Advice	Thursday, November 10, 2011
The Sacramento Bee Business- Job Front	Job-Hunting Questions? Ask the Expert	Monday, November 14, 2011
The Sacramento Bee Business- Job Front	Job-Hunting Questions? Ask the Expert	Monday, November 21, 2011
The Sacramento Bee Business- Job Front	Job-Hunting Questions? Ask the Expert	Monday, November 28, 2011
News 10	Social Media and Job Search	Thursday, December 1, 2011
Inside East Sacramento	Lee Farrand – She Gives Hope and Help to the Unemployed	December, 2011
The Sacramento Bee Business- Job Front	Job-Hunting Questions? Ask the Expert	Monday, December 5, 2011
The Sacramento Bee Business – Ask The Experts	In Online Resumes, Tailor Key Words to Job Sought, Be Concise	Wednesday, December 7, 2011
The Sacramento Bee Business	Holidays Often Best Time to Land a Job	Sunday, December 11, 2011
The Sacramento Bee Business- Job Front	Alternative-Car Tech Training on Tap	Monday, December 12, 2011
The Sacramento Bee Business- Job Front	Job Hunting Questions? Ask the Expert	Monday, December 12, 2011
The Sacramento Bee Business- Job Front	Job Hunting Questions? Ask the Expert	Monday, December 19, 2011
The Sacramento Bee Business- Job Front	Job Hunting Questions? Ask the Expert	Monday, December 26, 2011

## ITEM IV-C - INFORMATION

### PARTNERSHIP WITH SACRAMENTO CITY UNIFIED SCHOOL DISTRICT (SCUSD) AND SACRAMENTO STATE TO TRAIN LAID OFF TEACHERS

#### BACKGROUND:

SETA is partnering with SCUSD and Sacramento State to provide opportunities for SCUSD elementary and middle school teachers who were laid off in the past two years to earn a second credential in Math or General Science. With the additional credentials, the teachers will be prepared for middle school positions for which significant demand exists within the district.

The Bechtel Foundation has provided \$300,000 to SCUSD and Sacramento State to implement this project, which will pay for course work, instruction costs, and student tuition, books, supplies, and fees. SETA has set aside \$30,000 in Workforce Investment Act Dislocated Worker scholarship funds to assist with tuition costs for up to 30 students and will also provide case management services. The Lemon Hill Career Center, hosted by SCUSD's Charles A. Jones Skills and Business Center, will provide support services for clients demonstrating a financial need, resume assistance and job search workshops to the students during the project period.

Classes began in January, 2012, and will continue through June, 2012.

Attached is a news article on this project that was published on the Sacramento State website on January 19, 2012.

STAFF PRESENTER: Cindy Sherwood-Green





Jan. 19, 2011

## **Sac State, Sac City Unified partner on innovative new supports for laid-off teachers**

Sacramento State and the Sacramento City Unified School District (SCUSD) have formed a partnership to ensure that laid-off teachers stay committed to the teaching profession during the recession.

The University and the school district have received a \$300,000 grant from the SD Bechtel Jr. Foundation to help teachers earn teaching credentials in mathematics and science. Additional support for this project is coming from the Sacramento Employment Training Agency (SETA), the Workforce Investment Board (WIB) and the Math/Science Teacher Initiative of the California State University Chancellor's Office.

The grant will provide funding for course work and classroom time for teachers before and after the regular school day. Courses will be conducted by Sacramento State's College of Natural Sciences and Mathematics, College of Education, and College of Continuing Education.

The ongoing fiscal crisis has resulted in unprecedented teacher layoffs, which disproportionately affect new teachers. At the same time, the state and region continue to experience a shortage of mathematics and science teachers. The grant-funded program allows qualified teachers to continue to grow professionally and remain connected to their career choice. The project also positions SCUSD to sustain a pool of mathematics and science teachers, particularly in light of existing shortages and projected retirements in the next 10 years.

"This partnership will provide a roadmap back to the classroom for many of our excellent teachers who have been a victim of the devastating cuts to public education in the state of California," said SCUSD Superintendent Jonathan Raymond. "We are

thrilled to work with Sacramento State, Bechtel, SETA and the WIB on this incredibly valuable project.”

“All of these opportunities keep enthusiastic, innovative, newly credentialed teachers connected to teaching,” says Professor Pia Wong, who will coordinate the project at Sacramento State. “It really is a smart investment in our future.”

For media assistance, call Sacramento State’s Public Affairs office at (916) 278-6156.

– Craig Koscho  
[ckoscho@csus.edu](mailto:ckoscho@csus.edu)

*Sacramento State is making a difference in California’s Capital Region and beyond. We offer a life-changing opportunity for our 28,000 students, preparing them to be leaders in their professions and communities. Our professors are known for their dedication to great teaching. And our location in the capital of the nation’s most populous state allows students to pursue unique internships and research.*

###

84-F11-CK

ITEM IV-D - INFORMATION  
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring report.

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

**MEMORANDUM**

**TO:** Dr. Wanda Roundtree **DATE:** January 3, 2012  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 8,186,344	8/1/10-07/31/11	8/1/10-07/31/11
Head Start	T & TA	20,000	8/1/10-07/31/11	8/1/10-07/31/11
Head Start	Expansion	130,697	9/30/10-9/29/11	9/30/10-9/29/11
Early HS	Basic & COLA	1,133,870	8/1/10-07/31/11	8/1/10-07/31/11
Early HS	T & TA	18,249	8/1/10-07/31/11	8/1/10-07/31/11
Early HS	Expansion	372,600	9/30/10-9/29/11	9/30/10-9/29/11
Early HS	Expansion T & TA	18,630	9/30/10-9/29/11	9/30/10-9/29/11

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

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

**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2010 to Sept. 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) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

ITEM IV-E – 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**  
12/14/11 ~ 1/25/12

Employer	Jobs	No of Positions
Aamcom	Customer Service Representative	7
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
Amtrak	Conductor	1
AppleOne	Bilingual Customer Service Representative	18
Apria Healthcare	Billing Representative	1
Area 4 Agency on Aging	Snr. Employment Program Manager	1
AXA Advisors	Financial Services Professional	9
Baygell Properties	Commercial Property Manager	1
Besam Entrance Solutions	Installation Coordinator	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
Centerplate	On-Call Steward	20
Circle K Stores	Store Manager	5
Citrus Heights Career Center	Shop Foreman	1
Coast-to Coast Career Fairs	Customer Service Representative	100
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
El Hogar Community Services, Inc.	Administrative Assistant	1
	Service Coordinator	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
Global Blue DVBE, Inc.	Claims Service Representative	25
Goodwill Industries	Assistant Manager	1
	Key Holder/Supervisor	1
	Manager in Training	1
	Program Manager	1
	Receptionist/Office Clerk	1
Grindco, Inc.	Concrete Grinding Specialist	1
H & R Block	Client Services Professional	15
	Office Manager	20
	Tax Professional	20

**Employer Recruitment Activity Report**  
12/14/11 ~ 1/25/12

Employer	Jobs	No of Positions
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	2
	Accountant	1
	Accountant Clerk I	1
	Administrative Service Analyst	1
	Admissions/Records Evaluator I	1
	Associate Vice President of Enrollment and Student Services	1
	Athletic Trainer	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
	Confidential Deputy Chancellor's Executive Assistant	1
	Custodian	1
	Dean, Business Division	1
	Director of Human Resources	1
	Director of Technical Services Information Technology	1
	Electronic Calibration & Repair Technician	1
	Environmental Technician	1
	Environmental Technician-Water Management	1
	Financial Aid Clerk	1
	Financial Aid Officer	1
	Fiscal Services Accounting Specialist	1
	Graphic Designer	1
	Groundskeeper	1
	Healthcare Interpreting Adjunct Professor	1
	HVAC Mechanic	1
	Information Technology Assistant III	1
	Instructional Asst. - Foreign Language 25 %	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
	President, Folsom Lake College	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. - Disables Student Programs & Services Center	1	
Student Personnel Asst. -Student Affairs	1	
Welding Adjunct Asst. Professor	1	
Vice Chancellor, Resource and Economic Development	1	
Loving Companions Senior Services	Caregiver	20



## Employer Recruitment Activity Report

12/14/11 ~ 1/25/12

Employer	Jobs	No of Positions
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
Nestlé#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 Associates	1
PMSR Technologies	Line Operator	5
Progressive Insurance	Customer Service Representative	10
Public Relations Specialists	Communications Manager	1
REC Solar, Inc.	Events Coordinator	1
Red Dog Shred	Document Shredder	1
Relationship Skills Center	Operations Coordinator	1
Rezolve Group, Inc.	Communications Manager	1
	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 Analyst	1
	Family Services Worker	1
	Head Start Coordinator-Education Supervisory	1
	Teacher, Head Start	1
	Workforce System Administrator	1
	Workforce System Analyst	1
SFN Group	Customer Service - Call Center	25
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
<b>TOTAL</b>		<b>773</b>

ITEM IV-F– 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 January 19, 2011 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	5/9/2011	<b>First Data</b>	8/31/2011	145	6/9/11 6/16/11
Unofficial	5/23/2011	<b>County of Sacramento</b>	7/1/2011	275	6/22-23/11 6/29-30/11
Official	6/2/2011	<b>First Banks, Inc.</b> 110 Woodmere Rd, Ste. 150 Folsom, CA 95630	9/30/2011	20	9/15/2011
Unofficial	6/11/2011	<b>CSAA</b>	7/30/2011	25	7/14/2011
Unofficial	7/19/2011	<b>Borders Books</b> 2765 East Bidwell Folsom, CA		75	6/19/11 8/29-31/11
Official	8/1/2011	<b>Valley Aggregate Transport, Inc.</b> 5121 Hedge Avenue Sacramento, CA	9/27/2011	0	Postponed
Official	8/2/2011	<b>Cisco</b> 2868 Prospect Rd Rancho Cordova, CA	8/19/2011	78	Packets Delivered
Official	8/26/2011	<b>BLT Enterprises of Sacramento, LLC</b> 8491 Fruitridge Rd Sacramento, CA 95826	11/2/2011	0	Rescinded
Official	10/3/2011	<b>Hewlett-Packard Company</b> Rancho Cordova, CA	12/2/2011	76	Declined Services
Official	10/4/2011	<b>Foster Farms Dairy</b> 1221 66th Street Sacramento, CA 95819	12/2/2011	96	12/8/2011
Official	11/7/2011	<b>Hewlett-Packard Company</b> Rancho Cordova, CA	12/2/2011	39	Declined Services
Official	11/1/2011	<b>A1 Door and Building Solutions</b> 4300 Jetway Ct. North Highlands, CA 95660	12/31/2011	97	Declined Services
Official	11/10/2011	<b>PG&amp;E</b> Sacramento, CA	1/9/2012	8	Declined Services
Unofficial	12/2/2011	<b>SCIF</b> 2450 Venture Oaks Drive Sacramento, CA 95833	1/9/2011	200	12/8/11 12/14/11
Official	12/8/2011	<b>BLT Enterprises of Sacramento, LLC</b> 8491 Fruitridge Rd Sacramento, CA 95826	12/30/2011	106	Pending
Official	1/3/2012	<b>Valley Aggregate Transport, Inc.</b> 5121 Hedge Avenue Sacramento, CA	1/17/2012	111	Pending
Official	1/10/2012	<b>Raley's Bel Air Markets</b> 8787 Elk Grove Blvd Elk Grove, CA	3/31/2012	63	Pending
			<b>Total # of Affected Workers</b>	1,414	

ITEM IV-G – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of December is 10.9 %. Attached is a copy of a press release from the Employment Development Department breaking down the job losses and job creations for the regional area.

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)  
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)  
Sacramento region payrolls down over the month, up over the year**

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 10.9 percent in December 2011, unchanged from a revised 10.9 percent in November 2011, and below the year-ago estimate of 12.6 percent. This compares with an unadjusted unemployment rate of 10.9 percent for California and 8.3 percent for the nation during the same period. The unemployment rate was 11.1 percent in El Dorado County, 9.5 percent in Placer County, 10.9 percent in Sacramento County, and 13.2 percent in Yolo County.

**Between November 2011 and December 2011**, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo fell by 3,700 to total 816,500 jobs.

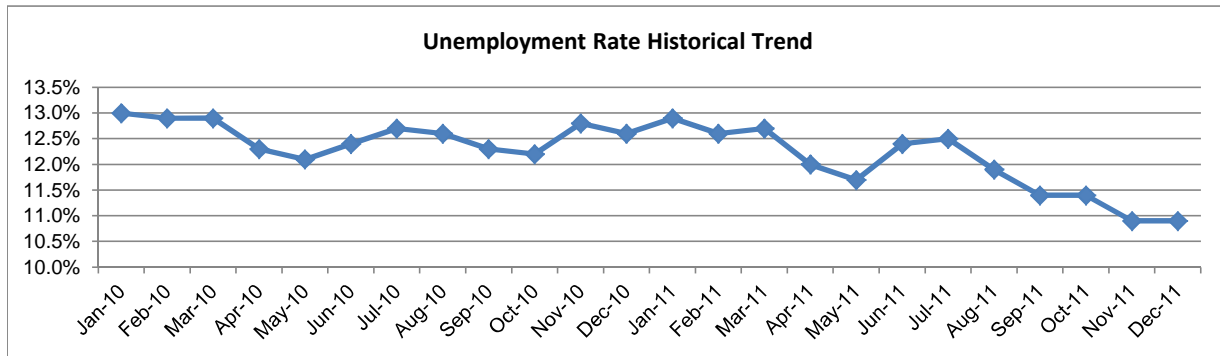
- Construction led the region in month-over job loss (down 3,200 jobs) due to cutbacks in specialty trade contractors (down 2,100 jobs) and residual construction (down 1,100 jobs). Building construction reported no change.
- Government posted a seasonal decline of 1,300 jobs. State government accounted for the majority of the decline (down 1,000 jobs). Federal government lost 200 jobs, and local government was down 100 jobs.
- Trade, transportation, and utilities reported a below average December payroll increase of 800 jobs, due to lower than normal gains in retail trade (up 700 jobs). Wholesale trade added 100 jobs, and transportation, warehousing, and utilities was unchanged.
- The 300-job gain in leisure and hospitality was well below the 21-year average seasonal boost of 1,700 jobs. The delay in the startup of regional snow facilities likely contributed to the relatively low gains in arts, entertainment, and recreation (up 200 jobs) and accommodation and food services (up 100 jobs).

**Between December 2010 and December 2011**, the total number of jobs located in the region increased by 6,100 or 0.75 percent.

- Private education and health services advanced by 5,300 jobs and accounted for nearly 87 percent of total regional job growth over the year. The majority of the gains occurred in health care and social assistance, up 4,500 jobs.
- Professional and business services expanded by 1,700 jobs. A 2,100-job gain in administrative and support and waste management and remediation services more than offset declines in professional, scientific, and technical services (down 400 jobs). Management of companies and enterprises reported no change.
- Manufacturing, down 1,600 jobs, reported the largest job loss in the region compared to year-ago figures, largely due to a 1,100-job decline in durable goods manufacturing. Non-durable goods manufacturing was down 500 jobs.

**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 December 2011, unchanged from a revised 10.9 percent in November 2011, and below the year-ago estimate of 12.6 percent. This compares with an unadjusted unemployment rate of 10.9 percent for California and 8.3 percent for the nation during the same period. The unemployment rate was 11.1 percent in El Dorado County, 9.5 percent in Placer County, 10.9 percent in Sacramento County, and 13.2 percent in Yolo County.



