



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

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Board of Supervisors  
County of Sacramento

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Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

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

**KATHY KOSSICK**  
Executive Director

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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, June 7, 2012

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

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

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

**AGENDA**

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

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| F. | Approval of Revised Vendor Services (VS) Request for Qualifications (RFQ) (Michelle O'Camb)  | 12-13 |

**III. Action Items**

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

**Refugee Services:** None.

**One Stop Services**

- |    |  |       |
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**Community Services Block Grant**

- |    |  |       |
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| 5. | Approval of Resolution to Accept Program Year 2012 Community Services Block Grant (CSBG) Discretionary Targeted Initiatives and Innovative Projects Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement (Cindy Sherwood-Green) | 37-38 |
|----|--|-------|

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

**IV. Information Items**

- |    |   |       |
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| B. | Third Quarter Reports – Sacramento Works One Stop Career Center System (Ralph Giddings/Robin Purdy)   | 42    |
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| E. | Fiscal Monitoring Reports (Roy Kim) <ul style="list-style-type: none"> <li>➤ City of Sacramento</li> <li>➤ Department of Human Assistance</li> <li>➤ Elk Grove Unified School District</li> <li>➤ Folsom Cordova Community Partnership</li> <li>➤ Greater Sacramento Urban League</li> <li>➤ San Juan Unified School District</li> <li>➤ Slavic Assistance Center</li> <li>➤ Visions Unlimited</li> </ul> | 47-63 |
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- V. **Reports to the Board** 98
- A. Chair  
B. Executive Director  
C. Deputy Directors  
D. Counsel  
E. Members of the Board  
F. Public
- VI. **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**  
Pursuant to Government Code Section 54957.6  
Agency Negotiator: Ed Takach  
Employee Organization: AFSCME Local 146
- VII. **Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, MAY 30, 2012**

ITEM II-A - CONSENT

MINUTES OF THE APRIL 30, 2012 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 30, 2012 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

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

Monday, April 30, 2012  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:01 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

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

- Recognition of Long Term Employee: Ms. