Sacramento Employment and Training Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

Website: http://www.seta.net

REGULAR MEETING OF THE SETA GOVERNING BOARD

DATE: Thursday, April 5, 2012

TIME: 10:00 a.m.

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

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

A G E N D A

		PAGE NUMBER
I.	**Call to Order/Roll Call/Pledge of Allegiance**	
II.	**Consent Items**	
A.	Minutes of the March 1, 2012 Regular Board Meeting	1-6
B.	Approval of Claims and Warrants	7
C.	Appointment of Sacramento Works Youth Council Member	8
D.	Approval of Staff Recommendations for the Adult Vendor Services (VS) List (Marianne Sphar)	9-11
E.	Approval of Staff Recommendation for the Adult Vendor Services (VS) List – Pay-for-Performance On-the-Job Training/Subsidized Employment (OJT/SE) (Marianne Sphar)	12-13

F. Approval of Selection Criteria for Enrollment in Early Head Start or Head Start (Denise Lee) 14-17

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Out-of-State Travel to Attend the National Head Start Association Conference (Denise Lee) 18

2. Approval of Modification to the SETA Personnel Policies and Procedures: Addition of Section 11.15 Head Start Uniform `Policy (Rod Nishi) 19-23

3 **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Job Classification of Web Innovation Engineer (Rod Nishi) 24-28

4. Ratification of the Submission of the Proposal to the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance and Office for Victims of Crime for the "Enhanced Collaborative Model to Combat Human Trafficking" Grant and Authorize the Executive Director to Execute the Cooperative Agreement and any Modifications or Other Documents Required by the Funding Source (Mary Jennings) 29-30

5. Approval to Submit a Proposal to the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime for the "Services for Victims of Human Trafficking" and Authorize the Executive Director to Execute the Cooperative Agreement and any Modifications or Other Documents Required by the Funding Source (Mary Jennings) 31

6. Approval to Submit a Continuation Application to the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR) for the Rescue & Restore Victims of Human Trafficking Regional Program Grant, and Authorize the Executive Director to Execute the Modification to the Cooperative Agreement and any Other Documents Required by the Funding Source (Mary Jennings) 32

7. Approval of the Acceptance of National Emergency Grant (NEG) Funds and the Augmentations of NEG Funds to On-the-Job Training (OJT) Providers (Michelle O'Camb) 33-35

8. Approval of Subcontract for Legal Services Regarding Uninsured Workers' Compensation Claim (Gregory Thatch) 36

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval to Augment Workforce Investment Act, Title I, Adult/ Dislocated Worker One Stop Career Centers for Program Year 2011-2012 (Michelle O'Camb) 37-38

2. Approve the Submission of an Application to the PG & E Foundation and Accept WIA Governor's 15% VEAP Funding for the PG&E PowerPathways Program and Authorize the Executive Director to Accept the PG&E Foundation Funding and Execute the Agreements, Modifications and any other Required Documents (William Walker) 39

Community Services Block Grant

3. Approval to Ratify the Submission of an Application to the State Department of Community Services and Development for Community Services Block Grant Discretionary Targeted Initiatives and Innovative Projects Funding (Cindy Sherwood-Green) 40-41

C. CHILDREN AND FAMILY SERVICES

1. Approval to Authorize Negotiations for Head Start Janitorial Services (Rod Nishi) 42-43

IV. Information Items

A. Update on Regional Workforce Investment Board Strategic Plan (Robin Purdy) 44-53

B. Final Results of the On-Site Head Start Program Triennial Monitoring Review (Denise Lee) 54

C. Fiscal Monitoring Reports (Roy Kim) 55-69
- Crossroads Diversified Services, Inc.
- Elk Grove Unified School District
- Los Rios Community College District
- Sacramento County Office of Education (2 reports)
- Women Escaping a Violent Environment (WEAVE)
- Women's Civic Improvement Club

D. Employer Success Stories and Activity Report (William Walker) 70-76

E. Dislocated Worker Update (William Walker) 77-78

F. Unemployment Update/Press Release from the Employment Development Department (Robin Purdy) 79-86

G. Head Start Reports (Denise Lee) 87-104
- ✓ Fiscal Report (Roger Bartlett)
- ✓ Policy Council Minutes
- ✓ Program Report

V. <u>Reports to the Board</u> 105

A. Chair
B. Executive Director
C. Deputy Directors
D. Counsel
E. Members of the Board
F. Public

III. <u>Action Items</u> (continued)

A. GENERAL ADMINISTRATION/SETA (continued)

9. **<u>CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION</u>**
(Subdivision (a) of Section 54956.9)

<u>UNITED STATES OF AMERICA, *ex rel.* MAUREEN DERMOTT-MORRISON v. SACRAMENTO EMPLOYMENT TRAINING AGENCY, et al.</u>
U.S. District Court, Eastern District of California Case No. 2:10-CV02048 KJM GGH

VI. <u>Adjournment</u>

<u>DISTRIBUTION DATE: THURSDAY, MARCH 29, 2012</u>

ITEM II-A - CONSENT

MINUTES OF THE MARCH 1, 2012 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the March 1, 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, March 1, 2012
10:00 a.m.

I. **Call to Order/Roll Call/Pledge of Allegiance**: Ms. Scherman called the meeting to order at 10:03 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

Recognition of Long-Term Employees:

Mr. William Walker recognized Elvina Carrington's 25 years of service to SETA. Ms. Purdy spoke of how important Ms. Carrington's work has been on the various transitions throughout the years.

Ms. Karen Gonzales reported that Ms. Geraldine Nicholls, with 25 years of service, has decided to be recognized privately.

Mr. Nathanael Gale acknowledged Ms. Debi Ross-Brownell, with 20 years of service, for her outstanding work as a Head Start Site Supervisor.

II. **Consent Items**

A. Minutes of the February 2, 2012 Regular Board Meeting

B. Approval of Claims and Warrants

The consent items were reviewed; no questions or corrections.

Moved/Nottoli, second/Pannell, to approve the consent calendar as follows:
A. Approve the February 2, 2012 minutes.
B. Approve claims and warrants for the period 1/27/12 through 2/23/12.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Revisions to the Sacramento Employment and Training Agency 2011-2012 Budget

Mr. Roy Kim reported that this board item seeks approval to modify the budget. The revised budget of $89,055,604 includes changes in anticipated revenues and expenses from the following sources:

- Head Start Program - $583,856
- Workforce Investment Act - $1,782,358
- Refugee Employment Social Services – ($33,977)
- Targeted Assistance for Refugees - $27,974

The most significant increase was the WIA 10% set aside. The additional 10% funds will be passed on to the local workforce investment areas.

The budget revision will be submitted to the County and the City of Sacramento.

Moved/Pannell, second/Yee, to approve the revised SETA budget for fiscal year 2011-2012.
Voice Vote: Unanimous approval.

2. Approve and Authorize the Executive Director to Sign a Petition to Initiate Assessment Proceedings for the Northgate Boulevard Property and Business Improvement District and Authorize the Executive Director to Sign and Approve the Ballot for the Proposed Northgate Boulevard Property and Business Improvement District

Ms. Kathy Kossick will be participating with the board's approval to vote to establish the Northgate Business Improvement District. SETA owns one property in the Northgate Blvd. district located at 2401 Northview Drive. Mr. Nottoli stated his support of this item.

Moved/Nottoli, second/Pannell, to approve the following:

1) Sign the petition which will initiate special assessment proceedings to create the Northgate Property and Business Improvement District for the purpose of undertaking the management district plan as described in the Management District Plan, and
2) Sign and approve the Ballot for the proposed Northgate Property and Business Improvement District assessment. Ballots will be weighted according to the proportional financial obligation of the affected property.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval to Submit Northern California Innovation Strategies Workforce Innovation Fund Proposal to the U.S. Department of Labor

Ms. Robin Purdy reported that this item seeks approval to act as the lead applicant/fiscal agent for a $12 million proposal on behalf of 23 Northern California counties. This is an innovation strategies grant. It is anticipated that this grant will better serve customers' outcomes and reduce the cost of doing business for employers.

The four proposed strategies included:

1. Facilitating cooperation between Workforce Investment Boards, One Stop Career Centers, Apprenticeships, and Community Colleges
2. Facilitating cooperation across programs and funding streams to leverage Workforce Investment Act and Temporary Assistance to Needy Families funds to create and promote to employers, a subsidized employment program providing 50% to 100% wage subsidies to employers who agree to hire, train and retain workers.
3. Facilitating cooperation between WIBs, EDD/UI and economic development partners in business development, expansion and job creation activities and in matching dislocated workers who have been on UI longer than 10 weeks to jobs open in the region by using technology and work ready training and services.
4. Facilitating cooperation between entrepreneurship development programs, small business assistance programs, economic development organizations, community colleges, and regional industry alliances to eliminate barriers to starting small businesses.

Ms. Scherman inquired whether trade schools were included. Ms. Purdy replied that apprenticeship programs and trade schools that are focusing on middle-skill high wage jobs will be included. Staff is focusing on Healthcare, IT, clean energy technology, agriculture/food and advanced manufacturing areas.

Ms. Pannell inquired whether SETA has a relationship with Sacramento Job Corps and Ms. Purdy replied that Mr. Brian Broadway is on the WIB and staff works well with Sacramento Job Corps.

Moved/Pannell, second/Yee, to approve the submittal of a proposal by SETA on behalf of the Northern California Innovation Strategies Consortium in response to the Workforce Innovation Fund.
Voice Vote: Unanimous approval.

Community Services Block Grant: None.

C. CHILDREN AND FAMILY SERVICES

IV. Information Items

A. Fiscal Monitoring Reports: No questions or comments.

B. Employer Success Stories and Activity Report

Mr. William Walker reported that the economy is starting to grow; staff is receiving job orders especially out of the Bay area. Employers are looking for a lot more engineers. Apple is in the process of building a new office in Cupertino.

C. Dislocated Worker Update

Mr. Walker reported that he met with SHRA to talk about their dislocations. SHRA will be contacting staff when they have specific dates. San Juan USD will be dislocating a number of certificated staff as well as Sacramento City USD. Most of the staff dislocated by the closure of the Elk Grove Raley's will be absorbed by other stores.

D. Head Start Reports

Mr. Nottoli inquired about the number of Policy Council board members. Ms. Denise Lee replied to Mr. Nottoli regarding the new and returning board members. Each center elects their representative to the Policy Council and the Parent Advisory Committee.

Mr. Nottoli inquired about the Walnut Grove Head Start enrollment and Ms. Lee replied that this center is doing well. The parents are working with other parents to ensure there will be full enrollment. The parents are being accountable to ensure high enrollment. Staff is still looking for another location.

V. Reports to the Board

A. Chair: Ms. Scherman expressed her appreciation of the outstanding staff reports.

B. Executive Director: Ms. Kossick the 30th Head Start year will be celebrating the week of April 9. Staff will be contacting board members to visit a center of their choice to celebrate. On April 12, Congresswoman Matsui will be participating in the celebration. Ms. Lee stated that the time will be flexible since children will be at the centers all day. Ms. Scherman reported that the library in Elk Grove distributes a dictionary to children and the children treasure their dictionary.

C. Deputy Directors: Ms. Lee staff is working on other activities for children to do such as jumping 30 times or counting to 30 or imagining what you want to be when you are 30. The teaching staff is working to develop these activities. A provider breakfast will be held on April 27 to thank the providers for their outstanding work over the 30 years. During literacy week there is an opportunity for board members to come to the centers and read to the children.

Mr. Nottoli suggested that invitations be sent to the Board of Supervisors and the City Council members that are not on the SETA board.

Ms. Purdy reported that staff was recently notified of two RFPs for the Office of Victims of Crimes, US Department of Justice. Staff is developing a proposal and will be working with law enforcement and local community based organizations. The proposal due dates are March 29 and April 17. One proposal will be requesting $500,000 and the second will be requesting $400,000.

Ms. Purdy reported that the Gold Standard Evaluation will be involving 1,400 customers to participate to see if the WIA benefits customers. The first month, 325 customers were selected and only 23 were put into the 'core services only' group. Everyone coming into the centers can receive core services.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public:

Speaker before the Board: Mr. Frederick Gayle stated that he is impressed with 30 years of Head Start and that it is one of the most effective programs in this country. Mr. Gayle's wife participated in the Head Start program in Appalachia. He volunteered his time at the Head Start centers to read to the children.

VI. Adjournment: The meeting was adjourned at 10:53 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 2/24/12 through 3/29/12, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 2/24/12 through 3/29/12.

STAFF PRESENTER: Roy Kim

ITEM II-C - CONSENT

APPOINTMENT OF SACRAMENTO WORKS YOUTH COUNCIL MEMBER

BACKGROUND:

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

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

Mr. Zak Ford submitted an application to represent the education sector. His application will be sent under separate cover.

The Sacramento Works, Inc. board reviewed and approved the appointment of Mr. Ford at their March 28, 2012 meeting. Staff will provide an oral report on this item.

RECOMMENDATION:

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

STAFF PRESENTER: Christine Welsch

ITEM II-D - CONSENT

APPROVAL OF STAFF RECOMMENDATIONS FOR THE ADULT VENDOR SERVICES (VS) LIST

BACKGROUND:

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

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

Staff is seeking approval of the attached recommendations.

RECOMMENDATION:

Approve the attached recommendations for the Adult VS Lists.

STAFF PRESENTER: Marianne Sphar

Adult Vendor Services (VS) List

Staff Recommendation

Applicant: Think Feel Know USA, LLC

Location: 910 Florin Road, Sacramento, CA 95831

Applicant's Background:

Think Feel Know (TFK) USA was established in 2007 to provide training in coaching/case management to individuals and a variety of public and private entities in California and nationally. Their Urban Life Coaching Program (ULCP) is designed to equip coaches/case managers with coaching skills that allow them to better support and manage customers. Trainees receive interactive classroom based professional training on transformative coaching and communication skills, and are provided tools to enhance their skills and abilities and increase their effectiveness in providing job readiness and development solutions to customers.

As an approved vendor, TFK will provide In-Service Training to One-Stop Center coaching/case management staff in effective and innovative coaching strategies.

Activity	Workshop Rate
In-Service Training	**Four Hour Workshop:** 6 – 20 participants per workshop $75 per participant; $1,500 max 21 – 50 participants per workshop $37.50 per participants; $1,875 max **Eight Hour Workshop:** 6 – 20 participants per workshop $120 per participant; $2,400 max 21 – 50 participants per workshop $60 per participant; $3,000 max

Adult Vendor Service (VS) List

Staff Recommendation

Applicant: Center for Fathers and Families

Location: 920 Del Paso Boulevard, Sacramento, CA 95815

Applicant's Background:

Center for Fathers and Families (CFF) is a community based organization with an 18 year history of responding to the needs of fathers and fatherless families. Founded in 1994, CFF's mission is to strengthen families and build communities in the Greater Sacramento region by offering a network of programs and services. CFF has a long history of offering workshops and support services that lead to family growth, enrichment and empowerment.

As an approved vendor, CFF will provide anger management and parenting classes to individuals who need assistance coping with life issues in order to attain self–sufficiency through participation in SETA program services.

Activity	Individual Rate	Workshop Rate
Counseling **- Anger Management**	$25 per session (1 hour) (8 hour max, or $200)	$150 per workshop (min 6/max 12 participants) (8 workshops max, or $1,200)
Life Skills/Success Skills **- Daddy's Here**	$10 per session (1 hour) (24 session max, or $240)	$150 per 1 hour workshop (min 15/max 25 participants) (24 workshops max, or $3,600)
- Practical Parenting	$10 per session (1 hour) (24 session max, or $240)	$150 per 1 hour workshop (Min 15/Max 25 participants) (24 workshops max, or $3,600)

ITEM II-E - CONSENT

APPROVAL OF STAFF RECOMMENDATION FOR THE ADULT VENDOR SERVICES (VS) LIST – PAY-FOR-PERFORMANCE ON-THE-JOB TRAINING/SUBSIDIZED EMPLOYMENT (OJT/SE)

BACKGROUND

On September 1, 2011, the SETA Governing Board approved an amendment to include the addition of On-the-Job Training/Subsidized Employment (OJT/SE) as a "pay-for performance" vendor activity in SETA's Vendor Services (VS) List Request for Qualifications (RFQ).

The application for the agency that is being recommended for inclusion on SETA's VS List was reviewed and scored by a team comprised of staff from SETA's Workforce Development Department. The application was evaluated based on criteria outlined in the RFQ. Concluding the review, the team determined that the applicant effectively demonstrated its ability to operate an OJT/SE "pay-for-performance" vendor activity.

Benchmark payments to vendors under the "pay-for-performance" OJT/SE vendor activity shall be made through the following performance-based outcomes:

1. $1,000 will be paid as a training **Placement Benchmark** when the customer is hired and has completed two (2) weeks of training/employment.

2. Up to $3,000 or 100% of the customer's gross wages reimbursed during the training period, whichever is less, will be paid as a **Training Completion Benchmark** when the customer completes the training period *(actual wages up to $3,000 will be reimbursed for trainees who do not complete training)*, continues to be employed at least 32 hours per week at the wage agreed upon in the OJT/SE training plan, and the documentation of wages paid (time sheets and wage records) and successful completion (evaluation) is received by SETA.

3. $1,000 will be paid as a **Retention Benchmark** when the customer is employed on the 90th day after the end of the training period and is working at least 32 hours per week at the agreed upon wage rate, provided that appropriate documentation of employment (check stubs or wage records) is received by SETA.

RECOMMENDATION

Approve the attached recommendations for the provision of Pay-for-Performance OJT/SE services to eligible CalWORKs recipients:

STAFF PRESENTER: Marianne Sphar

Pay-for-Performance On-the-Job Training/Subsidized Employment (OJT/SE)
Staff Recommendation

Applicant: SOAR, Inc.

Location: 10148 Coloma Road, Rancho Cordova, CA 95670

Applicants' Background:

SOAR, Inc. has over 20 year's experience in providing opportunities for low-income people to achieve self-sufficiency. They have a long established history with SETA providing On-the-Job Training, work experience and refugee program services. SOAR's mostly multi-lingual/multi-cultural staff has an extensive background in recruiting and providing employment services to CalWORK's recipients.

As an approved vendor, SOAR will provide the pay-for-performance OJT/SE activity, which is intended to engage prospective employers in providing appropriate and meaningful training opportunities to eligible CalWORKs recipients. It is designed to place CalWORKs recipients into full-time jobs in high growth demand occupations. OJT/SE 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.

Activity	Performance Benchmarks
On-the-Job Training/ Subsidized Employment	Qualified vendors are responsible for wage reimbursements to OJT/SE employers based on the terms of each OJT/SE agreement, and are eligible for the following outcome/benchmark payments from SETA: 1. A **Placement Benchmark** payment of $1,000 for employment upon submittal of a signed OJT/SE contract with an employer who meets the OJT/SE worksite criteria AND who has hired a CalWORKs recipient approved by the Sacramento County Department of Human Assistance who has completed two weeks of employment. 2. A **Training Completion Benchmark** payment for the wage subsidy paid to the CalWORKs recipient, not to exceed $3,000, or 100% of the trainee's gross wages earned during the training period, whichever is less, when the trainee completes training, and the documentation of wages paid (time sheets and wage records) and evaluations are received by SETA. 3. A **Retention Benchmark** payment of $1,000 for retention upon the CalWORKs trainee's successful retention on the 90th day after the end of the training plan period if the trainee is still working at least 32 hours per week.

ITEM II-F – CONSENT

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN EARLY HEAD START OR HEAD START

BACKGROUND:

It is required on annual basis for the Governing Board to review and approve the Countywide Selection Criteria for Head Start and Early Head Start programs. There have been no updates to the Selection Criteria since the board's last review/approval.

Both, the Selection Criteria for Sacramento County Early Head Start and the Selection Criteria for Head Start meet all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance and updated guidelines in accordance with the Head Start Act of 2008. A copy of each Selection Criteria is included in this packet.

The Head Start Policy Council reviewed and approved the selection criteria as attached. Staff will be available to answer questions.

RECOMMENDATION:

That the Governing Board approves the Early Head Start Selection Criteria and the Head Start Selection Criteria for Sacramento County as attached.

STAFF PRESENTER: Denise Lee

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: **Place an "X" by the category(s) that is applicable to applicant. Selection is based on the "X" that is the highest on the scale (#1 being the highest).**

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #8 – 15, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation. _____

2. Family with a child birth to 36 months of age, referred by Sacramento County Office of Education Infant Development Program and/or other Part C providers with a current IFSP. NOTE: Of these referrals, up to 10% may exceed Federal Income Guidelines. It is necessary to complete an income waiver before enrollment can be considered. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.

3. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days. _____

4. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:
   - •Abuse (physical, substance, sexual & emotional)
   - •Foster care
   - •Death of a parent/guardian, sibling
   - •Homelessness
   - •Parent with developmental delay or other disabling condition

   Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

5. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
   - •Abuse (physical, substance, sexual & emotional)
   - •Foster care
   - •Death of a parent/guardian, sibling
   - •Homelessness
   - •Parent with developmental delay or other disabling condition

   Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

6. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.

7. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age. _____ Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.

8. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:
   - •Abuse (physical, substance, sexual & emotional)
   - •Foster care
   - •Death of a parent/guardian, sibling
   - •Homelessness
   - •Parent with developmental delay or other disabling condition

   _____

9. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
   - •Abuse (physical, substance, sexual & emotional)
   - •Foster care
   - •Death of a parent/guardian, sibling
   - •Homelessness
   - •Parent with developmental delay or other disabling condition

   _____

10. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age. _____

11. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age. _____

12. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____

13. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). _____

14. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____

15. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). _____

16. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____

17. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). _____

18. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____

19. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). _____

_____ _____

Head Start Staff Signature Date

_____ _____

Child's Name Date of Birth

Status:

□Enrolled Date Enrolled:_____

□Waiting List

eb/ehsselcriteria 6.08

HEAD START SELECTION CRITERIA
SACRAMENTO COUNTY

Instructions: **Place an "X" by the category that is applicable to applicant. Selection is based on the "X" that is the highest on the scale.**

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2nd year enrollment within Sacramento County. _____

2. Transfer Head Start child to the same or another Sacramento Head Start agency within the same program option (full day, part day, home base). _____

3. Transition from Early Head Start whose family meets Federal Income Guidelines. _____

4. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days whose family meets Federal Income Guidelines. _____

5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:

   - abuse (physical, substance, sexual & emotional abuse)
   - homeless
   - foster care
   - death of a parent/guardian, sibling
   - other special circumstances (which shall include a child with diagnosed disability (s)). _____

6. 4-year-old child whose family meets Federal Income Guidelines. _____

7. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:

   - abuse (physical, substance, sexual & emotional abuse)
   - homeless
   - foster care
   - death of a parent/guardian, sibling
   - other special circumstances (which shall include a child with diagnosed disability (s)). _____

8. 3-year-old child whose family meets Federal Income Guidelines. _____

9. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____

10. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____

11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____

12. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____

_____ _____
Head Start Staff Signature Date

_____ _____
Child's Name Date of Birth

_____
Date of Application

Status ❑ Enrolled Date Enrolled:_____ ❑ Waiting List

ITEM III-A - 1- ACTION

APPROVAL OF OUT OF STATE TRAVEL TO ATTEND THE NATIONAL HEAD START ASSOCIATION CONFERENCE

BACKGROUND:

The National Head Start Association (NHSA) hosts an annual conference for content staff with a key focus on current trends, issues and practices in school readiness, health, mental health, nutrition, safe environments, disabilities and parent engagement. The 2012 conference will be held on April 16-20, 2012 in Nashville, Tennessee.

This year's conference will feature a number of special sessions for extended learning, dialogue and professional growth:

- Ready for Success: A School Readiness Goals Summit
- Nature Based Learning & Development series
- Research to Practice Symposium
- Family & Health Service Institutes
- National Home Visiting Forum
- Family Child Care Collaboration

For the 2012 conference, three staff members submitted an application and were accepted to provide two professional workshops on Safe Environments, specifically, disaster preparedness in early childhood centers. As part of the travel and conference offerings, staff will attend the full conference.

Anticipated costs are approximately $1,200/person.

RECOMMENDATION:

Approve out of state travel to the National Head Start Association Conference in Nashville, Tennessee for three staff.

STAFF PRESENTER: Denise Lee

ITEM III-A – 2 - ACTION

APPROVAL OF MODIFICATION TO THE SETA PERSONNEL POLICIES AND PROCEDURES: ADDITION OF SECTION 11.15 HEAD START UNIFORM POLICY

BACKGROUND:

The SETA Personnel Policies and Procedures set forth the practices that are followed by the Sacramento Employment and Training Agency (SETA). These policies and procedures apply to all employees. Provisions in recognized and duly adopted Collective Bargaining Agreements not covered in these Policies and Procedures shall also apply.

The American Federation of State, County, and Municipal Employees (AFSCME) and SETA have negotiated the attached Head Start Uniform Policy 11.15.

Per Section 1.02 Concurrence of Council and Board, both the Head Start Policy Council and the SETA Governing Board must approve modifications to these Personnel Policies and Procedures. The Head Start Policy Council voted their approval at their meeting on March 27, 2012.

Staff shall be present to respond to any questions that you may have.

RECOMMENDATION:

Approve the attached modifications to the SETA Personnel Policies and Procedures: Addition of Section 11.15 Head Start Uniform Policy.

STAFF PRESENTER: Rod Nishi

Head Start/Early Head Start Uniform Policy

Section 11.15

Guidance: The purpose of this work uniform policy is to enable the public, staff and students to identify the wearer as an employee of SETA CFS, while striving to have professional, consistently attired employees who take pride in their work and in their appearance. The uniform allows parents, children and site visitors to easily identify center staff who are in the classroom supervising children as well as appropriate staff to seek for information and assistance.

Policy:

All Head Start/Early Head Start center-based staff, including Family Services Workers, center-based Early Head Start Educators and Site Supervisors, are required to wear an approved uniform on a daily basis.

Non center-based staff while performing field work will wear either a uniform shirt or Agency supplied apron with logo based on their level of participation in the classroom or other center activities with children. Non center-based staff may wear the uniform at their own discretion when performing administrative duties at the center. Substitute aprons may be used while on-site if available.

Home-based staff is required to wear the approved uniform for all socializations. However, home-based staff may wear the approved uniform to home visits at their own discretion.

Employees who represent the Agency at community events, such as recruitment fairs, are required to wear the approved uniform.

The approved uniforms are as follows:

1) Shirts: Agency supplied uniform work shirts must contain the SETA Head Start identification logo. Employees must maintain a professional appearance at all times.

2) Aprons: Agency supplied aprons must contain the SETA Head Start identification logo. The apron will be either black with embroidered logo or royal blue with screen printed logo on the front of the aprons. The royal blue aprons are generally reserved for substitute teachers and/or support staff from partnering agencies. They are not intended for regular staff use or for take-home.

3) Footwear: Any staff directly responsible for the supervision of children must wear closed toe shoes with a fully closed back and/or back strap, with a heel no greater than one (1”) inch, at all times. Any exceptions to this rule will be at the discretion of the Agency depending on daily activities or seasonal events.

Food Service Staff – Food Services staff are required to wear agency-provided uniforms including shirt, pants and safety shoes. Uniforms are required to be worn at all times when on duty. Refer to the Food Service Manual for uniform guidelines and procedures.

Facilities/Warehouse Staff – Facilities staff are required to wear agency-provided uniforms including shirt, pants and safety shoes. Uniforms are required to be worn at all times when on duty.

Approved uniform clothing must be clean, neat and in good condition, no fraying, holes, excessive staining, and not exceedingly faded.

Supervisors shall ensure uniforms are neat in appearance and worn in an acceptable manner.

All damaged or soiled uniforms will be examined to determine replacement needs. Replacement of damaged or soiled uniforms may be requested by the employee or management upon determination that the uniform is no longer in good condition.

Agency issued uniforms may only be worn for Agency business, not for recreational or off duty purposes.

Other articles of clothing with the agency logo (such as CAMP, Family Day, etc.). may not be worn in place of the approved uniform shirt/apron.

No employee shall affix, adorn or otherwise alter any Agency provided uniform by adding patches, emblems, pins, etc. unless such items are issued, authorized, or provided by the Agency.

Uniform Ownership: Uniforms remain the property of the Agency. Employees must return uniform items to their supervisor upon departure or termination from employment.

Head Start/Early Head Start Policies and Procedures

Uniform

Procedure

New Employees – All probationary teachers, center-based Early Head Start Educators, Family Services Workers, Site Supervisors, and Non center-based staff are required to wear uniforms in accordance with the uniform policy. New employees will receive shirts and/or aprons upon hire. Shirt sizes will be identified during new employee orientation. Shirt/aprons will be provided prior to the first day of work at the center. A maximum of five shirts and/or two aprons will be provided upon hire. Any additional items requested beyond the maximum provided will be approved on a case by case basis.

Laundering of Uniform Shirts/Aprons – Employees are responsible to ensure their uniform shirt/apron is clean and in good repair for each work day. Uniform items are provided for each work day of the week. Laundering of uniform shirts/aprons is the responsibility of each employee and shall be done on their own time. No overtime or compensation will be provided for time spent laundering uniform shirts/aprons.

Replacement Uniforms – There are two ways employees may request replacement uniforms:

1. Employees may request replacement shirts/aprons when the shirt/apron is no longer in good repair (i.e. stained, soiled, torn, frayed, etc.).
2. A supervisor may request and/or identify that an employee's shirt/apron is no longer in good repair (i.e. stained, soiled, torn, frayed, etc.)

Staff and/or supervisors should contact the staff support (Typist Clerk III) in the Program Operations unit for replacement items. Items in poor condition will be exchanged for new items.

Partnering Staff – Partnering staff such as Sacramento County Office of Education (SCOE) teachers will be provided a blue apron with the SETA Head Start logo. Partnering staff are not required to wear aprons but are highly encouraged during work time at the centers. Laundering of partner staff aprons are the responsibility of partner staff. SETA is not responsible for compensation for time to launder aprons. Partnering staff are subject to the footwear requirement in accordance with the uniform policy.

Substitute Teachers/ACES Volunteers – Substitute teachers, including California State University, Sacramento (CSUS) substitutes, and CSUS "ACES" volunteers are required to wear a blue apron with the SETA Head Start logo. Each center will be provided blue aprons for substitutes and/or "ACES" volunteers to use on-site. Substitutes and/or "ACES" volunteers are required to wear aprons while working at the center. Centers will implement individual plans for laundering the sub/ACES aprons. Dirty/soiled aprons will be replaced upon request of the Site Supervisor. Substitute Teaching staff/ACES Volunteers are subject to the footwear requirement in accordance with the uniform policy.

Departure from the Agency – Employees who resign and/or terminate from the agency are required to return their uniforms to the agency upon departure. Items will be collected by Human Resources or other agency personnel.

Additional Logo'd Items Available – Staff may order additional items (i.e. long sleeve shirts, hoodies and jackets) with the agency logo at their own expense. Additional items must be approved by the agency and are only available for purchase from an agency sponsored vendor. Please contact the staff support (Typist Clerk III) in the Program Operations unit for a list of items, color options and prices. Items may vary pending availability by the vendor.

ITEM III-A – 3 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF NEW JOB CLASSIFICATION OF WEB INNOVATION ENGINEER

BACKGROUND:

Information Technology applications over the last decade have increasingly migrated to the World Wide Web. This has been true in both the public and private sectors. The engineers on the Agency's staff are network experts performing the critical work of maintaining the Agency's servers and ensuring that they are appropriately and effectively networked. To the extent that the Agency has coordinated and supported its Web based applications and its interface with the Web, it has largely relied upon a consultant.

Considerations:

1. The proposed classification will facilitate the Agency's ability to develop and customize Web applications, in a planned and coordinated way. The proposed engineer will report to the Information Systems Department Chief. This will ensure that this skill resource will be available to all parts of the Agency on a prioritized basis.
2. Assigning this work to an established classification will allow the Agency to more precisely manage the work and will be thereby more cost effective.
3. The classification is proposed to be established at a salary level equivalent to the manager classification Network Engineer within the Zone 2 ($45,207 - $90,112) of the Agency's Broadband and assigned to the confidential/Unrepresented Management group.

Staff will be available to answer questions.

The Agency has informed the Union of the intent to create this new classification.

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and adopt the modification to the Agency classification plan to add the classification of Web Innovation Engineer.

STAFF PRESENTER: Rod Nishi

Sacramento Employment and Training Agency Established March 2012
Class Code: _____

WEB INNOVATION ENGINEER

ORGANIZATION RESPONSIBILITY

The Web Innovation Engineer is responsible to and reports directly to the Chief, Information Technology Department or designee.

DEFINITION

Under the general direction, the Web Innovation Engineer designs, develops, tests, implements, documents, deploys, and maintains innovative web based applications to meet evolving agency needs.

DISTINGUISHING CHARACTERISTICS

This is an advanced level classification in the Information Technology Department. Incumbents are expected to work independently and to have knowledge of web design, development and support.