Industry	Nov-2011	Dec-2011	Change		Dec-2010	Dec-2011	Change
	Revised	Prelim				Prelim	
Total, All Industries	820,200	816,500	(3,700)		810,400	816,500	6,100
Total Farm	7,700	7,500	(200)		7,500	7,500	0
Total Nonfarm	812,500	809,000	(3,500)		802,900	809,000	6,100
Mining and Logging	400	300	(100)		400	300	(100)
Construction	40,300	37,100	(3,200)		36,100	37,100	1,000
Manufacturing	31,800	31,700	(100)		33,300	31,700	(1,600)
Trade, Transportation & Utilities	134,800	135,600	800		135,300	135,600	300
Information	16,800	16,700	(100)		16,800	16,700	(100)
Financial Activities	47,800	47,500	(300)		46,700	47,500	800
Professional & Business Services	102,800	103,100	300		101,400	103,100	1,700
Educational & Health Services	104,400	104,600	200		99,300	104,600	5,300
Leisure & Hospitality	79,500	79,800	300		79,200	79,800	600
Other Services	26,800	26,800	0		27,800	26,800	(1,000)
Government	227,100	225,800	(1,300)		226,600	225,800	(800)

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,172,200</b>	<b>16,185,100</b>	<b>1,987,100</b>	<b>10.9%</b>
ALAMEDA	13	750,400	680,400	69,900	9.3%
ALPINE	44	460	390	70	15.9%
AMADOR	29	16,200	14,140	2,070	12.7%
BUTTE	28	103,100	90,200	13,000	12.6%
CALAVERAS	35	19,210	16,490	2,710	14.1%
COLUSA	57	11,410	8,750	2,660	23.3%
CONTRA COSTA	13	519,400	470,900	48,500	9.3%
DEL NORTE	32	11,370	9,870	1,500	13.2%
EL DORADO	22	89,700	79,800	9,900	11.1%
FRESNO	48	431,400	361,600	69,700	16.2%
GLENN	43	12,590	10,640	1,960	15.5%
HUMBOLDT	20	59,900	53,600	6,300	10.6%
IMPERIAL	58	75,300	55,100	20,200	26.8%
INYO	12	9,350	8,490	860	9.2%
KERN	38	371,600	317,800	53,700	14.5%
KINGS	42	61,200	51,800	9,400	15.3%
LAKE	52	23,710	19,660	4,060	17.1%
LASSEN	30	13,080	11,400	1,680	12.8%
LOS ANGELES	23	4,865,300	4,301,600	563,700	11.6%
MADERA	40	65,200	55,600	9,600	14.7%
MARIN	1	133,200	124,500	8,700	6.5%
MARIPOSA	26	9,490	8,300	1,180	12.5%
MENDOCINO	18	41,830	37,560	4,270	10.2%
MERCED	55	103,700	84,300	19,400	18.7%
MODOC	37	3,860	3,310	560	14.4%
MONO	11	8,670	7,880	790	9.1%
MONTEREY	41	206,000	175,300	30,700	14.9%
NAPA	10	72,800	66,300	6,600	9.0%
NEVADA	17	49,940	45,080	4,870	9.7%
ORANGE	4	1,597,200	1,473,300	123,900	7.8%
PLACER	16	174,200	157,600	16,600	9.5%
PLUMAS	48	9,210	7,710	1,500	16.2%
RIVERSIDE	26	918,800	804,100	114,700	12.5%
SACRAMENTO	21	664,200	591,800	72,400	10.9%
SAN BENITO	46	26,400	22,200	4,200	16.0%
SAN BERNARDINO	24	859,600	756,900	102,600	11.9%
SAN DIEGO	8	1,586,000	1,445,100	141,000	8.9%
SAN FRANCISCO	3	463,300	428,000	35,200	7.6%
SAN JOAQUIN	44	298,000	250,500	47,500	15.9%
SAN LUIS OBISPO	7	133,500	121,700	11,800	8.8%
SAN MATEO	2	377,800	350,400	27,300	7.2%
SANTA BARBARA	5	217,500	198,600	18,900	8.7%
SANTA CLARA	5	889,500	812,200	77,400	8.7%
SANTA CRUZ	25	149,500	131,200	18,300	12.2%
SHASTA	34	84,000	72,700	11,300	13.4%
SIERRA	36	1,470	1,260	210	14.2%
SISKIYOU	54	17,900	14,620	3,280	18.3%
SOLANO	19	213,200	190,700	22,500	10.5%
SONOMA	8	250,700	228,400	22,300	8.9%
STANISLAUS	47	234,000	196,300	37,800	16.1%
SUTTER	56	42,600	34,400	8,200	19.3%
TEHAMA	39	24,150	20,620	3,530	14.6%
TRINITY	53	4,780	3,930	850	17.8%
TULARE	48	211,400	177,300	34,200	16.2%
TUOLUMNE	30	25,030	21,820	3,210	12.8%
VENTURA	15	432,400	391,900	40,500	9.4%
YOLO	32	98,900	85,800	13,100	13.2%
YUBA	51	27,700	23,100	4,600	16.4%

Notes

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

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

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,172,200</b>	<b>16,185,100</b>	<b>1,987,100</b>	<b>10.9%</b>
BAKERSFIELD DELANO MSA (Kern Co.)	43	371,600	317,800	53,700	14.5%
CHICO MSA (Butte Co.)	33	103,100	90,200	13,000	12.6%
EL CENTRO MSA (Imperial Co.)	64	75,300	55,100	20,200	26.8%
FRESNO MSA (Fresno Co.)	53	431,400	361,600	69,700	16.2%
HANFORD CORCORAN MSA (Kings Co.)	47	61,200	51,800	9,400	15.3%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	27	4,865,300	4,301,600	563,700	11.6%
MADERA CHOWCHILLA MSA (Madera Co.)	45	65,200	55,600	9,600	14.7%
MERCED MSA (Merced Co.)	61	103,700	84,300	19,400	18.7%
MODESTO MSA (Stanislaus Co.)	52	234,000	196,300	37,800	16.1%
NAPA MSA (Napa Co.)	12	72,800	66,300	6,600	9.0%
OAKLAND FREMONT HAYWARD MD	15	1,269,700	1,151,300	118,400	9.3%
Alameda Co.	15	750,400	680,400	69,900	9.3%
Contra Costa Co.	15	519,400	470,900	48,500	9.3%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	18	432,400	391,900	40,500	9.4%
REDDING MSA (Shasta Co.)	39	84,000	72,700	11,300	13.4%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	29	1,778,300	1,561,100	217,300	12.2%
Riverside Co.	31	918,800	804,100	114,700	12.5%
San Bernardino Co.	28	859,600	756,900	102,600	11.9%
SACRAMENTO ARDEN ARCADE ROSEVILLE MSA	24	1,026,900	914,900	112,000	10.9%
El Dorado Co.	26	89,700	79,800	9,900	11.1%
Placer Co.	19	174,200	157,600	16,600	9.5%
Sacramento Co.	24	664,200	591,800	72,400	10.9%
Yolo Co.	37	98,900	85,800	13,100	13.2%
SALINAS MSA (Monterey Co.)	46	206,000	175,300	30,700	14.9%
SAN DIEGO CARLSBAD SAN MARCOS MSA (San Diego Co.)	9	1,586,000	1,445,100	141,000	8.9%
SAN FRANCISCO SAN MATEO REDWOOD CITY MD	3	974,300	903,000	71,200	7.3%
Marin Co.	1	133,200	124,500	8,700	6.5%
San Francisco Co.	4	463,300	428,000	35,200	7.6%
San Mateo Co.	2	377,800	350,400	27,300	7.2%
SAN JOSE SUNNYVALE SANTA CLARA MSA	9	916,000	834,400	81,600	8.9%
San Benito Co.	51	26,400	22,200	4,200	16.0%
Santa Clara Co.	6	889,500	812,200	77,400	8.7%
SAN LUIS OBISPO PASO ROBLES MSA (San Luis Obispo Co.)	8	133,500	121,700	11,800	8.8%
SANTA ANA ANAHEIM IRVINE MD (Orange Co.)	5	1,597,200	1,473,300	123,900	7.8%
SANTA BARBARA SANTA MARIA GOLETA MSA (Santa Barbara Co.)	6	217,500	198,600	18,900	8.7%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	29	149,500	131,200	18,300	12.2%
SANTA ROSA PETALUMA MSA (Sonoma Co.)	9	250,700	228,400	22,300	8.9%
STOCKTON MSA (San Joaquin Co.)	49	298,000	250,500	47,500	15.9%
VALLEJO FAIRFIELD MSA (Solano Co.)	22	213,200	190,700	22,500	10.5%
VISALIA PORTERVILLE MSA (Tulare Co.)	53	211,400	177,300	34,200	16.2%
YUBA CITY MSA	59	70,300	57,500	12,700	18.1%
Sutter Co.	62	42,600	34,400	8,200	19.3%
Yuba Co.	56	27,700	23,100	4,600	16.4%
Alpine Co.	49	460	390	70	15.9%
Amador Co.	34	16,200	14,140	2,070	12.7%
Calaveras Co.	40	19,210	16,490	2,710	14.1%
Colusa Co.	63	11,410	8,750	2,660	23.3%
Del Norte Co.	37	11,370	9,870	1,500	13.2%
Glenn Co.	48	12,590	10,640	1,960	15.5%
Humboldt Co.	23	59,900	53,600	6,300	10.6%
Inyo Co.	14	9,350	8,490	860	9.2%
Lake Co.	57	23,710	19,660	4,060	17.1%
Lassen Co.	35	13,080	11,400	1,680	12.8%
Mariposa Co.	31	9,490	8,300	1,180	12.5%
Mendocino Co.	21	41,830	37,560	4,270	10.2%
Modoc Co.	42	3,860	3,310	560	14.4%
Mono Co.	13	8,670	7,880	790	9.1%
Nevada Co.	20	49,940	45,080	4,870	9.7%
Plumas Co.	53	9,210	7,710	1,500	16.2%
Sierra Co.	41	1,470	1,260	210	14.2%
Siskiyou Co.	60	17,900	14,620	3,280	18.3%
Tehama Co.	44	24,150	20,620	3,530	14.6%
Trinity Co.	58	4,780	3,930	850	17.8%
Tuolumne Co.	35	25,030	21,820	3,210	12.8%