EXAMPLES OF ESSENTIAL DUTIES

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

1. Convert abstract ideas or business processes into web based solutions that provide usability and functionality;
2. Train users to access and utilize newly created and other applications using a variety of techniques and tools congruent with web application training;
3. Design, develop, deploy and maintain back-end relational databases that provide robust performance, stability, ease of development and maintenance;
4. Gather, process, and meet the needs of project stakeholders through in-person meetings and constant refinement of end goals.
5. Communicate fluently with technical and non-technical staff while acting as an advocate for agency goals.
6. Determine appropriate architecture, choose other technical decision paths, and act on them to drive projects forward.
7. Provide detailed demonstrations of systems developed to all interested parties including upper management, outside agencies, and board level audiences.
8. Provide multi-level support for all systems developed throughout their life cycle.
9. Provide mentorship and technical guidance for other developers and projects as needed.
10. Function independently, with a minimum of supervision while providing the best possible service and maintaining the highest levels of professionalism.
11. May supervise work of other Web Developer as necessary, including performance evaluations.
12. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge Of:

Hypertext Preprocessor programming:

- Debugging techniques for highly complex, enterprise class systems;
- Object Oriented Programming and custom framework development;
- All facets of the design (CSS/PHP/Javascript/HTML/SQL);
- Development techniques for fault-tolerant, highly maintainable and flexible code
- Procedures for 3rd party or open source plug-ins as required to facilitate agency needs;

Structured Query Language and Transact Structured Query Language programming:

- Understanding of query design and optimization;
- Queries using complex and often under-documented data models;

Security:

- Various Internet threats (SQL injection, XSS etc.) and how to defeat them
- In-depth understanding of TCP/IP based networking;
- High degree of familiarity with Firewalls and VPNs;

Ability To:

(X)HTML:

- Produce cross browser/platform designs that provides a consistent user experience;
- Generate valid and standards compliant code;
- Design complex HTML based interfaces;

CSS:

- Create cross browser/platform style sheets for high impact, usable presentation of data;
- Use color, fonts, and overall design elements to enhance the usability and functionality of products;
- Develop table-less web design;

AJAX:

- Develop cross browser/platforms using AJAX technologies to enhance web applications;

JAVASCRIPT:

- Create custom Javascript page interactions utilizing proprietary frameworks or open source solutions such as JQuery;
- Manipulate DOM level objects to enhance application capabilities;

Relational Database:

- Design, create and maintain complex relational databases in multiple RDBS platforms, including MySQL, MSSQL, Informix, and PostgreSQL;

Utilize Version Control Systems:

- Ability to utilize revision methodologies to maintain multiple large code bases;
- Utilize standard tools (SVN/Git) to ensure product integrity;

LINUX:

- Install, configure and maintain LAMP based environments especially Apache and MySQL servers;
- Utilize standard UNIX/Linux command line tools especially SSH and SVN;
- (Re)compile applications from source code;

Graphics:

- Ability to create simple to complex level web graphics using standard applications, especially Adobe Photoshop and Illustrator;

Video:

- Record full video screen capture of computer interactions and convert it into multiple formats as needed;
- Edit and produce videos for training and usability purposes;
- Translate conceptual business requirements into web applications;
- Lead complex projects across departments and agencies.

AND

Training and Experience: Any combination of education, training, and experience, which provides the required knowledge and ability, is qualifying. A typical way to obtain the knowledge and ability would be: Deep, broad and long experience (more than five years) performing some combination of the following tasks:

- Application development using PHP and Javascript;
- (X)HTML web page construction;
- Using CCS Style Sheets;
- AJAX in cross browser/platform web pages;
- Relational database design, development and SQL queries;
- Linus applications development in a LAMP environment.

Additional highly desirable qualifications: Possession of at least one year experience with Geographic Solutions Virtual One Stop system and California Job Training Automation system is desirable.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C Driver's License is required. A good driving record of at least two years duration as evidenced by freedom from multiple or serious traffic violations or accidents is required. Failure to obtain a Class C Driver's License will be evaluated on a case-by-case basis.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

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

1. Sufficient Speech to:
    - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
    - Understand conversation in person or on the phone.
3. Sufficient Vision to:

- Operate a personal computer.

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

<u>Non-essential Physical Attributes:</u>

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

ITEM III-A – 4 - ACTION

RATIFICATION OF THE SUBMISSION OF THE PROPOSAL TO THE U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, BUREAU OF JUSTICE ASSISTANCE AND OFFICE FOR VICTIMS OF CRIME FOR THE "ENHANCED COLLABORATIVE MODEL TO COMBAT HUMAN TRAFFICKING" GRANT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE COOPERATIVE AGREEMENT AND ANY MODIFICATIONS OR OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The U.S. Department of Justice (DOJ), Bureau of Justice Assistance (BJA) and Office for Victims of Crime (OVC) are seeking applicants for funding under a joint solicitation to support an enhanced anti-human trafficking law enforcement task force and victim service model designed to identify, rescue, and assist foreign and domestic, adult and minor, victims of human trafficking within the U.S. Applicants from a law enforcement agency and lead victim services organization are encouraged to apply through separate but coordinated proposals. Awards will be made by OVC to support victim services and awards to support law enforcement will be made by BJA. The Sacramento Sheriff's Department will apply for BJA funding for law enforcement.

Under the solicitation, the victim services awardee will coordinate the provision of a comprehensive array of culturally and linguistically appropriate services for all trafficking victims identified within a geographic area and impacted by the law enforcement task force. Funds awarded through the OVC grant are intended to support the cost of direct services for victims. Services provided to victims will include intensive case management, shelter/housing, medical care, mental health care, legal services, education and job training, and life skills training. Awardees will also conduct training and public awareness activities and program evaluation.

SETA is currently in partnership with Opening Doors, Inc., WEAVE and My Sister's House under a cooperative agreement with the Office of Refugee Resettlement (ORR) to administer the Rescue and Restore Victims of Human Trafficking Program. This program provides an existing model of services for victims of trafficking, which will be enhanced and expanded if awarded funding under this opportunity.

Staff is seeking approval to once again collaborate with the existing partners of the Rescue and Restore Victims of Human Trafficking Program, with the Sacramento Sheriff's Department, and with other local organizations committed to combating human trafficking, and submit an application seeking up to $500,000 under the Enhanced Collaborative Model to Combat Human Trafficking grant. The application will be submitted jointly with the Sacramento Sheriff's Department.

STAFF PRESENTER: Mary Jennings

RECOMMENDATION:

Ratify the submission of the proposal to the U.S. DOJ / BJA / OVC requesting up to $500,000 for a two-year (24 month) project period, and authorize SETA's Executive Director to execute the cooperative agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: Mary Jennings

ITEM III-A – 5 - ACTION

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

BACKGROUND:

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

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

For nearly three years, SETA has worked in partnership with Opening Doors, WEAVE, and My Sister's House under a cooperative agreement with the Office of Refugee Resettlement (ORR) to implement the Rescue and Restore Victims of Human Trafficking Program. The Rescue and Restore Program provides an existing, comprehensive model of services for all victims of trafficking, which will be enhanced and expanded if awarded funding under this OVC opportunity.

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

RECOMMENDATION:

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

STAFF PRESENTER: Mary Jennings

ITEM III-A – 6 - ACTION

APPROVAL TO SUBMIT A CONTINUATION APPLICATION TO THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS), ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF), OFFICE OF REFUGEE RESETTLEMENT (ORR) FOR THE RESCUE & RESTORE VICTIMS OF HUMAN TRAFFICKING REGIONAL PROGRAM GRANT, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE MODIFICATION TO THE COOPERATIVE AGREEMENT AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

On July 1, 2011, SETA was awarded a cooperative agreement from the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR) for the Rescue and Regional Program grant. Amount awarded was $287,412 per year, up to a three year period. Under the grant, SETA and its partners conduct outreach, provide training and public awareness activities on all forms of human trafficking, identify victims, including connecting them to services, and strengthen Sacramento's Rescue and Restore Coalition. Funded partners of the program include Women Escaping a Violent Environment (WEAVE), Opening Doors, Inc. (ODI), and My Sister's House.

In March, 2012 ORR invited SETA to submit an application for the continuation of its Rescue & Restore Regional Program. The continuation application is due on April 16, 2012.

Staff is seeking approval to submit a continuation application to ORR for SETA's Rescue and Restore Regional Program grant requesting a second year of funding in the amount of $287,412.

RECOMMENDATION:

Approve the submission of the continuation application to the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR) requesting a second year of funding in the amount of $287,412 for the Rescue and Restore Regional Program, and authorize SETA's Executive Director to execute the modification to the cooperative agreement and any other documents required by the funding source

STAFF PRESENTER: Mary Jennings

ITEM III-A – 7 - ACTION

APPROVAL OF THE ACCEPTANCE OF NATIONAL EMERGENCY GRANT (NEG) FUNDS AND THE AUGMENTATIONS OF NEG FUNDS TO ON-THE-JOB TRAINING (OJT) PROVIDERS

BACKGROUND:

As a participant in the State of California, Employment Development Department's (EDD) statewide application to the U.S. Department Labor (DOL) for Workforce Investment Act (WIA) National Emergency Grant (NEG) funds, SETA received formal notification from the State in June, 2010 that funding was awarded. The funding was awarded to provide On-the-Job Training (OJT) opportunities to "prolonged" dislocated workers—those out of work for 21 weeks or more, with priority given to those out of work for 99 weeks or more.

The OJT activity is intended to engage prospective employers in providing appropriate and meaningful training opportunities to eligible individuals. It is designed to place customers into full-time jobs in high skill, high growth occupations. OJT is a "hire first" activity that provides a reimbursement of the wages paid by an employer to an employee during the training period. Wage reimbursement rates under the NEG OJT are provided on a sliding scale based on employer size:

- Up to 90% for employers with 50 or fewer employees
- Up to 75% for employers with 51 to 250 employees
- For employers with 251 or more employees, reimbursement

SETA received $725,000 in the first increment of NEG funding and awarded 103 OJT slots to the SETA OJT providers that were either meeting or exceeding contractual service levels at the time of award. OJT providers approved by the Governing Board on September 2, 1010 for the first increment of NEG OJT funding included:

- Asian Resources, Inc.
- Bach Viet Association, Inc.
- Folsom Cordova Community Partnership
- La Familia Counseling Center
- Lao Family Community Development
- North State Building Industry Foundation

In September, 2011 SETA received formal notification from the State that it had been selected to receive a second increment of $400,000 in NEG OJT funding. The funding

STAFF PRESENTER: Michelle O'Camb

became available as a result of a $3.8 million NEG OJT funding augmentation awarded to the State from the U.S. DOL to continue providing OJT opportunities to the ”prolonged” dislocated worker population.

In early March, 2012 SETA was informed by the State that there was additional NEG OJT funding available. SETA requested $150,000 and was formally notified on in mid-March that it had been augmented the requested amount, bringing the total of NEG OJT funding for PY 2011-12 to $550,000.

Staff is seeking approval to accept the additional $150,000 in NEG OJT funding. Additionally, staff is seeking approval to augment $107,100 in NEG OJT funds to the following current OJT providers to serve an additional 17 eligible clients based upon their demonstrated performance under the second round of NEG OJT funding:

- Asian Resources, Inc.
- Bach Viet Association, Inc.
- La Familia Counseling Center – declined additional funding
- North State Building Industry Foundation

The remaining OJT funds will be utilized by SETA to provide coordination and oversight of the NEG OJT program and to serve four eligible clients in OJT contracts written by SETA staff at the SWCC in Galt.

The staff recommendations for the augmentation of NEG OJT funds are attached.

RECOMMENDATION:

1) Approve the acceptance of an additional $150,000 in NEG OJT funding from the State, EDD.
2) Approve the augmentation recommendations of NEG OJT funds as reflected in the attached funding chart.

STAFF PRESENTER: Michelle O’Camb

Sacramento Employment and Training Agency

National Emergency Grant (NEG)
On-the-Job Training/Subsidized Employment Funding Augmentation Recommendations
FY2011-2012

Service Provider	Current Funding, FY2011-2012				Funding Augmentation Recommendations, FY2011-2012			
	Total - WIA A/DW, CalWORKs, NEG	Number to Serve			NEG	New 2011-12 Total	Number to Serve	
		WIA DW	CW	NEG			Additional NEG Slots	New 2011-12 OJT Total
Asian Resources, Inc.	$526,382		65	12	$25,200	$551,582	4	81
Folsom Cordova Community Partnership*	405,736		53			405,736		53
Bach Viet Association	443,191		60	12	31,500	474,691	5	77
La Familia Counseling Center**	536,299		65	12	0	536,299	0	77
Lao Family Community Development*	430,603		55			430,603		55
North State Building Industry Foundation	453,210	67		12	50,400	503,610	8	87
	$2,795,421	67	298	48	$107,100	$2,902,521	17	430

*Providers are not funded under NEG OJT.
**Provider declined additional NEG OJT funding.

ITEM III-A - 8 - ACTION

APPROVAL OF SUBCONTRACT FOR LEGAL SERVICES REGARDING UNINSURED WORKERS' COMPENSATION CLAIM

BACKGROUND:

Paragraph 7 of the Agreement between SETA and Legal Counsel provides that legal services shall be provided by Gregory D. Thatch and other attorneys employed directly by him. However, with advance approval by the Governing Board, Section 7 also authorizes Legal Counsel, "through or as a result of subcontracts or other contractual arrangements (other than regular employment) with other lawyers" to contract for legal services on behalf of the Agency.

A former employee of SETA, has a pending workers' compensation claim and Legal Counsel is required to defend against an uninsurable claim for increased benefits under Labor Code Section 4553. Legal Counsel believes that SETA could benefit from special counsel to assist in the defense of this matter.

Consistent with SETA's procurement policies, Legal Counsel solicited proposals from three workers' compensation defense firms: Benthale, McKibbin & McKnight; Coleman, Chavez & Allen; and Haworth Bradshaw Stallknecht & Barber. Each firm identified local counsel with whom Legal Counsel could deal and hourly rates varied between $175.00 and $225.00. Ruth Stallknecht, a partner with the firm of Haworth Bradshaw Stallknecht & Barber, charges $200.00 per hour, the midpoint of the range. On behalf of SETA, our firm has associated Ms. Stallknecht in the past, and she has successfully defended the Agency. She has familiarity with the Agency, as well expertise in handling hearings before the Workers' Compensation Appeals Board with respect to these types of claims. Accordingly, it is Legal Counsel's view that SETA will best be served by associating Ms. Stallknecht in to work with Legal Counsel in defense of this matter.

RECOMMENDATION:

Hear the report of Legal Counsel and authorize Legal Counsel to subcontract with Ms. Stallknecht and the law firm of Haworth Bradshaw Stallknecht & Barber in handling the defense of this claim.

STAFF PRESENTER: Gregory D. Thatch

ITEM III-B – 1 - ACTION

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

BACKGROUND:

On June 2, 2011, the Sacramento Employment and Training Agency (SETA) Governing Board approved funding extensions 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 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 –	Sacramento City Unified School District
SWCC Mather –	Sacramento County DHA
SWCC South County –	Elk Grove Unified School District

In the current year, the career center system has served 27,642 customers. The number of customers completing an initial assessment and participating in intensive and training services reached 7,642 by March 23, 2012. The SWCCs continue to serve a high number of public assistance recipients, veterans, ex-offenders, individuals with disabilities, dislocated workers, and other special adult populations.

In February, 2012 the Governing Board approved augmentations to the SWCCs totaling $387,000 in talent development scholarships and supportive services funds to serve additional customers through the end of the year.

In March, 2012 SETA received its final PY 2011-12 allocations for WIA Adult and Dislocated Worker formula funds totaling $8,467,671. As a result, SETA has identified additional funds available for allocation to the SWCCS for training and supportive services. Staff polled the SWCCs and evaluated the projected need for additional talent development scholarships and supportive services funds in order to reach more

STAFF PRESENTER: Michelle O'Camb

customers. Based on the results, staff is recommending the following augmentations to the SWCCs' talent development scholarships and supportive services funds:

SWCC Broadway -	$ 40,000
SWCC Citrus Heights -	$ 10,000
SWCC Franklin -	$ 20,000
SWCC Galt -	$ 15,000
SWCC Hillsdale -	$ 10,000
SWCC La Familia -	$ 10,000
SWCC Lemon Hill -	$ 10,000
SWCC Mark Sanders -	$ 10,000
SWCC Mather -	N/A
SWCC Rancho Cordova -	$ 20,000
SWCC South County -	$ 45,000
SWCC Urban League -	$ 15,000
TOTAL	**$205,000**

RECOMMENDATION:

Approve the augmentation of talent development scholarships and supportive services funds to SWCCs for Program Year 2011-12, as indicated above.