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

	Dec 10	Oct 11	Nov 11	Dec 11	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,026,700	1,027,100	1,030,400	1,026,900	-0.3%	0.0%
Civilian Employment	897,400	910,400	918,000	914,900	-0.3%	2.0%
Civilian Unemployment	129,300	116,700	112,400	112,000	-0.4%	-13.4%
Civilian Unemployment Rate	12.6%	11.4%	10.9%	10.9%		
(CA Unemployment Rate)	12.3%	11.2%	10.9%	10.9%		
(U.S. Unemployment Rate)	9.1%	8.5%	8.2%	8.3%		

Total, All Industries (2)	810,400	815,800	820,200	816,500	-0.5%	0.8%
Total Farm	7,500	9,100	7,700	7,500	-2.6%	0.0%
Total Nonfarm	802,900	806,700	812,500	809,000	-0.4%	0.8%
Total Private	576,300	580,100	585,400	583,200	-0.4%	1.2%
Goods Producing	69,800	72,100	72,500	69,100	-4.7%	-1.0%
Mining and Logging	400	400	400	300	-25.0%	-25.0%
Construction	36,100	40,300	40,300	37,100	-7.9%	2.8%
Construction of Buildings	8,600	9,900	9,700	9,700	0.0%	12.8%
Construction - Residual	4,200	7,400	5,500	4,400	-20.0%	4.8%
Specialty Trade Contractors	23,300	23,000	25,100	23,000	-8.4%	-1.3%
Building Foundation & Exterior Contractors	5,200	5,900	6,400	6,200	-3.1%	19.2%
Building Equipment Contractors	9,900	10,100	10,000	10,000	0.0%	1.0%
Building Finishing Contractors	5,300	4,900	5,500	5,300	-3.6%	0.0%
Specialty Trade Contractors - Residual	2,900	2,100	3,200	1,500	-53.1%	-48.3%
Manufacturing	33,300	31,400	31,800	31,700	-0.3%	-4.8%
Durable Goods	22,000	20,500	20,900	20,900	0.0%	-5.0%
Computer & Electronic Product Manufacturing	6,900	6,700	6,900	6,900	0.0%	0.0%
Durable Goods - Residual	15,100	13,800	14,000	14,000	0.0%	-7.3%
Nondurable Goods	11,300	10,900	10,900	10,800	-0.9%	-4.4%
Food Manufacturing	4,400	4,700	4,400	4,400	0.0%	0.0%
Non-Durable Goods - Residual	6,900	6,200	6,500	6,400	-1.5%	-7.2%
Service Providing	733,100	734,600	740,000	739,900	0.0%	0.9%
Private Service Producing	506,500	508,000	512,900	514,100	0.2%	1.5%
Trade, Transportation & Utilities	135,300	130,200	134,800	135,600	0.6%	0.2%
Wholesale Trade	22,100	21,900	21,900	22,000	0.5%	-0.5%
Merchant Wholesalers, Durable Goods	11,500	11,500	11,500	11,600	0.9%	0.9%
Merchant Wholesalers, Nondurable Goods	8,400	8,400	8,400	8,400	0.0%	0.0%
Wholesale Trade - Residual	2,200	2,000	2,000	2,000	0.0%	-9.1%
Retail Trade	90,200	86,000	90,400	91,100	0.8%	1.0%
Motor Vehicle & Parts Dealer	10,000	10,000	10,000	9,900	-1.0%	-1.0%
Building Material & Garden Equipment Stores	7,000	6,900	7,000	7,000	0.0%	0.0%
Grocery Stores	16,500	16,700	16,900	16,900	0.0%	2.4%
Health & Personal Care Stores	5,200	5,000	5,100	5,100	0.0%	-1.9%
Clothing & Clothing Accessories Stores	7,300	6,500	7,200	7,500	4.2%	2.7%
Sporting Goods, Hobby, Book & Music Stores	4,800	4,300	4,600	4,800	4.3%	0.0%
General Merchandise Stores	20,600	19,200	20,800	21,400	2.9%	3.9%
Retail Trade - Residual	35,300	34,100	35,700	35,400	-0.8%	0.3%
Transportation, Warehousing & Utilities	23,000	22,300	22,500	22,500	0.0%	-2.2%
Information	16,800	16,700	16,800	16,700	-0.6%	-0.6%
Publishing Industries (except Internet)	2,900	2,900	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	5,000	5,100	4,900	-3.9%	2.1%
Financial Activities	46,700	48,000	47,800	47,500	-0.6%	1.7%
Finance & Insurance	34,800	36,400	36,200	35,900	-0.8%	3.2%
Credit Intermediation & Related Activities	12,500	12,700	12,700	12,600	-0.8%	0.8%
Depository Credit Intermediation	8,300	8,300	8,300	8,300	0.0%	0.0%
Nondepository Credit Intermediation	2,200	2,300	2,400	2,400	0.0%	9.1%
Credit Intermediation and Related Activities -	2,000	2,100	2,000	1,900	-5.0%	-5.0%
Finance and Insurance - Residual	4,400	5,700	5,400	5,400	0.0%	22.7%
Insurance Carriers & Related	17,900	18,000	18,100	17,900	-1.1%	0.0%