STAFF PRESENTER: Michelle O'Camb

ITEM III-B – 2 - ACTION

APPROVE THE SUBMISSION OF AN APPLICATION FOR EMPLOYMENT DEVELOPMENT DEPARTMENT VETERANS' EMPLOYMENT-RELATED ASSISTANCE PROGRAM

BACKGROUND:

The Employment Development Department in coordination with the California Workforce Investment Board and the California Labor and Workforce Development Agency announce the availability of funds for Veterans Employment-Related Assistance' programs. The goal of this initiative is to promote the use of industry sector strategies as the framework for addressing the need of veterans to transition to high-wage, high-growth occupations using their skill sets obtained in the military. Staff is requesting approval to submit a proposal to continue a successful program that Sacramento Employment and Training Agency (SETA), American River College and Pacific Gas & Electric (PG&E) Company have been providing for the past two years as part of a statewide effort led by the Fresno County Workforce Investment Board, to recruit, assess, interview, select and train job seekers for employment in the energy/ utility sector.

SETA is now developing its own PowerPathway Proposal to focus on the energy/utility sector, specifically training Utility Line Workers and Gas Line Workers. SETA will provide the staff and facilities required to provide orientation, assessment, pre-screening, and interviewing to select 50 students to enroll in the PG&E PowerPathway Program and provide case management, supportive services, follow-up and retention services for students while they participate in the American River College classes with the goal of 100% completion. For this proposal SETA will also partner with Sacramento Veterans Resource Center to provide intensive case management and work with On-the-Job Training Providers to assist 30 veterans facing significant barriers to employment and to provide training and assistance to veterans in attaining the skills and competencies needed to successfully enter energy and utility sector jobs or training programs. For this proposal SETA will be requesting an award of $500,000 to serve 80 veterans.

RECOMMENDATION:

Approve the submission of an application for $500,000 in funding to provide services to 80 veterans. Authorize the SETA Executive Director, if awarded, to execute the agreements, modifications and any other documents required by the funding sources.

STAFF PRESENTER: William Walker

ITEM III-B - 3 - ACTION

APPROVAL TO RATIFY THE SUBMISSION OF AN APPLICATION TO THE STATE DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT FOR COMMUNITY SERVICES BLOCK GRANT DISCRETIONARY TARGETED INITIATIVES AND INNOVATIVE PROJECTS FUNDING

BACKGROUND:

On March 13, 2012, the State Department of Community Services and Development (CSD) release a Request for Application (RFA) for Community Services Block Grant (CSBG) Targeted Initiatives and Innovative Projects. One million dollars ($1,000,000) is available for programs that will benefit low-income individuals, families and communities and demonstrate strong partnerships, self-sustainability and historical success. The program period is from June 15, 2012 through June 30, 2013. The maximum award is $100,000. The application due date was March 30, 2012.

Two categories are eligible for funding, Capacity Building and Direct Client Services. Your approval is requested to ratify the submission of an application in the Direct Client Services category, which will focus on employment for homeless individuals. SETA will partner with the State Department of Rehabilitation, the County Department of Human Assistance, Women's Empowerment, Volunteers of America, Sacramento Steps Forward Homeless Employment Committee, and the Sacramento Housing Alliance to develop the Pathways to Employment Project (PTE) that promotes greater employability for homeless individuals who reside in transitional housing or homeless shelters, are long-term unemployed and have multiple barriers to employment and self-sufficiency. The project will provide a minimum of 30 individuals with customized employment preparation skills, career coaching and mentoring, up to five months of paid On-the-Job training (OJT), support services, and financial incentives for reaching benchmark goals.

There is presently no OJT or subsidized employment program that targets the unique needs of homeless individuals in Sacramento County. This innovative project will provide the participants with the services and work experience necessary to overcome conditions of homelessness and succeed in their chosen career. Sustainability of the project will be demonstrated by an established Pre-Employment Skills Workshop, developed specifically for homeless individuals, that will be a regular offering at one or more of the Sacramento Works Career Centers and the continued collaboration by partners who have committed to sustain the system of referrals, communication, job development and leveraged funding, which will improve employment outcomes for their homeless clients.

STAFF PRESENTER: Cindy Sherwood-Green

Outcomes of the project include:

- Participants will have a better understanding of their job interests and skills;
- Participants will have increased their skills through knowledge obtained for OJT and work experience;
- Unsubsidized employment;
- Greater knowledge of community supports, which could help avert future homelessness.

RECOMMENDATION:

Ratify the submission of the Pathways to Employment grant application to the State Department of Community Services and Development in the amount of $100,000.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-C – 1 - ACTION

APPROVAL TO AUTHORIZE NEGOTIATIONS FOR HEAD START JANITORIAL SERVICES

BACKGROUND:

On January 5, 2012, the SETA Governing Board approved the release of a Request for Proposals for Janitorial Services with proposals due on February 3, 2012.

SETA conducted the following procurement procedures:

- A Public Notice announcement was posted on the SETA website of the release of Request for Proposals (RFP) on January 6, 2012.
- Notification of the RFP was sent to all County janitorial vendors.
- An Offeror's conference was held on January 18, 2012.
- On-site tours of Early Learning Centers were conducted January 18-20, 2012.
- Seventeen (17) proposals were received by the due date of February 3, 2012.

An evaluation was conducted by a team of subject matter experts including Brenda Campos, Head Start Manager, José Diaz, Program Coordinator, Celia Lopez, Facilities Analyst Supervisor, Angie Stevens, Facilities Analyst, and Rod Nishi, Administration Department Chief.

Utilizing the six (6) factors in the evaluation criteria listed below, each proposal was evaluated against this criteria:

- Responsiveness of proposal clearly stating understanding of the work to be performed
- Cost
- Technical experience of the firm
- Experience and professional activities
- Size and structure of the firm
- Past performance

The proposals rated higher had the following characteristics:

- Clear understanding of the environment of child care centers
- Cost awareness of the child care center environment
- Technical experience of the staff as well as the company management; training of their staff was a key ingredient assessed and evaluated by the team
- Five (5) references were contacted by the evaluation team of each of the 17 proposers

STAFF PRESENTER: Rod Nishi

Seven (7) proposers separated themselves from the 17 proposers based upon the team's assessment.

Proposal #2 New Generation Building Services
Proposal #6 Hands-On Executive Janitorial Services, Inc.
Proposal #7 Quality Services Unlimited
Proposal #9 MCH
Proposal #10 Customized
Proposal #13 Tee Janitorial and Maintenance
Proposal #14 Custom Hi-Tech Maintenance, Inc.

Each of the seven proposers listed above submitted proposals for each of the twenty seven (27) sites requiring daily janitorial services as well as the four (4) sites that are in need of tri-annual janitorial services.

SETA staff would like to negotiate with the seven proposers to obtain the greatest quality of janitorial services for the best price. Staff will return to the Governing Board to seek final approval of the contracts for Head Start janitorial services.

Staff will be available to respond to questions.

RECOMMENDATION:

Authorize staff to enter into negotiations with the seven (7) proposers listed above.

STAFF PRESENTER: Rod Nishi

ITEM IV-A – INFORMATION

UPDATE ON REGIONAL WORKFORCE INVESTMENT BOARD STRATEGIC PLAN

BACKGROUND:

With the formation of the Capital Area Investment Zone in July, 1996, the Sacramento Employment and Training Agency, Golden Sierra Job Training Agency and Yolo County's Department of Employment and Social Services have conducted regional planning, capacity building and outreach to employers to fully implement the Workforce Investment Act and One-Stop Career Center system services in the region. In 2001 the Regional WIB's collaborated to develop a Healthcare Industry Sector with local Community Colleges, Sacramento State University, and the 5 major hospitals in the region. In 2009, in collaboration with the Green Capital Alliance and local energy employers, and joined by North Central Counties Consortium, the WIBs supported the development of a sector initiative focusing on clean energy technology.

Since 2009, the Executive Committees of the four Workforce Investment Boards (Sacramento, Yolo, Golden Sierra and North Central Counties Consortium) have been meeting on an annual basis to align the policies and plans of the four Workforce Investment Boards in the region. At their meeting on August 2, 2011 the Executive Committees and staff of the four Workforce Investment Boards in the region (Sacramento Works, Inc., Golden Sierra Workforce Investment Board, Yolo County Workforce Investment Board, and North Central Counties Workforce Investment Board identified five common goals and have worked over the past six months to develop a Regional WIB Strategic Plan that includes actions plans to implement each of the following goals:

1. Conducting regional outreach to employers
2. Providing high quality services through the One Stop Career Center system
3. Preparing youth to thrive and succeed
4. Getting ready for future changes in workforce development policy

Attached is the Regional Workforce Investment Board Strategic Plan approved by Sacramento Works, Inc. on March 28, 2012.

Regional Workforce Investment Board Strategic Plan Template
Draft—March 28, 2012

Vision

Five Regional Goals

In order to achieve greater collaboration and consistent services to the region's employers and job seekers there are five goals that will need the attention and commitment from the region's Workforce Investment Boards. In this plan each of these goals are linked to strategies, action steps, performance metrics, responsible parties, implementation timeframes and resources.

Goal Statement #1: Conduct Regional Outreach to Employers

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties	Needed & Available Resources
Create a "Regional Brand" Create one simple tagline to create regional identity Present a clear message to employers on value of services	1. Conduct brainstorming to develop tag line ideas 2. Finalize a statement representing what the regional workforce development system can provide to employers 3. Conduct brainstorming session to develop list of core employer benefits/services provided by all WIBs 4. *Incorporate state and national taglines.*	Conduct employer focus groups to obtain feedback on tagline and core benefits/services	Regional name and tagline developed 12/11. Core services finalized 12/11. Employer Focus groups completed 4/12	Regional Employer Outreach Committee, local area Employer Outreach Groups/Committees	WIB and staff support
Collect, track and publicize workforce system successes Showcase employers who have hired great workers in high wage jobs	1. Develop and promote employer success stories 2. Utilize success stories in employer outreach campaign 3. Develop employer satisfaction survey	Conduct on-going employer surveys after completion of service Track employer hires and wages	May 2012	Regional WIB Employer Services and One Stop Staff	WIB and staff support
Employer outreach Develop a tiered outreach strategy (regional, county, one-stop career center and staff strategies to reach employers) Develop a common message and promote specific programs and services	1. Develop Regional Workforce System Web Splash Page promoting regional brand and core employer services 2. Link Splash page to individual WIB websites	Use Google Analytics to track website traffic and unique visitors driven to WIB websites	Splash page launch June 2012	Regional Employer Outreach Committee in partnership with local WIB staff	$5,000 - Splash page development and linkage to regional WIB websites Establish a regional marketing budget supported

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties	Needed & Available Resources
	3. Develop a regional system advertisement for placement in business/employer focused publications 4. Development of on-going Regional WIB Employer Outreach Committee to maintain consistent regional branding 5. Regional WIB Employer Outreach Committee representatives provide updates and work with local employer services and One Stop staff to ensure that region core benefits are delivered to employers 6. Develop WIB specific employer outreach marketing efforts building on core regional services and maximizing local area services and programs	Use employer login page to capture and track employer visitors to splash page			by local WIB fiscal support of $5,000 annually

Goal Statement #2: Provide high-quality services through the One-Stop System

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties	Needed & Available Resources
Improve and market the value of the One-stop system Focus on capacity building and training for staff and partners, including how to: Regionally promote the One Stop Career Center system Promote specific services (Tax Credits, OJT, Employer recruitment)	1. How to best determine the capacity building needs of the region.	1. Reviewed prior tools from all regions.	1. Completed on 11/29/2011	Action Steps #1 through #5 were discussed and unanimously decided on by Regional WIB Team.	Action steps 1 though 4 are the Regional WIB Training Team (CAIZ) staff.
	2. Create a needs assessment tool to determine top training needs. Also, to discover staff knowledge of how to promote One Stop System and the services they provide.	2. Developed needs assessment tool.	2. Completed on 12/20/2011		
	3. Determine the most efficient way to encourage staff in all regions to participate	3. Designed email verbiage to promote survey.	3. Completed on 1/06/2012		
	4. Send out an email requesting completion of needs assessment survey to all staff and partners of Regional WIB One Stop System.	4. Email and survey delivered to staff in all regions.	4. Completed on 1/9/2012		5. Budget of $2000 for Splash Page enhancements to CAIZ Regional Training website
	5. Develop Goal Statement for Regional (CAIZ) Training Website and design a portal for each local area.	5. Goal Statement Developed	5. Completed on 1/10/2012		7 .Regional budget of $12,000 to be established for consultants when free training is not available
	6. Determine top 10 areas of needs assessment to focus new training on.	6. To determine goals once survey completed.	6. To complete by 2/14/2012	6. Regional CAIZ Training Team will meet and determine goals.	
	7. Set timeline to meet ongoing goals of developing training from results of survey.	7. Timelines set.	7. Team will meet monthly and begin coordinating training. Goals to be completed by 1/ 10/2013	7. Each Member of the Regional CAIZ Training Team will take on an area of the top 10 Training Needs to coordinate.	

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties	Needed & Available Resources
Design, improve and market the virtual one-stop system website and technology Develop a Regional Virtual One Stop (VOS) User Group to focus on conversion to the CWSN platform	1. Form RWIB VOS Users Group	1. Formation of Group	1. Completed 11/30/2011	Ralph Giddings (SETA) Cindy Newton (NCCC) Tanya Provencher (Yolo) Larry Yanni (Golden Sierra) Robert Myers (EDD) Ed Proctor (Convener)	
	2. Understand State's functional set-up and operational features of CWSN.	2. Identify questions needing answers from State and Geographic Solutions	2. In Process. initial list developed. Meeting with GeoSol and State planned for mid March.	2. Team	Need availability of GeoSol and State staff to meet and discuss. State needs answers to questions.
	3. Determine the impact of #2 for each LWIA	3. Service and activity mapping for each LWIA to CWSN Set-up	3. Early April	3. LWIA Staff	
Maintain quality Customer Service for Job Seekers, Employers and Service Providers through the implementation/conversion to CWSN - by minimizing negative impacts of internal and external customers.	1. Identify LWIA Data to be converted.	1. Data identification.	1. April 2012	1. LWIA Staff	
	2. Identify "bug" fixes and enhancements for effective implementation	2. List of bugs and enhancements	2. March 2012		
	3. Create plans to make required functional and operational changes in advance of CWSN Conversion. Map LWIA activities to CWSN implementation	3. List of operational changes		3. LWIA Staff	
Train staff and partners on Virtual One Stop customer modules	1. Create LWIA training teams.	1. Team created	1. Complete 2/9/2012 with "Boot Camp"	1. LWIA Staff	Note: Training Plans address VOS/CWSN functionality and are not tailored to internal LWIA changes required.
	2. Create LWIA Training Plan	2. Plans Created	2. Complete 2/24/2012	2. LWIA Staff	
	3. Execute the training plan	3. Staff Training			

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties	Needed & Available Resources
Implement LWIA on CWSN (each WIA)	1. Implement LWIA changes (One Stop changes required after conversion to CWSN) 2. Verify and Validate LWIA Set-up Conversion successful 3. Verify and validate LWIA Data Conversion successful				
Create Reports to use in improving the system	1. JTA Reports 2. Use of Bamboo reporting system by CWSN 3. Availability of additional data (Wage and Employment Data	1. JTA Reports identified	1. Completed 2/24/2012		Need to review with State and GeoSol. If reports are not available in CWSN can they be created?
Recommend Technology and Functional Improvements (Future Tasks)	1. High Tech and High Touch Virtual Services/Infrastructure				

Goal Statement #3: Prepare Youth to Thrive and Succeed

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties	Needed & Available Resources
Engage regional employers and academia Strengthen Youth Councils in the region Share information on regional strategies to develop career pathways and promote attainment of diplomas and degrees	1. Regional meeting of four Youth Councils 2. Identify and share best practices strategies for youth council engagement – develop wider support to individual youth councils 3. Potential for regional marketing for youth council member engagement 4. Create and pursue opportunities for regional youth funding and career pathways 5. *Research available school to career and youth internship programs and resources*	1. Feedback and approval from 4 individual Youth Councils 2. Schedule Y.C. regional meeting 3. *Parent Student Resource Guide*	1. 4/30/2012 for Feedback 2. NLT June 30, 2012	Lettie Seaver (NCCC) Judy Needham & Janis Holt (Yolo) Christine Welsch (SETA) Sharon Williams (GSJTA)	1. Venue for meeting 2. Light Refreshments 3. Staff Time
Create a regional platform for youth services providers Share youth services best practices within the region including practitioners, partners, and Youth Councils	1. Regional Best Practices Conference to be held annually (or semi-annually) 2. *Identify Best Practices focused on keeping youth 16-18 engaged in school.* 3. *Identify Best Practices focused on engaging high school drop-outs in training and work.*	1. Enhance individual workforce area's delivery of youth services and develop common strategies for regional efforts	1. Conference TBA in 2012.	Christine Welsch (SETA) - Host/Lead Assigned representatives from NCCC, Golden Sierra, and Yolo	1. SETA as venue. 2. WIA Director's Support 3. Staff Time

~~*Goal Statement #4: Gather and Utilize Workforce Intelligence*~~
~~*Recommendation to blend this goal statement with the Futures Goal Statement*~~

Goal Statement #4: Get Ready for the Future

Achieve better results for job seekers and employers by working regionally to support innovation and foster cooperation and system alignment between education, human services, apprenticeship programs, economic development and the workforce system.

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties	Needed & Available Resources
Policy Analysis and Planning Research and educate stakeholders regarding policy changes affecting workforce development	1. Research legislative actions at federal, state and local level impacting workforce services. 2. Summarize impacts of approved legislation and pending legislation	Workforce Legislative Summary Proposed Policy changes for compliance with new laws.	7/1/2012 9/19/2012	SETA Staff Planning/Oversight Committee	SETA Staff and California Workforce Association legislative committee
Participation in Next Economy, Capital Area Prosperity Planning process	1. Participate in NEXT Economy regional planning process and align Strategic Plan with outcomes. 2. Focus on sectors identified by Regional Cluster Analysis providing career pathways ♦ Healthcare/Life Science ♦ Information Communication Technology ♦ Agriculture and Food ♦ Advanced Manufacturing	Alignment of goals Support and funding for sector initiatives	9/19/2012 6/30/2012	Board Members Regional Workforce Investment Boards	Sponsorship funding for the NEXT Economy planning process $10,000 to support research by Center for Strategic Economic Research
Regional grant writing Develop and submit a Workforce Innovation Grant to the U.S. Department of Labor Partner with WIBs, community colleges, apprenticeship Training programs, human Service providers and economic development agencies to implement system reforms and	1. Develop a consortium of Northern California WIBs to submit grants. 2. Develop regional grant management strategy 3. Recruit partners collect letters 4. Develop logic model with strategies focusing on clusters and partners 5. Develop budget and leveraged funds 6. Select Evaluator and Develop	Consortium Agreement WIF Technical Proposal Cost Proposal WIF Evaluation	2/28/2012 March 2, 2012 March 2, 2012 February		Staff from 6 WIBs, Community College grant writers

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties	Needed & Available Resources
innovation that increase cooperation and improve results **Supporting Innovation** Focus on identifying and supportive promising practices in Workforce Innovation	Evaluation Plan 7. Submit Workforce Innovation Grant 8. Use Workforce Innovation Grant logic model as model for other grants 9. Research new funding opportunities, fundraising assets and resources. 1. Integrate and align education, apprenticeship, human services, workforce development and economic development systems 2. Identify promising innovation practices: ♦ Career pathways integrating basic skills and academics for low-skills, vulnerable populations ♦ Career exploration for high school students ♦ Re-employment programs for dislocated workers and professionals ♦ Bridge programs for youth ♦ Small business development ♦ Entrepreneurship support ♦ High Tech and High Touch Virtual Services/Infrastructure	Plan WIF Proposal Consortium Meetings to discuss system alignment, service sharing, sector strategy planning, cross training staff, and innovative practices	March 22, 2012 November 2012 March 2013 November 2013	Contracted facilitator working with Workforce Investment Board staff	$12,000
Identify critical economic development and workforce issues and trends	*1. Identify key employers and economic development partners in the region* *2. Share policies and directives on financial assistance awards and training activities* *3. Present options for regional policies for training and financial assistance*		*6/20/2012*	*ETPL Coordinators at Regional WIBS Next Economy*	
Update critical occupational cluster report *Focus on career pathways* *Focus training funds on critical*	*1. Participation in Next Economy, Capital Area Prosperity Planning process/* *2. Use a sector/cluster approach to*	*95% of WIA funded training in critical occupational*	*6/30/2013*	*Regional WIBs*	

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties	Needed & Available Resources
occupational clusters	*training*	*career clusters*			
Identify employer and job seeker training and career path needs and gaps	*1. Conduct research on job loss and emerging jobs* *2. Identify transferable skills of workers and market to employers*	*Short term training to quickly return workers to labor force*	*12/31/2012*	*Regional WIBS*	

ITEM IV-B - INFORMATION

FINAL RESULTS OF THE ON-SITE HEAD START PROGRAM TRIENNIAL MONITORING REVIEW

BACKGROUND:

The Office of Head Start has provided a final closure report regarding the triennial review of the Head Start program conducted in January, 2011. The two areas of noncompliance have been corrected and cleared. The report is provided under separate cover.

STAFF PRESENTER: Denise Lee

ITEM IV-C - INFORMATION

FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: **Mr. Bill Walters** **DATE: March 9, 2012**

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

RE: **On-Site Fiscal Monitoring of Crossroads Diversified Services, Inc.**

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIA	OSS – Adult	$244,977	7/1/10-6/30/11	5/1/11-6/30/11
WIA	OSS – DW	$244,977	7/1/10-6/30/11	5/1/11-6/30/11
WIA	US – Citrus Heights	$58,000	7/1/10-6/30/11	5/1/11-6/30/11
WIA	US – Rancho Cordova	$58,000	7/1/10-6/30/11	5/1/11-6/30/11
WIA	OSS – Adult	$374,260	7/1/11-6/30/12	7/1/11-12/31/11
WIA	OSS – DW	$144,753	7/1/11-6/30/12	7/1/11-12/31/11
WIA	US – Citrus Heights	$71,500	7/1/11-6/30/12	7/1/11-12/31/11
WIA	US – Rancho Cordova	$71,500	7/1/11-6/30/12	7/1/11-12/31/11
WIA	In-School Youth	$185,850	7/1/11-6/30/12	7/1/11-12/31/11

Monitoring Purpose: Initial X **Follow-up** **Special** **Final** X
Date of review: 2/27-28/12

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

Program Operator: Crossroads Diversified Services, Inc.

Findings and General Observations:

1) The total costs as reported to SETA from May 1, 2011 to December 31, 2011 for all WIA programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: **Mr. Robert Roe** **DATE: February 28, 2012**

FROM: **Greg P. Tayros, SETA Fiscal Monitor**

RE: **On-Site Fiscal Monitoring of Elk Grove Unified School District**

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic & COLA	$ 2,419,490	08/1/10-7/31/11	08/1/10-7/31/11
Head Start	T & TA	9,000	08/1/10-7/31/11	08/1/10-7/31/11
HS/ARRA	Expansion	261,394	9/30/10-9/29/11	9/30/10-9/29/11

Monitoring Purpose: Initial ____ Final __X__
Date of review: 1/25-27/12

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

Program Operator: Elk Grove Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: **Ms. Theresa Matista** **DATE: January 31, 2012**

FROM: **Greg P. Tayros, SETA Fiscal Monitor**

RE: **On-Site Fiscal Monitoring of Los Rios Community College District**

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIA/ARRA	Re-Training	$ 150,000	11/1/09-6/30/11	11/1/09-6/30/11

Monitoring Purpose: Initial ____ Follow-Up ___ Special ___ Final _X___
Date of review: Nov, and Dec., 2011

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

Program Operator: Los Rios Community College District

Findings and General Observations:

1) The total costs reported to SETA from November 1, 2009 to June 30, 2011 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
2) The total actual expenses incurred by one of the sub-contractors was less than the amount reported to SETA by $ 14,070.08. Los Rios has reimbursed SETA the amount of the shortfall.
3) In October, 2010, the District submitted to SETA a request for reimbursement which included full payments to the sub-contractors. SETA paid this on October 28, 2010. These payments were made before actual expenses were incurred in contravention of the cost reimbursement nature of the contract.

Recommendations for Corrective Action:

1) Implement internal controls to ensure that reimbursed fiscal claims cover documented expenses only.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: **Ms. Tamara Sanchez** **DATE: March 8, 2012**

FROM: **Greg P. Tayros, SETA Fiscal Monitor**

RE: **On-Site Fiscal Monitoring of Sacramento County Office of Education**

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Early Head Start	Expansion	$ 284,400	9/30/10-09/29/11	9/30/10-9/29/11
Early Head Start	Basic	15,000	8/01/10-07/31/11	8/01/10-7/31/11

Monitoring Purpose: Initial ___ Final__X_
Date of review: 2/29/12-3/1/12

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

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

Recommendations for Corrective Action:

1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: **Ms. Tamara Sanchez** **DATE: March 8, 2012**

FROM: **Greg P. Tayros, SETA Fiscal Monitor**

RE: **On-Site Fiscal Monitoring of S C O E**

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIA Title I	In-School Youth	$ 174,600	7/01/10-06/30/11	7/01/10-6/30/11

Monitoring Purpose: Initial _ _ Final__X__
Date of review: 2/29/12-3/1/12

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

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

Recommendations for Corrective Action:

1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: **Ms. Beth Hassett** **DATE: March 9, 2012**

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

RE: **On-Site Fiscal Monitoring of W.E.A.V.E., Inc.**

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Rescue & Restore	Victims of Human Trafficking	$60,000	7/1/11-6/30/12	7/1/11-12/31/11

Monitoring Purpose: **Initial** X **Follow-up** **Special** **Final**
Date of review: 3/8/12

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

Program Operator: W.E.A.V.E., Inc.

Findings and General Observations:

1. The total costs as reported to SETA from July 1, 2011 to December 31, 2011 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board
Mary Jennings

MEMORANDUM

TO: **Ms. Edenausegboye Davis** **DATE: February 28, 2012**

FROM: **Greg P. Tayros, SETA Fiscal Monitor**

RE: **On-Site Fiscal Monitoring of WCIC**

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic, COLA	$ 678,941	8/01/10-7/31/11	8/01/10-7/31/11
Head Start	T & TA	7,500	8/01/10-7/31/11	8/01/10-7/31/11
Head Start	Expansion	130,697	9/30/10-9/29/11	9/30/10-9/29/11

Monitoring Purpose: Initial ____ Final __X_
Date of review: December, 2011

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

Program Operator: WCIC

Findings and General Observations:

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

Recommendations for Corrective Action:

1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-D – 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
February 24 -March 16, 2012

	Jobs	No of Positions
Aamcom	Customer Service Representative	7
Accentcare	CAN/Caregiver	55
ACS Roofing	Bookkeeper/Accountant	1
	Window Cleaner - Gutter Cleaner	1
Adecco Employment Services	Process Support	10
Aerotek	General Laborer	1
ALSCO, Inc.	Accounts Receivable	1
Ahern Rentals	Class A CDL Driver	1
	Field Mechanic	1
	Outside Sales Representative	1
American River Parkway Foundation	Chemical Plant Mechanic	1
	Marketing Fundraising Coordinator	1
	Plant Supervisor	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
Bread of Life	Office Manager	1
Brookside Restaurant and Bar	Bartender/Server Position	2
CA Society of Association Execut	Membership & Events Assistant	1
California Assisted Living Associa	Administrative Assistant	1
California Green Clean	Housekeeper/Cleaner	1
California Redevelopment Association	Member Services Associate PT	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
Centerplate	Barista	2
	On-Call Cook	1
	On-Call Steward	20
Child Care Careers	Infant/Preschool/School-Age Teachers	10
Circle K Stores	Store Manager	5
Citrus Heights Career Center	Shop Foreman	1
City of Sacramento	Health Access Specialist	1
CLAS Information Services	Online UCC Search Specialist	1
Coast-to Coast Career Fairs	Customer Service Representative	100
Cosmic Kids Consulting	Adaptive Skills Trainer/Behavior Consultant	4
Crocker Art Museum	Marketing and Communication Coordinator	1
	Museum Store Manager	1
Crossroads Diversified Services	Community Support Coordinator	1
	Community Support Specialists	1
CVL Inc. dba Folsom Lake RV	Parts Manager	1
Downtown Sacramento Partnership, Inc.	Administrative Assistant to the DSPI	1

Dr. Pepper Snapple Group	Forklift Operator	2
	Full Service Driver	1
	Loader-Warehouse	5
	Merchandiser	10
	Production Supervisor	1
	Quality Control Technician	1
	Quality Supervisor	1
	Relief Account Manager	1
El Hogar Community Services, Inc.	Administrative Assistant	1
	Service Coordinator	1
Fairytale Town	Guest Services Representative Program	1
Folsom Cordova Community Partnership	Employment Services Case Manager	1
Foltz Ophthalmology	Optician	1
	Optician Manager	1
Fresh & Easy Neighborhood Market	Team Leader	4
	Customer Assistant	10
	Kitchen Table/Bakery Coordinator	3
Frontline Marketing, Inc.	Entry Level Management Trainee	15
	Entry Level Marketing	15
	Entry Level Sales	15
FRSTeam	Restoration Technician	1
G & K Services	General Laborer	1
	Route Manager	1
General Produce Company	Inside Sales Representative	1
	Receptionist	1
	Repacker	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
Green Haven Capital, Inc.	Loan Officer	3
	Real Estate Agent	50
Greener Solutions	Construction Office Manager	1
	Executive Assistant	1
	Production Manager	1
	Sales Associate	1
Grindco, Inc.	Concrete Grinding Specialist	1
H & R Block	Client Services Professional	15
	Office Manager	20
	Tax Professional	20
HR to Go	Administrative Support	1
Hand Biomechanics Lab, Inc	Manufacturing Operations/FDA Regulatory Compliance	1
Indecare Home Care & Living Assistance	Caregiver	10
J & L Staffing	Legal Assistant	1
Jack Frost Design	Administrative Assistant	1

Kelley Amerit Fleet Services	Fleet Maintenance Manager	1
KVIE	Leadership Giving Officer	1
KlickNation	3D Animator/Rigger	1
	Controller	1
	Data Analytics Specialist	1
	Producer	1
Knorr Systems, Inc.	Field Service Technician, Aquatic	1
L-3 Narda Microwave-West	Engineering Technician	1
	Inspection Specialist	1
	New Product Introduction+B202 Manager	1
	Quality Assurance Administrative Assistant	1
	RF Technician	1
La Tapatia Tortilleria, INC.	Delivery Driver/Vendor	1
Labor Ready	Construction Laborers	10
LexisNexis		
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 Clerk	1
	Admissions/Records Evaluator I	1
	Anthropology Assistant Professor	1
	Associate Vice President of Enrollment and	1
	Athletic Trainer	1
	Audio/Visual Production Technician	1
	Business Assistant Professor	1
	Business/Business Law Assistant Professor	1
	Campus Patrol On Call	1
	Chief of Police	1
	Chemist Assistant Professor	1
	Clerk III	2
	Clerk III PT	1
	College Safety Officer	1
	College Safety Officer (Temporary)	1
	Confidential Chancellor's Executive Assistant	1
	Confidential Administrative Assistant I	2
	Confidential Deputy Chancellor's Executive Assistant	1
	Cooperative Work Experience and Internship Coordinator	1
	Counselor	1
	Custodian	1
	Dean, Behavioral and Social Science	1
	Dean, Business Division	1
	Dean, Communication, Visual and Performing Arts	1
	Dean, Counseling and Student Services	1
	Dental Hygiene Assistant Professor	1
	Diagnostic Medical Sonography Program Coordinator	1
	Director of College Advancement	1
	Director of Human Resources	1

Los Rios Community College District	Director of Technical Services Information Technology	1
	Early Childhood Education Assistant Professor	1
	Economics Assistant Professor	1
	Electronic Calibration & Repair Technician	1
	English Assistant Professor	2
	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 Assistant - Learning Resources	1
	Instructional Asst. - Foreign Language	1
	Instructional Asst. - Sign Language Studies	1
	Instructional Asst.-Microcomputer Laboratory for Assistive Technology	1
	Instructional Development Coordinator	1
	Interim Director, Diagnostic Medical Sonography	1
	Laboratory Technician - Science (Biology)	1
	Learning Resources Center Coordinator	1
	Librarian Adjunct Pool	
	Library Media Technical Asst.	1
	Mathematics Assistant Professor	2
	Mechanical Electrical Technology Assistant Professor	1
	Nursing (RVN/LVN) Assistant Professor	1
	Operations Technician	1
	Outreach Clerk	1
	Philosophy Assistant Professor	1
	Physical Education/Athletic Attendant	1
	Physics/Astronomy Assistant Professor	1
	Police Communication Dispatcher	1
	President, Folsom Lake College	1
	Project Assistant	1
	Psychology Assistant Professor	1
	Purchasing Supervisor	1
	Recruitment Training Officer	1