Data Not Seasonally Adjusted

	Dec 10	Oct 11	Nov 11 Revised	Dec 11 Prelim	Percent Change	
					Month	Year
Real Estate & Rental & Leasing	11,900	11,600	11,600	11,600	0.0%	-2.5%
Real Estate	9,000	9,000	9,000	8,900	-1.1%	-1.1%
Real Estate and Rental and Leasing - Residual	2,900	2,600	2,600	2,700	3.8%	-6.9%
Professional & Business Services	101,400	102,800	102,800	103,100	0.3%	1.7%
Professional, Scientific & Technical Services	51,500	50,000	50,500	51,100	1.2%	-0.8%
Architectural, Engineering & Related Services	8,600	8,400	8,400	8,400	0.0%	-2.3%
Professional, Scientific, and Technical Services	42,900	41,600	42,100	42,700	1.4%	-0.5%
Management of Companies & Enterprises	9,600	9,600	9,700	9,600	-1.0%	0.0%
Administrative & Support & Waste Services	40,300	43,200	42,600	42,400	-0.5%	5.2%
Administrative & Support Services	38,500	41,200	40,700	40,400	-0.7%	4.9%
Employment Services	14,800	15,100	15,100	15,100	0.0%	2.0%
Services to Buildings & Dwellings	10,300	10,600	10,500	10,400	-1.0%	1.0%
Administrative and Support Services - Residual	13,400	15,500	15,100	14,900	-1.3%	11.2%
Administrative and Support and Waste Management	1,800	2,000	1,900	2,000	5.3%	11.1%
Educational & Health Services	99,300	104,300	104,400	104,600	0.2%	5.3%
Education and Health Services - Residual	12,000	12,600	13,100	12,800	-2.3%	6.7%
Health Care & Social Assistance	87,300	91,700	91,300	91,800	0.5%	5.2%
Ambulatory Health Care Services	37,800	38,700	38,900	39,000	0.3%	3.2%
Hospitals	22,700	23,000	23,100	23,100	0.0%	1.8%
Nursing & Residential Care Facilities	14,500	14,700	14,700	14,800	0.7%	2.1%
Health Care and Social Assistance - Residual	12,300	15,300	14,600	14,900	2.1%	21.1%
Leisure & Hospitality	79,200	78,600	79,500	79,800	0.4%	0.8%
Arts, Entertainment & Recreation	12,500	11,100	11,200	11,400	1.8%	-8.8%
Accommodation & Food Services	66,700	67,500	68,300	68,400	0.1%	2.5%
Accommodation	8,200	9,100	9,000	9,100	1.1%	11.0%
Food Services & Drinking Places	58,500	58,400	59,300	59,300	0.0%	1.4%
Full-Service Restaurants	27,000	28,000	28,500	29,300	2.8%	8.5%
Limited-Service Eating Places	29,000	28,700	28,800	28,200	-2.1%	-2.8%
Food Services and Drinking Places - Residual	2,500	1,700	2,000	1,800	-10.0%	-28.0%
Other Services	27,800	27,400	26,800	26,800	0.0%	-3.6%
Repair & Maintenance	7,600	7,700	7,600	7,500	-1.3%	-1.3%
Other Services - Residual	20,200	19,700	19,200	19,300	0.5%	-4.5%
Government	226,600	226,600	227,100	225,800	-0.6%	-0.4%
Federal Government	13,700	13,900	13,600	13,400	-1.5%	-2.2%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
Federal Government excluding Department of Defense	12,000	12,200	11,900	11,700	-1.7%	-2.5%
State & Local Government	212,900	212,700	213,500	212,400	-0.5%	-0.2%
State Government	111,100	110,300	109,900	108,900	-0.9%	-2.0%
State Government Education	27,200	28,200	28,100	27,600	-1.8%	1.5%
State Government Excluding Education	83,900	82,100	81,800	81,300	-0.6%	-3.1%
Local Government	101,800	102,400	103,600	103,500	-0.1%	1.7%
Local Government Education	59,000	60,700	62,100	62,100	0.0%	5.3%
County	18,400	17,600	17,600	17,600	0.0%	-4.3%
City	9,800	9,700	9,600	9,600	0.0%	-2.0%
Special Districts plus Indian Tribes	14,600	14,400	14,300	14,200	-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.

January 20, 2012  
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

	Dec 10	Oct 11	Nov 11 Revised	Dec 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

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

#####

## ITEM IV-H – INFORMATION

### HEAD START REPORTS

#### BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

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

### **Minutes/Synopsis**

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

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

Tuesday, October 25, 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 9:08 a.m. and read the Thought of the Day. Ms. Lisa Daniels called the roll.

**Members Present:**

Willie Jean Peck, Elk Grove Unified School District (arrived at 9:07 a.m.)  
Amarjit Gill, Elk Grove Unified School District (arrived at 9:30 a.m.)  
Kiersten Gonzales, Sacramento City Unified School District  
Sandra Renteria, Sacramento City Unified School District (arrived at 9:09 a.m.)  
Sarah Proteau, San Juan Unified School District (arrived at 9:09 a.m.)  
Darlene Low, San Juan Unified School District  
Michela Barbosa'Gage, Twin Rivers Unified School District (arrived at 9:12 a.m.)  
Lisa Daniels, WCIC/Playmate Child Development Center  
Mary Brown, SETA-Operated Program (arrived at 9:17 a.m.)  
Connie Wallace, SETA-Operated Program  
Devon McCracken, SETA-Operated Program  
Socorro Gutierrez, SETA-Operated Program  
Yvette Hernandez, SETA-Operated Program  
Rebecca Lewis, Grandparent Representative  
David Quintero, Past Parent  
Tamara Knox, Past Parent  
Dina Patterson, Foster Parent Representative (arrived at 9:12 a.m.)  
Coventry St. Mary, Early Head Start (San Juan)  
Reina Florez, Alternate, Early Head Start (SOP) (arrived at 9:40 a.m.)  
Lucero Canto, Home Base Option  
Blanca Rosales, Home Base Option

**Member Absent:**

Christina Cisco, Early Head Start (SOP) (excused; alternate present)

II. **Consent Item**

- A. Approval of the Minutes of the September 27, 2011 Special Meeting

Minutes were reviewed; no questions or corrections.

Moved/Gutierrez, second/Quintero, to approve the September 27, 2011 minutes as distributed.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 1 (St. Mary)

### III. Action Items

#### A. Approval of the Abolishment of the Program Officer, Head Start Family Services Worker, and Accounting Technician Classifications

Mr. Rod Nishi reviewed this board item. The classifications of Program Officer, Head Start Family Services Worker were replaced by new classifications and the incumbents in these classifications were reallocated into the new classifications. Ms. Willie Jean Peck arrived at 9:07 a.m.

The Program Officer position was split into three classifications. All of the old Program Officers were reallocated into new positions. The Family Services Worker classification was created with three ranges. All FSWs completed testing and assessed for the various ranges, and then reallocated into their new positions.

Ms. Sandra Renteria and Ms. Sarah Proteau arrived at 9:09 a.m.

The remaining Head Start Accounting Technician was reallocated to Program Analyst thus making Accounting Technician position no longer needed.

Ms. Devon McCracken asked if the FSWs will no longer be at the centers and Mr. Nishi replied that it is just a change in their job titles.

Ms. Michela Barbosa'Gage arrived at 9:12 a.m.

Moved/Gutierrez, second/Daniels, to approve the abolishment of the Program Officer, Head Start Family Services Worker and the Accounting Technician classifications.

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

Ms. Dina Patterson arrived at 9:12 a.m.

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

Ms. St. Mary reviewed the various modifications to the bylaws.

Ms. Mary Brown arrived at 9:17 a.m.

Ms. Gutierrez inquired why the minutes were revised. Ms. Daniels explained that it helps to streamline the bylaws.

Moved/Barbosa'Gage, second/Wallace, to close the public hearing and approve the amendments to the Policy Council bylaws.

Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (St. Mary)

C. Review of Applications and Election of Past Parent Representative and Alternate

Ms. Willie Jean Peck and Ms. Dina Patterson also expressed interest in applying for Grandparent Representative. Ms. Patterson expressed interest in the Foster Parent Representative and stated that she faxed her application in the week prior.

Ms. Amarajit Gill arrived at 9:30 a.m.

Moved/Gonzales, second/Hernandez, to approve Ms. Willie Jean Peck verbal application for Grandparent Representative.

Show of hands vote: 17, Nay: 2 (Brown and Gutierrez), Abstentions: 1 (St. Mary)

Ms. Peck expressed interest in applying for the Foster Parent representative as well.

Ms. Reina Florez arrived at 9:40 a.m.

Ms. Brown reminded board members that if applications were turned in on time, there would not be an issue. She feels that it is unfair to board members that have turned in their applications on time.

Ms. Desha requested that Action Items C, D, and E be tabled to the November 22 meeting to ensure all of the applications are received.

Moved/Daniels, second/Proteau, to continue items III-C, III-D, and III-E to the November 22 Policy Council meeting.

Show of hands vote: Aye: 17, Nay: 0, Abstentions: 3 (St. Mary, Lewis, Brown)

D. Review of Applications and Election of Grandparent Representative and Alternate: Continued to November 22, 2011

E. Review of Applications and Election of Foster Parent Representative and Alternate: Continued to November 22, 2011

**IV. Information Items**

A. Standing Information Items

➤ PC/PAC End-of-Year Appreciation Report(s)

- ◆ Parent Staff Recognitions: Ms. St. Mary and Ms. Wallace presented the following board members and staff with plaques of appreciation: Ms. Yvette Hernandez, Mr. David Quintero, Ms. Darlene Low, Ms. Lisa Daniels, Ms. Robyn Caruso, Ms. Alma Hawkins.

Ms. Knox and Ms. Patterson were excused and left the meeting at 9:58 a.m.

- Introduction of Newly Seated Representatives: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account –  
Mr. Roger Bartlett reported that the Agency is two months into the grant year with an expectation of spending 16.7% of the budget but less has been spent. The Agency is returning around \$400,000 to the Office of Head Start; \$46.2 million of last year's grant was spent. The California Department of Education programs are three months into the grant. Food program fiscal year is July 1-June 30 fiscal year. The ARRA program is coming to an end and the Office of Head Start approved SETA's request to extend the expansion funds which serves 150 Head Start and Early Head Start children.
- Parent/Family Support Unit Events and Activities: No additional reports.
- PC/PAC Calendar of Events: Ms. St. Mary reported the dates of the Health Services Advisory Committee and PC Executive Committee meetings.
- Parent/Staff Recognitions: No additional recognitions.
- Community Resources-Parents/Staff: Ms. Lewis reported that on Friday, October 28 from 3-6 p.m., a free Harvest Festival will be held at the Donut House on Fourth Avenue behind Food Source.

Ms. Daniels stated that while this is her last year in Head Start (2 terms left), she has volunteered to be Girl Scout troop leader.

Ms. Barbosa'Gage stated that this is her last year and she, too, will continue to volunteer.

- B. Governing Board Minutes of July 7, 2011 and August 4, 2011: No questions.

**V. Committee Reports**

- A. Executive Committee: Ms. Coventry St. Mary  
➤ PC/PAC Executive Committee Report: Ms. Lisa Daniels reviewed the critique of the last meeting.
- B. Budget/Planning Committee: Ms. Socorro Gutierrez stated that this is a really good committee because board members are helped to understand where the funds go. It is better to return funds than to be in the red; the next meeting is November 8, 2011, 9:00 a.m., in the Oak Room.
- C. Male Involvement Committee/Community Advocating Male Participation: Mr. David Quintero stated that he is not sure when the next meeting will be; maybe December.

Ms. Barbosa'Gage left at 10:12 a.m.

- D. Health Services Advisory Committee Report: The next meeting is scheduled for Wednesday, October 26.



- E. Maternal, Child and Adolescent Health Advisory Board: Ms. Rebecca Lewis reported on the Black Infant Health Committee. First Five is opening a new dental clinic in North Sacramento. Sacramento County is the only county that has managed dental care for children only. There have been several rabid skunks and raccoons in the downtown Sacramento area; parents were cautioned to be watchful. The next meeting November 11; Ms. Kossick and Ms. Lee have been invited to attend the meeting to “share their genius.”

## **VI. Other Reports**

- A. Executive Director’s Report: Moved to later in the meeting.
  
- D. Head Start Managers’ Reports
  - ✓ Brenda Campos: A modular building at White Rock Elementary School is going through the licensing process. Ms. Campos reviewed the Program Information Report that is required of SETA annually; this report shares statistical information as it relates to enrollment, ages of children, ethnicity, languages spoken, education levels of the staff, healthy services and family services provided to families and children. It is a challenge to get the kids immunized in the Head Start program. The numbers are low compared to other health screenings. Children in the Home Base Option do not have to have their immunizations current in order to be enrolled. Follow-up for dental treatment for children continues to be a challenge. There are many factors such as transportation, educational/cultural concerns, or availability of follow-up appointment.

Ms. Willie Jean Peck has a special needs child and she does not want to have his dental care since he has an aversion to things being put into his mouth. She feels that she has been harassed for that even though she explained why she cannot take the child to the dentist. Ms. Campos replied that the individual cases need to be addressed. There are dentists that are capable of dealing with special needs children and dental issues do need to be addressed. SETA has professional/capable staff that can deal with this situation directly. Ms. Campos urged parents to talk to the Health Coordinator at their particular delegate agency. There is a county health coordinator that can be sought out for information.

The Annual Delegate Kickoff was held last week for administrative staff and representatives from the delegate staff. This meeting is done annually to talk about challenges and where the program is heading in the coming year. The Executive Director of the California Head Start Association (Mr. Rick Mockler) was present, as well as former superintendent for the Department of Education, Mr. Jack McConnell who gave a presentation on how important Head Start is for children.

- A. Executive Director’s Report: Ms. Kossick presented Ms. Lee with some flowers in recognition of her 20 years with the Agency.

B. Head Start Deputy Director's Report

- Monthly Head Start Report: The federal reviewers came back and did a follow-up visit blood lead testing and how in-kind hours are reported. The reviewers have recommended a full clearance of all of the findings. There was a lot of coordination and effort on the part of staff and delegate staff. The federal and state budgets continue to be a challenge to our community. There was an 11% cut in the Department of Education budget which meant reduction in services/staff and hours. The original proposal was for a 15% cut. Ms. Lee stated that this was a 'trigger bill'; in this case, it is a commitment or condition that the cuts would not be done now. However, if, by the second quarter of the year, revenue is not made, the 'trigger' will be pulled and there may be more cuts. This will happen on December 15. Sacramento County and the state are still short in the projections so there may be additional cuts. The board will be kept updated on the issues. If there were to be another cut, it would be an additional 4% budget cut. Ms. Lee reminded the Board that attendance is crucial. If there is 50-65% classroom attendance, there are 40% of kids that are not in their classroom which means there is the potential for budget cuts.

Ms. Kiersten Gonzales asked who board members could contact regarding this situation. Ms. Lee replied that contacting local officials would be the best; Ms. Lee suggested board members contact Mr. Rick Mockler at the California Head Start Association, (916) 444-7760. [www.ca.headstart.org](http://www.ca.headstart.org). The National Head Start Association also has sample letters on their website ([www.NHSA.org](http://www.NHSA.org)).

Ms. Lewis stated that at the last budget meeting there was discussion about a separate organization that does the lobbying for Head Start but they do not receive much in donations. Are parents able to make monetary donations? Ms. Lee replied that parents can but the program cannot. The League of Women Voters can come out and do lobbying or on-site registration at the various parent meetings.

Ms. Alma Hawkins officially joined Ms. Desha in working on Governance.

- ✓ Lisa Carr: Ms. Carr congratulated Ms. Hawkins and made sure that she can still work on the Parent Conference. The Grandparent/Foster Parent chili cook-off on October 12 was a great event. Ms. Alma Hawkins and Ms. Jody Marquez were commended for organizing on a fabulous event. Ms. Carr talked about Healthy Marriage program. The Agency will be working with the Healthy Marriage Initiative of Greater Sacramento which received a nationwide grant to serve 1,200 families. The Agency will be working with this program to provide three different workshops: 1) one workshop for single parents; 2) one workshop for parents in romantic relationships; and one workshop for married parents. The classes will be offered in Spanish and in English. After finishing all classes, attendees will be eligible for a \$50.00 stipend and dinner with childcare provided. Staff is finalizing the dates; some will be at the Del Paso office and some will be

at the delegate agencies. There is good research that shows when parents are secure in their relationship and are empowered, the children in the classroom do much better. Ms. Carr will provide the research statistics showing how important good relations are for parents and kids. November 18 will be the first meeting of the Parent Conference Committee, 9:00 a.m. in the Redwood Room. On November 10, there will be a meeting on attendance/customer service, 1:00 p.m. in the Redwood Room.

Ms. Gonzalez inquired about the information about the children's' reading abilities by Grade and Ms. Carr replied that this information is utilized to determine the number of prisons built and the amount of money put into the criminal justice system. There is a direct correlation between the inability to read by Grade 3 and involvement in the criminal justice system.

Ms. Carr stated that Mr. Bob Silva has 18 pumpkin carving events throughout the SETA-operated programs.

Ms. Daniels asked for the report on Sacramento Reads; Ms. Carr will download the Power Point Presentation and include it in the next Policy Council board packet.

✓ Karen Gonzales: No report.

- C. Chair's Report: Ms. St. Mary reported that last year's Parent County-wide Conference was really fun and encouraged participation in the planning of this conference.

Board members were asked to see Ms. LaShaun Burke or Ms. Hogan to see if there are meeting reimbursements to pick up.

Ms. St. Mary thanked the board for their thoughts and prayers for her mother who recently had a heart attack. Her mother is doing fine.

- E. Open Discussion and Comments: Ms. Brown expressed concern that nothing has been said about a center being closed. Ms. Carr replied that the Head Start managers have been unable to meet with Ms. Lee regarding the center closure. She will bring the concerns to Ms. Lee.