Los Rios Community College District	Sociology Assistant Professor	1
	Special Project Assistant to Exec. Director	1
	Srn. Information Technology Technician	3
	Student Personnel Asst. - Davis Outreach Program	1
	Snr.Information Technology Technician	1
	Student Personnel Asst. - Disables Student Programs & Services Center	1
	Student Personnel Asst. -Student Affairs	1
	Theater Arts Assistant Professor	1
	Vice Chancellor, Resource and Economic I	1
	Welding Adjunct Asst. Professor	1
Loving Companions Senior Services	Caregiver	20
Magnetic Consulting Group, Inc.	Entry Level Sales & Customer Service	1
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
Mori Seiki Manufacturing USA Inc	Receptionist	1
Mountain West Financial	Document Technician	2
	Loan Officer	2
Nestlé Waters North Americ	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
Paramount Equity	Financial Specialist	1
	Legacy Accountant Manager	1
Paramount Solar	Solar Sales Canvasser	1
	Solar Sales Specialist	1
PMSR Technologies	Line Operator	5
Progressive Insurance	Customer Service Representative	10
Prometic Testing	Test Center Administrator	2
Public Relations Specialists	Communications Manager	1
Quality First Home Improvement Inc.	Sales, Solar-Coating-Telemarketing	20
REC Solar, Inc.	Events Coordinator	1
Red Dog Shred	Document Shredder	1
Relationship Skills Center	Case Manager	2
	Operations Coordinator	1
Rezolve Group, Inc.	Communications Manager	1
	Sales Specialists	14
Risk-Based Decisions, Inc.	Environmental Geologist-Professional Geologist Registration Required	1
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 Housing Alliance	Regional Equity Coordinator	1
Sacramento Metro Chamber	Sr. Event Manager	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
Samarrah Independent Living Services	Independent Living Specialist	1
Self Storage	Part-time Manager	1
	Accountant I	1
SETA	Children and Family Services Quality Assurance Analyst	1
	Family Services Worker Range II & III	3
	Head Start Coordinator-Education Supervisory	1
	Head Start Courier/Maintenance	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
Therapeutic Pathways	Instructional Assistant	1
Tony's Fine Food	Class A Feeder Driver	1
	IT Software Support	1
	Pricing Analyst	1
	Router	1
Tri Tool Inc.	Senior Mechanical Engineer	1
Twining, Inc.	Construction Field Technicians	3
United Way California Capital Region	Front Desk Coordinator	1
	Administrative Manager	1
US Fish and Wildlife Services	Support Assistant	2
Vision Service Plan	Vice President Sales and Marketing	1
Volt Staffing Services	Warehouse Person	20
	Warehouse Specialist	20
Wild Hawk Grille	Cart Attendant/Cashier	1
Women's Empowerment	Program Assistant	1
Xerox Corporation	Print Operator and Driver	1
TOTAL		**1,005**

ITEM IV-E– INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

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 March 19, 2012 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	5/9/2011	**First Data**	8/31/2011	145	6/9/11 6/16/11
Unofficial	5/23/2011	**County of Sacramento**	7/1/2011	275	6/22-23/11 6/29-30/11
Official	6/2/2011	**First Banks, Inc.** 110 Woodmere Rd, Ste. 150 Folsom, CA 95630	9/30/2011	20	9/15/2011
Unofficial	6/11/2011	**CSAA**	7/30/2011	25	7/14/2011
Unofficial	7/19/2011	**Borders Books** 2765 East Bidwell Folsom, CA		75	6/19/11 8/29-31/11
Official	8/1/2011	**Valley Aggregate Transport, Inc.** 5121 Hedge Avenue Sacramento, CA	9/27/2011	0	Postponed
Official	8/2/2011	**Cisco** 2868 Prospect Rd Rancho Cordova, CA	8/19/2011	78	Packets Delivered
Official	8/26/2011	**BLT Enterprises of Sacramento, LLC** 8491 Fruitridge Rd Sacramento, CA 95826	11/2/2011	0	Rescinded
Official	10/3/2011	**Hewlett-Packard Company** Rancho Cordova, CA	12/2/2011	76	Declined Services
Official	10/4/2011	**Foster Farms Dairy** 1221 66th Street Sacramento, CA 95819	12/2/2011	96	12/8/2011
Official	11/7/2011	**Hewlett-Packard Company** Rancho Cordova, CA	12/2/2011	39	Declined Services
Official	11/1/2011	**A1 Door and Building Solutions** 4300 Jetway Ct. North Highlands, CA 95660	12/31/2011	97	Declined Services
Official	11/10/2011	**PG&E** Sacramento, CA	1/9/2012	8	Declined Services
Unofficial	12/2/2011	**SCIF** 2450 Venture Oaks Drive Sacramento, CA 95833	1/9/2011	200	12/8/11 12/14/11
Official	12/8/2011	**BLT Enterprises of Sacramento, LLC** 8491 Fruitridge Rd Sacramento, CA 95826	12/30/2011	106	Pending
Official	1/3/2012	**Valley Aggregate Transport, Inc.** 5121 Hedge Avenue Sacramento, CA	1/17/2012	111	Pending
Official	1/10/2012	**Raley's Bel Air Markets** 8787 Elk Grove Blvd Elk Grove, CA	3/31/2012	63	Pending
Official	1/31/2012	**AMR** 1041 Fee Dr. Sacramento, CA 95815	4/1/2012	10	Pending
Unofficial	1/31/2012	**San Juan Unified School District** 3738 Walnut Ave Carmichael, CA	6/30/2012	350	3/22/2012 3/30/12 4/18/12 4/25/12
Unofficial	2/23/2012	**Federal Technology Center** 4600 Roseville Rd North Highlands, CA	3/12/2012	15	3/8/2012
Unofficial	2/15/2012	**Sacramento City Unified School District**	6/30/2012	350	5/12/2012
Unofficial	2/24/2012	**Sacramento Area Emergency Housing** 2411 Alhambra Blvd Sacramento, CA	3/31/2012	10	3/19/2012
			Total # of Affected Workers	2,149	

ITEM IV-F– INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month February was 11.4%.

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

State of California
EMPLOYMENT DEVELOPMENT DEPARTMENT
Labor Market Information Division
2901 50th Street
Sacramento, CA 95817

March 23, 2012

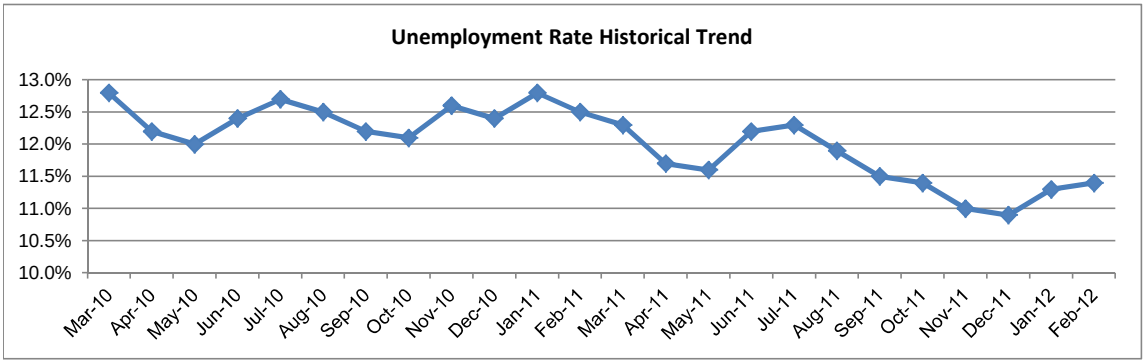
Justin Wehner
916/227-0298

IMMEDIATE RELEASE

SACRAMENTO-ARDEN ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)

(El Dorado, Placer, Sacramento, and Yolo Counties)

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 11.4 percent in February 2012, up from a revised 11.3 percent in January 2012, and below the year-ago estimate of 12.5 percent. This compares with an unadjusted unemployment rate of 11.4 percent for California and 8.7 percent for the nation during the same period. The unemployment rate was 11.6 percent in El Dorado County, 10.2 percent in Placer County, 11.2 percent in Sacramento County, and 14.4 percent in Yolo County.



Industry	Jan-2012 Revised	Feb-2012 Prelim	Change		Feb-2011	Feb-2012 Prelim	Change
Total, All Industries	798,400	803,800	5,400		809,400	803,800	(5,600)
Total Farm	6,600	6,500	(100)		7,400	6,500	(900)
Total Nonfarm	791,800	797,300	5,500		802,000	797,300	(4,700)
Mining and Logging	400	400	0		400	400	0
Construction	32,000	31,400	(600)		34,200	31,400	(2,800)
Manufacturing	32,200	32,900	700		32,400	32,900	500
Trade, Transportation & Utilities	133,800	132,800	(1,000)		131,000	132,800	1,800
Information	16,700	16,700	0		16,800	16,700	(100)
Financial Activities	47,000	47,000	0		46,000	47,000	1,000
Professional & Business Services	99,400	101,700	2,300		102,100	101,700	(400)
Educational & Health Services	104,400	105,100	700		101,200	105,100	3,900
Leisure & Hospitality	75,500	76,700	1,200		81,200	76,700	(4,500)
Other Services	27,200	27,800	600		27,600	27,800	200
Government	223,200	224,800	1,600		229,100	224,800	(4,300)

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

Monthly Labor Force Data for Cities and Census Designated Places (CDP)
February 2012 - Preliminary
Data Not Seasonally Adjusted

Area Name	Labor Force	Employ-ment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	670,700	595,400	75,300	11.2%	1.000000	1.000000
Arden Arcade CDP	55,800	49,600	6,200	11.1%	0.083249	0.082638
Carmichael CDP	28,800	26,300	2,500	8.7%	0.044196	0.033389
Citrus Heights city	49,700	45,800	3,900	7.9%	0.076838	0.052031
Elk Grove CDP	34,700	31,600	3,200	9.1%	0.052995	0.042014
Fair Oaks CDP	16,900	15,900	1,000	6.1%	0.026690	0.013634
Florin CDP	12,600	10,400	2,200	17.5%	0.017414	0.029215
Folsom city	26,700	25,300	1,400	5.1%	0.042525	0.018086
Foothill Farms CDP	9,600	8,100	1,500	15.3%	0.013648	0.019477
Galt city	10,800	8,800	1,900	18.1%	0.014787	0.025876
Gold River CDP	4,800	4,600	100	2.2%	0.007807	0.001391
Isleton city	400	400	100	14.9%	0.000606	0.000835
La Riviera CDP	6,900	6,400	500	6.7%	0.010764	0.006121
Laguna CDP	20,200	19,000	1,200	6.1%	0.031834	0.016416
Laguna West Lakeside CDP	5,200	4,800	400	8.0%	0.008082	0.005565
North Highlands CDP	22,300	18,400	3,900	17.4%	0.030952	0.051475
Orangevale CDP	15,600	14,400	1,200	7.6%	0.024229	0.015860
Parkway South Sacramento CD	15,800	12,700	3,100	19.6%	0.021400	0.041180
Rancho Cordova City	30,500	26,600	3,900	12.8%	0.044619	0.052031
Rancho Murieta CDP	2,200	2,200	100	3.8%	0.003619	0.001113
Rio Linda CDP	5,700	4,700	1,000	17.6%	0.007917	0.013356
Rosemont CDP	13,700	12,400	1,300	9.5%	0.020867	0.017251
Sacramento city	213,000	185,000	28,000	13.1%	0.310678	0.371731
Vineyard CDP	5,800	5,500	300	5.8%	0.009185	0.004452
Walnut Grove CDP	500	300	100	27.1%	0.000569	0.001669
Wilton CDP	2,700	2,500	200	7.7%	0.004225	0.002782

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

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

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

Data Not Seasonally Adjusted

Area Name	Labor Force	Employ-ment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp

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

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

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

State of California
March 23, 2012
March 2011 Benchmark

Employment Development Department
Labor Market Information Division
http://www.labormarketinfo.edd.ca.gov
(916) 262-2162

REPORT 400 C

Monthly Labor Force Data for Counties
February 2012 - Preliminary
Data Not Seasonally Adjusted

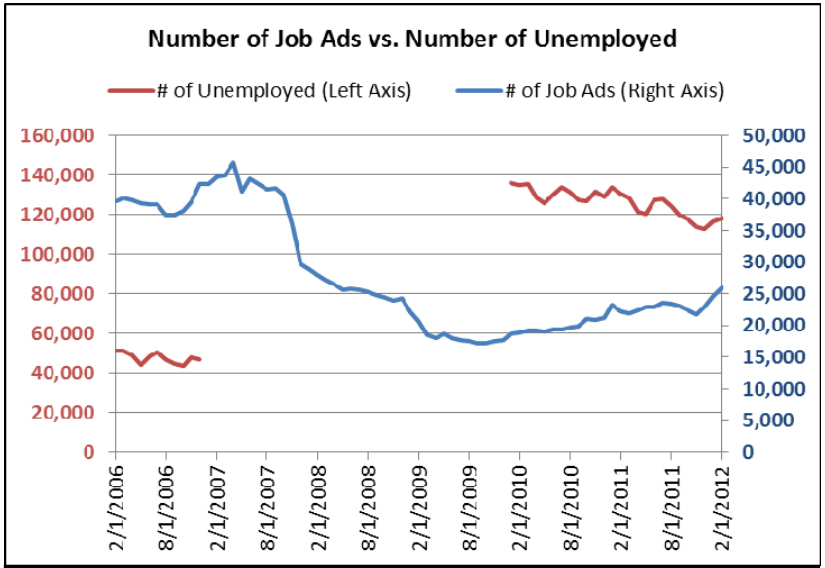
COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	**---**	**18,451,300**	**16,349,100**	**2,102,200**	**11.4%**
ALAMEDA	12	767,300	694,100	73,200	9.5%
ALPINE	25	550	480	70	12.5%
AMADOR	27	16,530	14,360	2,170	13.1%
BUTTE	29	101,500	87,800	13,800	13.6%
CALAVERAS	34	19,500	16,660	2,830	14.5%
COLUSA	58	11,600	8,460	3,140	27.1%
CONTRA COSTA	13	528,900	477,900	51,000	9.6%
DEL NORTE	32	11,380	9,800	1,580	13.9%
EL DORADO	22	91,000	80,400	10,600	11.6%
FRESNO	48	441,600	365,300	76,300	17.3%
GLENN	46	12,860	10,660	2,200	17.1%
HUMBOLDT	21	60,800	54,000	6,900	11.3%
IMPERIAL	57	77,800	57,100	20,700	26.7%
INYO	15	9,540	8,590	960	10.0%
KERN	39	380,200	321,400	58,800	15.5%
KINGS	45	62,600	51,900	10,600	17.0%
LAKE	42	25,740	21,500	4,240	16.5%
LASSEN	36	13,110	11,140	1,970	15.0%
LOS ANGELES	23	4,925,100	4,331,300	593,800	12.1%
MADERA	39	67,300	56,900	10,400	15.5%
MARIN	1	136,800	127,700	9,100	6.6%
MARIPOSA	31	9,140	7,880	1,260	13.8%
MENDOCINO	19	42,230	37,530	4,700	11.1%
MERCED	55	110,600	88,500	22,200	20.0%
MODOC	44	3,720	3,100	620	16.7%
MONO	7	9,140	8,320	810	8.9%
MONTEREY	37	220,400	186,600	33,800	15.3%
NAPA	7	75,800	69,100	6,700	8.9%
NEVADA	16	51,290	46,110	5,170	10.1%
ORANGE	3	1,612,100	1,483,200	129,000	8.0%
PLACER	17	174,400	156,500	17,800	10.2%
PLUMAS	52	9,510	7,720	1,790	18.8%
RIVERSIDE	26	943,800	824,400	119,400	12.6%
SACRAMENTO	20	670,700	595,400	75,300	11.2%
SAN BENITO	51	27,900	22,800	5,100	18.3%
SAN BERNARDINO	24	866,700	759,900	106,800	12.3%
SAN DIEGO	10	1,589,500	1,441,000	148,500	9.3%
SAN FRANCISCO	3	468,300	430,600	37,700	8.0%
SAN JOAQUIN	43	302,800	252,600	50,300	16.6%
SAN LUIS OBISPO	5	139,300	127,200	12,100	8.7%
SAN MATEO	2	385,000	356,700	28,200	7.3%
SANTA BARBARA	7	226,200	206,100	20,100	8.9%
SANTA CLARA	6	908,700	828,600	80,100	8.8%
SANTA CRUZ	29	151,200	130,600	20,600	13.6%
SHASTA	35	84,700	72,300	12,300	14.6%
SIERRA	38	1,690	1,430	260	15.4%
SISKIYOU	52	19,680	15,990	3,690	18.8%
SOLANO	18	218,900	195,100	23,800	10.9%
SONOMA	10	256,200	232,300	23,800	9.3%
STANISLAUS	46	236,200	195,800	40,400	17.1%
SUTTER	56	43,900	34,700	9,200	20.9%
TEHAMA	41	25,190	21,260	3,930	15.6%
TRINITY	54	4,970	3,990	990	19.9%
TULARE	49	208,800	172,000	36,800	17.6%
TUOLUMNE	28	26,040	22,580	3,460	13.3%
VENTURA	13	437,000	395,100	41,900	9.6%
YOLO	33	100,300	85,900	14,500	14.4%
YUBA	50	27,700	22,600	5,000	18.1%

Notes

1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

2) Labor force data for all geographic areas now reflect the March 2011 benchmark and Census 2000 population controls at the state level.