Ms. McCracken wanted to know if Teacher Terri and Teacher Kazua will remain at the Broadway center. Ms. Carr replied that she is not the operations manager so she cannot answer the questions about teaching staff. Ms. Carr will touch base with Ms. Karen Gonzales.

Ms. Yvette Hernandez left at 11:03 a.m.; Ms. Sandra Renteria left at 11:06 a.m.; Ms. Amarjit Gill left at 11:11 a.m.

- F. Public Participation: Mr. David Quintero provided flyers on a Positive Solutions for Families Workshop; he has flyers in Spanish and English.

Ms. Reina Florez reported that Elk Grove Unified School District also provides workshops on how to deal with difficult children. Parent Project is specifically for older children. There is a \$20.00 materials fee but the workshops are free.

- VII. **Adjournment:** The meeting was adjourned at 11: 18 a.m.

# SETA Head Start

## Food Service Operations Monthly Report

### \*December 2011

December 1st - Grant Skills opens a PM Class with 10 children.

December 9th - Closed for SCOE / CFEL Training  
 Northview 1 AM & 1 PM Classes  
 Hillsdale 2 AM & 1 PM Classes

December 15th through January 3rd - SCOE Children on Winter Break.

December 19th through January 3rd - WCIC Classes Closed

December 22nd - Minimum Day All Classes - Except Parker

December 23rd, 12:00 Noon through January 3rd - Winter Break

**Meetings and Trainings:**

Program Support Services Meeting attended by the Food Service Staff  
 at Plaza Del Paso, December 9, 2011

Cook Drivers; Shantell Lutin & Lorena Meding attended  
 a SERV SAFE Training provided by, SYSCO on December 13, 2011

CFS Strategic Planning Retreat attended by Connie Otwell  
 December 15 & 16, 2011

Injury and Illness Prevention Plan attended by Connie Otwell  
 December 16th, 2011 at Plaza Del Paso

**Total Number of Meals and Snacks Prepared for All Kitchens**

Lunch	PM Snack	Breakfast	Field Trips
30,124	17,294	21,230	340

**Total Amount of Meals and Snacks Prepared** **68,988**

**Purchases:**

Food	\$56,974.30
Non - Food	\$13,135.58

Building Maintenance and Repair: \$120.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$1,314.57

Vehicle Gas / Fuel:	\$1,735.70
Normal Delivery Days	16

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

**December, 2011 (revised)**

## Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420	420	100	248*	59
Sacramento City USD	1,292	1,298	100	1,036	80
Sacramento Employment and Training Agency	1,874 (2,778)	1,900	101	868	46
San Juan USD	700	701	100	560	80
Twin Rivers USD	211	212	100	178	84
WCIC/Playmate Head Start	120	120	100	97	100

\*7 classes were not in session for the month of December, which reflects the low attendance numbers.

## 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	144	98	91	62
Sacramento Employment and Training Agency	345	347	101	138	40
San Juan USD	161	164	102	118	73

- (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

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 12/31/11)

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP ( % AFE)</u>	
Twin Rivers USD (211)	14	(7%)	N/A	
Elk Grove USD (420)	38	(9%)	N/A	
Sacramento City USD (1292)(147)	114	(9%)	10	(7%)
San Juan USD (700) (161)	59	(8%)	17	(11%)
WCIC (120)	6	(5%)	N/A	
SETA (2796) (345) (1878 Tracks)	159	(8%)	42	(12%)
<b>County (4621)* (653)*</b>	<b>390</b>	<b>(8%)</b>	<b>69</b>	<b>(11%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment



# Monthly Head Start Report

January 2012

## **SETA Operated Program**

### **Education Update:**

The New Year brings us another cycle of CLASS observations SOP Head Start program. This tool assesses teacher effectiveness and interactions in the classroom. Information gathered will also allow us to measure the impact of the Mentor Coach project as well as give us information to plan for future professional development.

We are excited to welcome a new batch of Teachers and Site Supervisors to SETA. They will be participating in a 4 week New Teacher Training Session. Through this training, they will learn about SETA's approach and procedures in Education, Special Education, Mental Health, Health and Family Engagement. Our talented site staff shines as trainers in this collaborative learning opportunity!

### **Family Partnership Unit:**

The Family Support unit is in the process of developing workshops for parents around the topic of School Readiness; how to prepare themselves and how to make sure that their children are ready to transition to Kindergarten.

A topic that is closely related to school readiness is the topic of attendance. The Family Support unit is ready to roll out an initiative to educate parents about the importance of bringing their child to school each day, and the effects on children when they do not come to school regularly.

Family Service Workers are busy updating their Family Partnership Agreements and providing resources to parents.

### **Program Support Services Unit Update:**

#### **School Readiness for All**

On December 6, 2011, a meeting with ACF Program Specialist Shirley Karrer and Early Childhood Education Specialist Rob Colombini was held in our SETA offices.

A team from SETA that included Educational Consultant Liz Aguilar and Program Officer Melanie Nicolas presented on the status of School Readiness goals in our county. SETA-Operated Program (SOP) and three delegates (SJUSD, EGUSD, and WCIC) have adopted the same School Readiness Program Goals. TRUSD and SCUSD are in discussions in their programs if they will adopt the same goals or re-write them with a different focus for their own programs. SETA collects and aggregates assessment data for all programs that is used for program planning and evaluating outcomes. Grantee is assisting delegates and ensuring a plan is in place to meet federal mandates. SCUSD held a CLASS training in November, and SJUSD and EGUSD are holding one in January 2012.

### **Self-Assessment**

Members of Program Support Services Unit are participating in the annual Self-Assessment for Ongoing Monitoring of SOP. Site visits to interview staff and review documents were scheduled in December 2011 and January 2012. Final report is due February 1, 2012.



### **Content Area Services**

The Education/Disabilities Countywide Meeting was held on December 13, 2011 with representatives from all delegate agencies. School Readiness Goals was the primary topic of discussion. Mental Health Content Meeting and Family Partnerships Meeting were held on December 19, 2011. The primary topic of discussion was evaluating outcomes for Parent, Family and Community Engagement. Follow-up meeting is scheduled at delegate level to discuss outcome-based Family Partnerships Agreement process.

### **Monitoring Activities and Hiring of CFS Quality Assurance Analysts**

In December 2011, on-site monitoring, for compliance in the area of Health and Nutrition, Education, Disabilities, mandated screenings and follow-up, ERSEA and Family Partnerships was conducted by unit staff. Monitoring of the mandated 45 day developmental screens and the review of Individual Education Plans (IEPs) and referrals started in November and continues on a monthly basis with site visits. Summary screening reports are reviewed by staff on monthly basis and followed-up on as necessary. Each delegate provides the Disabilities Coordinator a monthly report on the number of children receiving early intervention and special educations services which is reported to PAC and PC.

A new CFS Quality Assurance Unit is in place as of January 3, 2012. Congratulations to the following staff that accepted the CFS Quality Assurance Analyst positions and will serve in their new capacity: Cami Saling, Heather McClellan, Judy Weber, Monica Avila, Monica Barber and Valerie Powell.

## **Elk Grove Unified School District**

### **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 89%.

### **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 38 students with active IEPs being served.

### **Health Services Update:**

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

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

"Positive Discipline," a class designed to help parents learn behavior modification techniques and positive approaches to discipline was held at Prairie Elementary School on December 5, 2011. Twenty parents attended this class.

### **Recruitment:**

PreK registrations continue to take place and students are 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.

A calendar with registration dates for January through June 2012 has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2012 -2013 school year.

## **Sacramento City Unified School District**

No report for December 2011.

## **San Juan Unified School District**

### **Education Services Update:**

Teachers are introduced three new letters to children in December; Vv, Ww, and Xx. As children discover and use words beginning with these letters, they will be added to the Word Wall. December is also a Math Review month where all concepts maybe reviewed as needed.

The Education Self Review plan is being produced and will be implemented in January, 2012. Parents and teachers will participate in teams and will visit Head Start classrooms to document their observations in regard to the focus of the Self Review for 2012.

**Disabilities Services Update:**

This month the classroom teachers spent time connecting with the Speech Therapists on any outstanding referrals. Any concerns were reported to the Disabilities Specialist and connected with the Speech and Language Pathologist for needed support and follow up. The teachers also received their first semester DRDP-r data results. They have been using it as part of the need for Special Education referrals and individualizing. Open enrollment flyers have been distributed to all pre-K students and families; general education and special education. The systems committee has also had their first self review meeting for this school year.