Recent Job Ads for Sacramento Arden Arcade Roseville MSA
February 2012

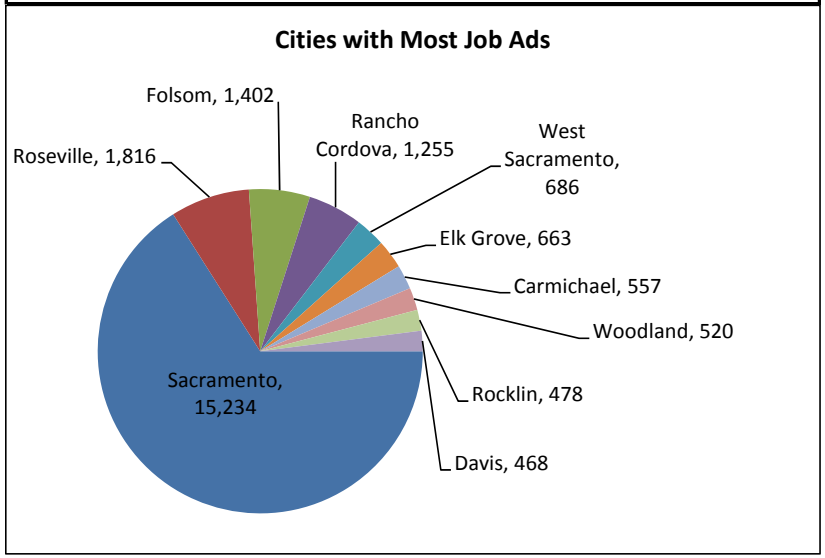


Occupations with Most Job Ads

Registered Nurses - 1380
Computer Systems Analysts - 788
Retail Salespersons - 609
First-Line Supervisors/Managers of Retail Sales Workers - 558
Customer Service Representatives - 537
Truck Drivers, Heavy and Tractor-Trailer - 428
Executive Secretaries and Administrative Assistants - 424
Web Developers - 407
Computer Software Engineers, Applications - 406
Medical and Health Services Managers - 404

Employers with Most Job Ads

Catholic Healthcare West - 594
Kaiser Permanente - 289
Sutter Health - 279
Intel - 194
Allegis Group - 178
Staples - 175
Deloitte - 162
Randstad Technologies - 139
Aerotek - 136
ACS, A Xerox Company - 102



Sources: Employment Development Department, Labor Market Information Division; Help Wanted Online from The Conference Board and WANTED Technologies

March 23, 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 2011 Benchmark

Data Not Seasonally Adjusted

	Feb 11	Dec 11	Jan 12 Revised	Feb 12 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,044,200	1,033,400	1,031,000	1,036,400	0.5%	-0.7%
Civilian Employment	913,700	920,500	914,300	918,300	0.4%	0.5%
Civilian Unemployment	130,500	112,900	116,700	118,100	1.2%	-9.5%
Civilian Unemployment Rate	12.5%	10.9%	11.3%	11.4%		
(CA Unemployment Rate)	12.3%	10.9%	11.3%	11.4%		
(U.S. Unemployment Rate)	9.5%	8.3%	8.8%	8.7%		
Total, All Industries (2)	809,400	811,400	798,400	803,800	0.7%	-0.7%
Total Farm	7,400	7,200	6,600	6,500	-1.5%	-12.2%
Total Nonfarm	802,000	804,200	791,800	797,300	0.7%	-0.6%
Total Private	572,900	582,100	568,600	572,500	0.7%	-0.1%
Goods Producing	67,000	67,900	64,600	64,700	0.2%	-3.4%
Mining and Logging	400	400	400	400	0.0%	0.0%
Construction	34,200	34,800	32,000	31,400	-1.9%	-8.2%
Construction of Buildings	8,100	9,600	9,300	9,300	0.0%	14.8%
Specialty Trade Contractors	22,300	22,700	21,000	21,200	1.0%	-4.9%
Building Foundation & Exterior Contractors	4,700	5,000	4,600	4,700	2.2%	0.0%
Building Equipment Contractors	9,600	9,200	9,000	9,000	0.0%	-6.3%
Building Finishing Contractors	4,900	5,400	5,100	5,000	-2.0%	2.0%
Manufacturing	32,400	32,700	32,200	32,900	2.2%	1.5%
Durable Goods	21,900	22,000	21,800	22,300	2.3%	1.8%
Computer & Electronic Product Manufacturing	7,300	7,400	7,300	7,400	1.4%	1.4%
Nondurable Goods	10,500	10,700	10,400	10,600	1.9%	1.0%
Food Manufacturing	4,200	4,300	4,100	4,200	2.4%	0.0%
Service Providing	735,000	736,300	727,200	732,600	0.7%	-0.3%
Private Service Producing	505,900	514,200	504,000	507,800	0.8%	0.4%
Trade, Transportation & Utilities	131,000	138,300	133,800	132,800	-0.7%	1.4%
Wholesale Trade	22,700	23,000	22,800	22,800	0.0%	0.4%
Merchant Wholesalers, Durable Goods	11,800	12,000	11,900	11,900	0.0%	0.8%
Merchant Wholesalers, Nondurable Goods	8,600	8,800	8,700	8,700	0.0%	1.2%
Retail Trade	87,600	93,900	90,300	89,600	-0.8%	2.3%
Motor Vehicle & Parts Dealer	10,600	10,800	10,800	10,800	0.0%	1.9%
Building Material & Garden Equipment Stores	6,900	7,000	6,900	7,000	1.4%	1.4%
Grocery Stores	16,800	16,900	16,700	16,700	0.0%	-0.6%
Health & Personal Care Stores	5,400	5,400	5,400	5,500	1.9%	1.9%
Clothing & Clothing Accessories Stores	6,600	8,100	7,200	7,000	-2.8%	6.1%
Sporting Goods, Hobby, Book & Music Stores	4,200	4,600	4,300	4,500	4.7%	7.1%
General Merchandise Stores	18,900	21,800	20,300	19,400	-4.4%	2.6%
Transportation, Warehousing & Utilities	20,700	21,400	20,700	20,400	-1.4%	-1.4%
Information	16,800	16,800	16,700	16,700	0.0%	-0.6%
Publishing Industries (except Internet)	2,900	2,800	2,800	2,800	0.0%	-3.4%
Telecommunications	9,200	9,000	8,900	8,900	0.0%	-3.3%
Financial Activities	46,000	47,100	47,000	47,000	0.0%	2.2%
Finance & Insurance	34,200	35,400	35,500	35,500	0.0%	3.8%
Credit Intermediation & Related Activities	12,500	12,500	12,400	12,400	0.0%	-0.8%
Depository Credit Intermediation	7,900	7,700	7,700	7,700	0.0%	-2.5%
Nondepository Credit Intermediation	2,300	2,600	2,500	2,500	0.0%	8.7%
Insurance Carriers & Related	18,100	18,500	18,600	18,500	-0.5%	2.2%
Real Estate & Rental & Leasing	11,800	11,700	11,500	11,500	0.0%	-2.5%
Real Estate	8,900	9,000	8,900	8,900	0.0%	0.0%
Professional & Business Services	102,100	101,800	99,400	101,700	2.3%	-0.4%
Professional, Scientific & Technical Services	51,300	50,900	50,100	50,700	1.2%	-1.2%
Architectural, Engineering & Related Services	8,500	8,600	8,300	8,400	1.2%	-1.2%
Management of Companies & Enterprises	9,800	9,900	9,800	9,800	0.0%	0.0%
Administrative & Support & Waste Services	41,000	41,000	39,500	41,200	4.3%	0.5%
Administrative & Support Services	39,000	38,900	37,400	39,200	4.8%	0.5%
Employment Services	14,700	15,100	14,300	15,000	4.9%	2.0%

March 23, 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 2011 Benchmark

Data Not Seasonally Adjusted

	Feb 11	Dec 11	Jan 12 Revised	Feb 12 Prelim	Percent Change Month	Year
Services to Buildings & Dwellings	9,700	10,100	9,900	9,900	0.0%	2.1%
Educational & Health Services	101,200	105,200	104,400	105,100	0.7%	3.9%
Health Care & Social Assistance	88,200	92,000	91,600	91,600	0.0%	3.9%
Ambulatory Health Care Services	37,700	38,900	38,700	39,200	1.3%	4.0%
Hospitals	22,800	23,100	23,000	23,100	0.4%	1.3%
Nursing & Residential Care Facilities	14,300	14,600	14,400	14,500	0.7%	1.4%
Leisure & Hospitality	81,200	77,300	75,500	76,700	1.6%	-5.5%
Arts, Entertainment & Recreation	14,800	11,600	11,600	11,600	0.0%	-21.6%
Accommodation & Food Services	66,400	65,700	63,900	65,100	1.9%	-2.0%
Accommodation	9,100	7,500	7,500	7,500	0.0%	-17.6%
Food Services & Drinking Places	57,300	58,200	56,400	57,600	2.1%	0.5%
Full-Service Restaurants	26,600	26,200	26,000	25,900	-0.4%	-2.6%
Limited-Service Eating Places	28,200	28,100	27,700	28,000	1.1%	-0.7%
Other Services	27,600	27,700	27,200	27,800	2.2%	0.7%
Repair & Maintenance	7,600	7,400	7,400	7,400	0.0%	-2.6%
Government	229,100	222,100	223,200	224,800	0.7%	-1.9%
Federal Government	13,800	13,500	13,400	13,300	-0.7%	-3.6%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	215,300	208,600	209,800	211,500	0.8%	-1.8%
State Government	111,400	107,800	108,000	108,800	0.7%	-2.3%
State Government Education	27,800	27,300	27,100	27,700	2.2%	-0.4%
State Government Excluding Education	83,600	80,500	80,900	81,100	0.2%	-3.0%
Local Government	103,900	100,800	101,800	102,700	0.9%	-1.2%
Local Government Education	61,200	58,800	60,000	61,200	2.0%	0.0%
County	18,400	18,100	18,100	17,800	-1.7%	-3.3%
City	9,900	9,600	9,400	9,400	0.0%	-5.1%
Special Districts plus Indian Tribes	14,400	14,300	14,300	14,300	0.0%	-0.7%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Justin Wehner 916/227-0298 or Diane Patterson 916/262-2286

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

#####

ITEM IV-G – 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

REGULAR 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, January 24, 2012
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 9:11 a.m. and read the Thought of the Day. Ms. Connie Wallace will serve as Secretary and called the roll. Ms. Rebecca Lewis will be serving as Parliamentarian.

Members Present:
Nadezhda Ruelas, Sacramento City Unified School District
Kiersten Gonzales, Sacramento City Unified School District (arrived at 9:15 a.m.)
Coventry St. Mary, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Vivian Gutierrez, WCIC
Frank Ybarra, WCIC
Amber Taylor, SETA-Operated Program
Socorro Gutierrez, SETA-Operated Program
Connie Wallace, SETA-Operated Program
Lucero Canto, Home Base Option
Blanca Rosales, Home Base Option
Reina Florez, Early Head Start (SOP)
Rebecca Lewis, Grandparent Representative
Tamara Knox, Past Parent Representative
Willie Jean Peck, Foster Parent Representative

New Members Seated:
Mr. Johnny Sanders, SETA-Operated Program was seated.

Members Absent:
Codie Riddick, Elk Grove Unified School District (unexcused)
Sarah Proteau, San Juan Unified School District (excused)
Trina Pelton, Twin Rivers Unified School District (excused)
Devon McCracken, SETA-Operated Program (excused)
Latreece Anderson, SETA-Operated Program (resigned)
Amarjit Gill, Past Parent Representative (excused)
Janet Diaz, Early Head Start (SJ) (unexcused)

Ms. Reina Florez assumed the Secretary position.

Ms. Kiersten Gonzales arrived at 9:15 a.m.

II. Consent Item

A. Approval of the Minutes of the January 3, 2012 Special Meeting

Minutes were reviewed; no questions or corrections.

Moved/S. Gutierrez, second/Lewis, to approve the January 3, 2012 special meeting minutes.
Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

III. Action Items

A. Selection of Committee Representatives for Program Year 2011-2012

1) Head Start Personnel/Bylaws Committee Representatives

Ms. Rebecca Lewis reviewed the purpose of this meeting. Ms. Vivian Gutierrez, the Parliamentarian, already serves on this committee. Others interested in serving: Rebecca Lewis, Coventry St. Mary, and Socorro Gutierrez.

2) Head Start Budget/Planning Committee Representatives

Mr. Roger Bartlett reviewed the purpose of this committee. This committee reviews the expenditures over the past month and make recommendations regarding budget modifications.

Ms. Nadezhda Ruelas already serves on this committee as Treasurer. Others interested in serving: Coventry St. Mary.

3) Head Start Social/Hospitality Committee: Ms. Florez and Ms. Ruelas are already on the committee. Ms. St. Mary provided an overview. Others interested in serving: Carolyn Wilson, Willie Jean Peck, Coventry St. Mary

4) Program Area Committees
   a) Early Child Development and Health Services and Parent/Family Support Committee: Ms. Gonzales stated that this committee looks at school readiness, attendance and family engagement. Those interested: Connie Wallace and Socorro Gutierrez
   b) Monitoring & Evaluation (aka: Self-Assessment) Committee: Ms. Brenda Campos reviewed this item, which is a committee of the whole. All board members were asked to participate in this committee.
   c) Male Involvement Committee: Mr. Robert Silva provided an overview of this committee. The third Wednesday of February is the regular meeting. Those interested: Reina Florez, Frank Ybarra, Vivian Gutierrez.

Moved/Ruelas, second/S. Gutierrez, to ratify the committee selections.
Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

B. Election of Representative and Alternate to the Community Action Board

Ms. St. Mary reviewed this item. Ms. Nancy Hogan provided an overview of the board.

Those interested in serving: Reina Florez, Willie Jean Peck.

Moved/Taylor, second/Peck, that the Policy council elect a representative and an alternate to the Community Action Board.
Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Peck and Ms. Florez spoke of their interest in serving on the CAB.

Votes: Reina: 7; Willie Jean: 8

Ms. Peck will serve as representative and Ms. Reina Florez will serve as alternate.

C. Selection of the SETA Head Start Health Services Advisory Committee (HSAC)

Ms. Brenda Campos stated that this committee is required due to the standards. This committee meets twice a year; the next meeting is in February in the Sequoia Room. This committee is open to all but Ms. Campos asked that those interested in participating must inform staff. All parents must confirm their attendance if they plan to attend. Those interested: Johnny Sanders, Socorro Gutierrez, Kiersten Gonzales, Rebecca Lewis, Reina Florez, Connie Wallace.

Moved/S. Gutierrez, second/Knox, to ratify the selection of members to serve on the SETA Head Start Health Services Advisory Committee.
Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

D. Selection of the Community Partnerships Advisory Committee (CPAC)

Ms. Terri Carpenter reviewed this committee. Ms. Carpenter is looking for parents to get involved in bringing information back to their centers. This committee meets twice a year, from 9-10:30 a.m. A lot of information is distributed via e-mail. Participation in this committee is a great way to find out what is happening in the community. Those interested: Vivian Gutierrez, Reina Florez, Connie Wallace, Willie Jean Peck, and Coventry St. Mary.

Ms. Carpenter asked for parents to keep an eye out for potential news articles. Call Ms. Carpenter at 263-7891.