**Mental Health Services Update:**

The Mental Health Therapist provided Holiday Stress Management parent support workshops throughout the month of December. The MHT provided families with community resource phone numbers in the event of need or crisis over the school break.

**Nutrition Services Update:**

The new tooth brushing procedure that was implemented in August is working very well in the classrooms. The process requires the children to sit at tables and apply toothpaste from a paper cup and brush their teeth as a group. The intent is to keep fluoride on teeth for a longer amount of time and to cut down on the time it takes children to wait for a turn at a sink. By the end of the school year, staff will have the opportunity to provide feedback regarding this process.

**Health Services Update:**

Health Services has been monitoring files in the office and the classrooms to ensure that all required paperwork is current in conjunction with ChildPlus. Staff also contacted parents who have no dental insurance and have a child that is in need of dental care.

**Family and Community Partnerships Update:**

This month the representatives received training on the materials in their Policy Committee binder including a review of the complaint procedure. In addition, the committee that reviews the Program Area Plans met this month. Content specialists presented to the parents their area of program specialty as well as reviewed any changes that were made to their program content section. A representative also joined an interview panel for the first time this program year. The budget committee has been formed and will begin to meet in January.

**Transition Services Update:**

The second half of the school year is underway and the pre-kindergarten children are advancing in their kindergarten readiness skills. The three-years-olds are demonstrating school readiness skills as well. The parents have been engaged with the teachers regarding home activities to encourage the continuation of advancements made and promote further progress. The teaching staff's goal at this point in the year is to assist the children in their further engagement of classroom activities that promote school readiness.

Open enrollment for kindergarten for the 2012-2013 school year is also underway and much support has been given to the parents to assist with this process.

**Program Support/Staff Training Update:**

In early December, George Dozet presented a wonderfully interactive workshop on *Music in Education* to all teachers, teaching assistants, and bilingual teaching assistants.

Teachers are completing a reflective assignment outlining the implementation of new strategies they have used as a result of the *Music in Education* training and the math training (Introduction of Division) from November.

**Fiscal Update:**

The results of the parent volunteer hours are higher than what is being required each month. This makes it easier for San Juan to meet the 25% match requirement. Also, many projects funded by Measure J that benefit Head Start and Early Head Start will be included into the Fiscal Report as the projects are completed. These projects are at Dom Way, Cottage, and possibly Encina.

Reconciliation for Head Start shows that expenses exceed the budget by approximately 5% and various ways are being considered for reduction. One area of reducing expenses will be in salary savings due to vacant positions. Early Head Start's expenses exceed the budget by approximately 2%. Possible reductions in EHS are also being considered.

As January comes into view preparing for the 2012-13 HS/EHS Budget will begin to take place. This will include meeting with the Budget Committee from the Parent Committee over the next 6 weeks.

Budget preparation will be ongoing as the State of California and the Federal Government review possible appropriations or reductions for the programs.

### **Early Head Start:**

The 30 hours of CDE Infant/Toddler Foundations training concludes in December. The staff has become more reflective and purposeful in their planning process. This is evidenced by the activities and interactions seen in the classroom as well as through their planning documentation.

Home visits finish out the year by providing personalized connections between the caregivers and the families.

## **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:**

During the month of December, Head Start students and staff participated in the Winters of Wonderland festival. This parent involvement event included a carnival of entertaining activities, exciting games and literacy stations for the enjoyment of all. Students were delighted with sensory tables filled with "snow", reading by the neighborhood librarian and a memorable snowflake art activity. The finale of the event was student performances of skits and songs that delighted the audience.



In partnership with the Sacramento Food Bank and Family Services, parents participated in a parent workshop entitled "Recycle-It's Only a Plastic Bag" on December 13th. The workshop provided parents with insightful information on the negative effects of plastic bags and benefits of recycling. The well attended and interactive workshop also demonstrated how to make reusable bags from t-shirts.

### **Professional Development:**

Preschool staff participated in professional development on December 8<sup>th</sup> with the continued focus on implementation of the Enlightened Discipline philosophy. The book's author was present for the training opportunity and provided great insight to preschool staff regarding the three rules of be safe, be clean and be kind. Preschool staff will complete the last professional development opportunity with the author in March 2012.

### **Components:**

The Nutrition Component Leader continued the hemoglobin and blood lead test follow-up, as well as planning for the monthly parents and student nutrition activities.

The Health Component Leader continued to follow-up on screenings and sent parents' notification for any needed medical information.

The School Social Worker/Counselor continued 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 continued 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 continued for referred students who need assistance with anger management techniques and social skills.

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

The Education Component Leader continued to support classroom teachers with file management and classroom strategies. Teachers completed parent conferences and continued implementing the action plans from ECERS and DRDP results.

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

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

The Parent Committees meetings were held at both supplemental sites. The Policy Committee held their monthly meeting on December 10, 2011. During the meeting, members approved the prior meeting minutes, discussed the upcoming Black History Month program, by-law revisions and meeting dates. Members received copies of monthly component reports. The next Policy Committee meeting will be held on January 18 at 10:00am.

#### **Parenting:**

Parents were 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 spring of 2012 depending on space available.

#### **Fiscal:**

TRUSD completed the Head Start audit of in-kind hours and no concerns were noted. Teaching staff will complete their final classroom orders based on the results of their ECERS and DRDP results no later than February 2012.

## **WCIC**

#### **Program Design and Management:**

#### **Happy New Year to everyone from the entire WCIC Team/Family!!!**

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

WCIC/Playmate Annual Self-Assessment took place from November 28, 2011 to December 15, 2011. Report includes: parents and staff engagement, 103 completed Self-Assessment Parent Questionnaires, Head Start facilities/sites safety checklists, staff and children file reviews, state licensing requirements review, Content Areas File Reviews; resulted in compliance and positive feedback. A copy of the report is forthcoming to SETA upon return from the holidays vacation schedule/school closure.

Ms. Davis, Executive Director/Head Start 30<sup>th</sup> Anniversary Celebration with WCIC/Playmate Head Start Programs was a success. The celebration took place November 17, 2011 through December 16, 2011. **“Theme: 30 days of Celebration for 30 years of Dedication.”** The community party was held on December 16, 2011; family and friends congratulated and thanked Ms. Davis for her unwavering dedication to the Sacramento community.

#### **Family and Community Partnerships:**

WCIC/Playmate Head Start Programs community supporters are scheduled to provide gifts to the children in January 2012, due to the December 2011 holidays vacation schedule/school closure. A report will be included in the January 2012 report.

#### **Health Screenings:**

WCIC/Playmate children received hearing re-screening from The Maryjane Rees Language, Speech and Hearing Center, Department of Speech Pathology and Audiology, California State University, Sacramento on December 2, 2011.

Family Services Workers continue to encourage the parents to get the children's annual physicals and dental exams and any dental follow-up treatments to meet our Head Start Performance Standards.

WCIC/Playmate Family Services Workers also continue to do 1<sup>st</sup> Height/Weight measurements on newly enrolled children.

**Early Childhood Education:**

WCIC/Playmate Head Start Programs Teachers received CLASS Observations the week of December 5-9, 2011 by Ms. Gwendolyn Jackson, Teacher/Reliable Assessor.

WCIC/Playmate Head Start Program staff received the Four Principles of Stress Management Training by Marilyn Palmer, Clinical Social Worker from Sacramento Employment Training Agency on December 9, 2011. She asked staff what stresses are relieved during our lunch hour. Staff stated some work out, shop, dance, and meditate. She stated when we have thoughts, it leads us to our emotional state. We create our emotions. Thoughts are inside our heads, emotions are inside our bodies and we have no choice but to own them. Power of choice is ours. Stress and emotions can be felt on physical level by tears, broken heart, and somatic problems. If we unsuccessfully deal with it, it may lead to difficulties such as medical issues, substance abuse or other health problems. We should always set healthy boundaries. It takes strength to identify limits. Limit setting is a healthy behavior.

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

ACF-IM-HS-11-06 Head Start and Early Head Start; Parent, Family and Community Engagement

## 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.