Moved/Wallace, second/Sanders, to ratify the selection of members to serve on the Community Partnerships Advisory Committee.
Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Ruelas and Mr. Sanders left the room at 10:02 a.m.

E. Selection of Children's Dental Task Force Representative and Alternate

Ms. St. Mary reviewed this committee; the next meeting is scheduled for Wednesday, January 25.

Ms. Ruelas returned to the meeting at 10:06 a.m.

Those interested: Coventry St. Mary. Reina Florez.

Moved/Knox, second/Wallace, that the PC elect one representative and one alternate.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (St. Mary).

Ms. Florez volunteered to be the alternate. Ms. St. Mary will serve as the representative and Ms. Florez will serve as the alternate.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar of events.

Mr. Sanders returned to the meeting at 10:13

There are Budget/Planning Committee meetings scheduled for March 2, 9-11 a.m., and March 9, 9-11 in the Oak Room.

Ms. Socorro Gutierrez left the room at 10:15 a.m.

- Parent/Family Support Unit Events and Activities: The Social Hospitality Committee will meet the last Thursday in February.
- Parent/Staff Recognitions: January birthdays: Tamara Knox (January 15), Reina Florez (January 25), Rebecca Lewis (January 13).

Ms. Socorro Gutierrez returned at 10:20 a.m.

- Community Resources-Parents/Staff: Ms. Lewis reported on the most recent Black Infant Health Committee held the second Tuesday; they talked about the public health officer position which is still unfilled since September of last year. Dr. Moynihan feels the reason is that the public health officer is not granted a car (they have to submit mileage) and they are not given the support needed. Dr. Moynihan said that the pay for public health officer is commensurate with positions state wide. Field Infant Mortality Review was reported; epidemiologists are needed for this review. There is a budget of $3-4,000 to cover 60 jurisdictions. Ms. Sharon Sappho of the Black Infant Health Committee, is applying for a $25,000 grant. The

Committee will be celebrating Healthy Family on March 17. On January 21 there was a mental health kickoff at Sam Pannell Community Center; post-partum depression workshops are available. The good news is that Life Plan for teen moms was awarded a state-wide grant for three years. Dee Dunn can be contacted for additional information regarding teen pregnancy programs.

Ms. Reina Florez spoke of a teen pregnancy prevention program called Field of Dreams located at 1800 T Street. The kids can go there to be tested.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that five months into the grant year there is an expectation that the grant would be spent by 41.7%; the total grant spent is around 36%. The Agency is required by law to provide 25% of the federal share in the form of non-federal match; this number is slightly behind due to slow reporting at the delegate level. Administration must not be spent over 15% of the federal funds and the budget shows administrative expenditures at 10.8% funds. There is a small ARRA mentor coach grant that ends February 28. Currently, 71% of the grant has been expended, which is almost all personnel; Mr. Bartlett expects to have it completely spent. The American Express card report was reviewed.

Ms. Tamara Knox left the room at 10:26 a.m.
Ms. Nadezhda Ruelas was excused 10:30 a.m.

B. Governing Board Minutes of November 3, 2011: No questions.

C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Florez reviewed the Executive Committee critique.
- Budget/Planning Committee: Ms. Socorro Gutierrez provided a review of the last Budget/Planning Committee. There are several meetings being planned to work on the upcoming budget.

VI. Other Reports

A. Executive Director's Report: No report.
B. Head Start Deputy Director's Report
   - Monthly Head Start Report: Ms. Lee reported that the Federal government has signed appropriations for 2012-2013 with no apparent Head Start cuts. Ms. Lee has not received an actual refunding letter. Advocacy is a really important issue. There is a lot going on with the elections so parents' voices are very much needed. At the State level, there is a lot of energy; Governor Brown proposed significant cuts especially for First 5, but this money was almost all returned. Proposed

State cuts are at $23 million. If a program is under earning, then the money will be *swept* for the coming year.

Ms. Knox returned at 10:37 a.m.

When a child is not in attendance, the program they are enrolled in is not paid. This could result in a significant amount of money lost. Staff anticipates a standard reduction in the amount given for kids in classes. This could result in fewer programs or fewer slots for kids.

Ms. Lewis asked if there would be modifications made at Head Start regarding the expected number of kids in a classroom. Ms. Lee replied that Ms. Carr is heading up an attendance campaign at the city level as well as the Head Start program. The overall goal is school readiness. CDE has already taken the dollars from under earning programs, but the delegate agencies may have had funds taken back. The proposal for the reduced daily rate may affect SETA. Many stand-alone programs may not be able to afford to provide services if the cuts continue.

C. Head Start Managers' Monthly Reports

- Lisa Carr, Parent/Family Support Unit: Fishing in the City in the Elk Grove Park flyers will be distributed to sites for SOP and delegates. On February 15, KVIE will be holding a workshop entitled "TV as a Learning Tool, at the SETA offices; board members were asked to sign up beforehand. Dinner and child care will be available. The county-wide parent conference will be held April 21 at the Charles A. Jones Skills Center. Child care will be available; flyers will be sent out.

Ms. Carr reviewed some changes coming to the state-funded programs. There will be eligibility changes in the 2012-13 program, which begins July 1. To qualify for the full day program, families must be: 1) referred by CPS (automatically quality for full day slot), 2) families with lowest income and the highest need, and 3) income qualified and need. For full day services there has always been a need requirement (school, working, or statement of incapacity). The governor is looking at a program for moving parents from cash assistance to working. If the child is under 6 years of age, the parent must be in work or a work activity for a minimum of 20 hrs./week. No program will be able to serve families seeking employment or families in school unless parents are in a vocational training program, or seeking a high school diploma or GED. If there is a statement of incapacity, families will no longer qualify for Head Start services.

Mr. Sanders asked when parents will be notified and Ms. Lee stated that parents will be given a minimum of 14 days' notice.

Ms. Florez asked if this would affect Head start staff and Ms. Carr replied that it probably will not affect staff but it will affect mostly the children that will be enrolled. Eligibility is not a definite, although there will be a budget cut. Parents

are encouraged to lobby on behalf of Head Start. Ms. Lee stated that board members will be sent information regarding the potential cuts. Ms. Carr stated that child care is just one portion of the proposal to make families eligible for their participation in a child care program.

- Brenda Campos: Grantee Program Support Services: The Quality Assurance Unit began in January; staff will be introduced in February. Each program is being requested to do a program information report. This report is an overview of the program due to the Office of Head Start by August 1.
- Karen Gonzales: Child Development and Education Services: Ms. Gonzales stated that her department looks at school readiness, and where kids are at the mid-point of the year. Some of the delegates do assessments at the beginning and the end of the program. With the new school readiness, it has been shown that it is important to do three assessments: beginning, middle of the program, and at the end. Staff has been meeting with the delegates to encourage them to perform a third assessment. Data received show children scoring the highest levels in the creative arts (63%) and physical development (59%). Areas to work on include: literacy (31%) and math (34.9%). A second assessment will be done in February so data will be brought forward in March.

D. Chair's Report: Ms. St. Mary asked if Board members were amenable with sharing their information included in the roster; all agreed.

Ms. Kierstan Gonzales was excused at 11:06 a.m.
Mr. Johnny Sanders was excused at 11:15 a.m.

III. Action Items (continued)

F. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957** – and -
CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957: Dropped from the agenda.

The board went into closed session at 11:18 a.m. Ms. St. Mary called the meeting back to order at 11:41 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: 1) Early Head Start Educator, 2) Associate Teacher, Tier II & III, and 3) Associate Teacher/Infant Toddler.

E. Open Discussion and Comments: Board members were asked to contact Ms. LaShaun Burke at 263-3878 or Ms. Nancy Hogan at 263-3827 for their meeting reimbursements.

F. Public Participation: None.

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

SETA Head Start
Food Service Operations Monthly Report
*February 2012

February 6th - Central Kitchen Visit / Observation Charlene Broomhead, The Hartford Insurance Group.

February 17th - Nedra Court morning Classes closed due to gas left on overnight.

February 20th - Presidents Day Holiday

February 21st - Vineland Center Closed due to School District Schedule.

February 22nd - Non-Student Day All Centers Closed

Meetings and Trainings:

SERV SAFE Training attended by Connie Otwell, Rosa Alatorre and Gabriel Flores on February 7, 2012
Total Cost of Serv Safe Training for 11 Staff $1,265.

Program Support Services Meeting attended by Connie Otwell February 16, 2012.

Food Service Quarterly Meeting attended by all the Food Service Staff on February 17, 2012

SFS's Strategic Planning Part 2 Meeting attended by Connie Otwell February 24, 2012.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
41,522	25,698	28,322	0

Total Amount of Meals and Snacks Prepared 95,542

Purchases:

Food	$76,512.38
Non - Food	$15,610.27
Building Maintenance and Repair:	$1,050.00
Kitchen Small Wares and Equipment:	$99.13
Vehicle Maintenance and Repair :	$2,108.67
Vehicle Gas / Fuel:	$2,123.71
Normal Delivery Days	20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

(As of 02/29/12)

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.

Agency/AFE (HS)(EHS)	Head Start #IEP (% AFE)		Early Head Start #IFSP (%AFE)	
Twin Rivers USD (211)	20	(9%)	N/A	
Elk Grove USD (420)	40	(10%)	N/A	
Sacramento City USD (1292) (147)	143	(11%)	15	(10%)
San Juan USD (700) (161)	65	(9%)	17	(11%)
WCIC (120)	9	(8%)	N/A	
SETA (2796) (345) (1878 Tracks)	184	(10%)	54	(16%)
County (4621)* (653)*	**461**	**(10%)**	**86**	**(13%)**

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

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

February, 2012

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	372	89
Sacramento City USD	1,292	1,309	101	1,106	86
Sacramento Employment and Training Agency	1,874 (2,778)	1,921	103	1,460	78
San Juan USD	700	700	100	558	80
Twin Rivers USD	211	211	100	186	88
WCIC/Playmate Head Start	120	120	100	98	82

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	149	101	108	73
Sacramento Employment and Training Agency	345	345	100	260	75
San Juan USD	161	163	101	129	81

(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

Spring

Transition Services Update
Howe, Dyer-Kelly, Pasadena, Encina and Dom Way were visited with a focus on Kindergarten registration that included registration packets, transition information, open enrollment and ways to prepare children for Kindergarten. Parents also received books and a take-home transition activity. They had an opportunity to ask any questions on how to register their child at San Juan Central and were informed of their home school.

The Grand Opening of the Dom Way Primary Center was held on Feb.14th. Parents were invited to visit the resource center where they had access to many community resources such as Kinder Transition, WIC, food closet, clothes closet, and School Readiness information. An Intervention Specialist from the Del Paso Family Resource Center attended and will continue to attend once a week to be available for the parents.

Program Support/Staff Training Update
All Child Development Assistants were given the six hour CLASS Overview training. There is an increased involvement in the taking of anecdotal notes and the general participation on the part of the assistants in the classroom activities.

Fiscal Update
February brought to a close the completion of the Head Start and Early Head Start Grant Application. It was submitted to SETA on March 1st. The entire application will be going to the SJUSD Board for approval on March 13, 2012. It was approved by the SJUSD Head Start/Early Head Start Parent Committee on February 16th.

Head Start and Early Head Start as of February are 42% through the 2012 Fiscal Year. Currently both are little overspent, but plans have been put into place to put the programs back on track as of March.

Early Head Start
Three staff members attended the Toddler CLASS training to become certified evaluators. This information will be incorporated into next year's training plan. The Toddler CLASS is not yet a requirement of EHS.
Quarterly case management, home visits and parent conferences are now completed. Guiding parents through the enrollment process to transition to Head Start is a big focus of these conferences.
Completing the grant for next year is an exciting process, and always more so when it is complete! Continuing to provide excellent services to children and families for another year is our top priority.

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
February was very eventful with the annual Black History Month celebration. To honor the many contributions made by African American inventors, entertainers, politicians and other noteworthy people, the students participated in special performances for the parents. Each classroom celebrated with dances, songs, poetry and skits to the delight of the parents, community members and staff. Throughout the month, informative posters were displayed throughout the campus which provided the campus visitors with additional facts and reading materials related to Black History Month.

Professional Development
The next district wide professional development day will be on March 30th. Staff will continue training on the implementation of the Enlightened Discipline philosophy. The book's author will again be present for the training opportunity to provide great insight to preschool staff regarding the three rules of Be Safe, Be Clean and Be Kind. Preschool staff also participated in the monthly Education Component meeting with the focus of individualization for lesson plans, parental input for lesson plans as well as the use of DRDP data for the action plans.

Components
The Nutrition Component Leader continues the follow-up on hemoglobin and blood lead tests and the monthly parents and student nutrition activities. Parents participated in a nutrition activity in which the nutrition recipe for delicious and nutritionally valuable apple pie was shared.

The Health Component Leader continues to follow up on screenings and send parents notification for any needed medical information.

The School Social Worker/Counselor continues the Family Partnership Agreement with the incoming families as well as supporting classroom teachers with classroom observations and implementation of behavioral strategies/interventions.

The Component Leader also continues assessing mental health referrals that have been submitted by the teaching staff and parents for social skills and behavior intervention. The social skills and friendship groups continue for referred students who need assistance with anger management techniques and social skills.

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

The Education Component Leader continues to support classroom teachers with file management and classroom strategies. The mid-year DRDP assessments and final home visits were completed by all teachers. The Education Resource Teacher completed CLASS assessments on all of the Head Start classes.

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

Policy and Parent Committees
The Parent Committees at both Supplemental sites held parent meetings. The Policy Committee held the monthly meeting on February 15, 2012. During the meeting, members postponed the action items and discussed fundraising ideas, school picture provider and the See's gift cards. Members received copies of monthly Component reports. The next Policy Committee meeting will be held on March 7, 2012 for the grant application approval.

Parenting
The parenting classes in collaboration with the Mutual Assistance Network (MANN) will begin in March 2012 with childcare also being provided through Child Action. Parents are encouraged to attend the parenting classes.

Fiscal: any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds. Teaching staff completed their final classroom orders based on the results of their ECERS and DRDP-PS action plans.

WCIC

Program Design and Management
WCIC's management continues to value staff development/education, team leadership, team-building, and stability of diverse quality staff.

During the month of February 2012, the Program Design and Management Team had discussions with staff on their definitions and understandings of WCIC/Playmate Head Start Programs' Accountability, Transparency, and Quality Assurance.

Family and Community Partnerships

Family and Community Partnership(s) Development: Ms. Jaramillo, Family Services Worker, attended the Sacramento Lead Collaborative meeting on Thursday, February 23, 2012 from 1:30 p.m. to 3:00 p.m. at the Colonial Heights Library. She shared that language(s) materials would be available in English, Chinese, Hmong, Laotian, Russian, Spanish, and Vietnamese.

Health Screenings

WCIC/Playmate Head Start Program children received their second dental screening and fluoride varnishes from the Sacramento County Smile Keepers Dental Health Program on February 14, 2012 and February 15, 2012.

Operation DETECT Health Fair Screenings in collaboration with WCIC, The Brickhouse Gallery, Sanofi Aventis, Fortitude Health and Wellness, Inc., and Healing Our Village (HOV) is in the planning stage for March 2012.

Early Childhood Education

WCIC/Playmate Head Start Program received "Math Activities" Training by Liz Aguilar, Education Consultant, from Sacramento Employment Training Agency on February 24, 2012. She passed out the Mathematics Handbook from CPIN and asked teaching staff if they preferred literacy or math more. Most of the teachers preferred literacy over math. However, math activities are aligned with the developmental trajectories described in the CPIN, volume 1, Mathematics Domain. The tool is used for understanding trends in child growth and learning. Research has shown when children routinely engage in mathematics in everyday activities, children are more likely to flourish in mathematical development. Early experiences with small number, simple patterns, basic shapes, and nonstandard measurement are the basic building blocks for mathematical achievement. These skills form the foundations for learning algebra, geometry and data analysis in elementary school and are linked to later outcomes in reading and math.

WCIC/Playmate Head Start Programs' teaching team received weekly Mentor Coaching from Ms. Wanda Baker from the (Grantee) Sacramento Employment Training Agency. She provided the teaching staff with a variety of ways to transition from one activity to another in and out of the classroom. Ms. Baker also demonstrated to the teachers how to communicate effectively with parents/guardians. In addition, Ms. Baker explained the importance of individualizing the child needs and classroom management. Ms. Baker assisted all teachers with classroom management and provided teaching staff with positive feedback. Ms. Baker has a passion in what she shared as well as the showmanship of a Mentor Coach's confidence and self-esteem. Ms. Baker's last day was February 29, 2012.

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

ACF-IM-HS-12-01 Choosing an External Auditor

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.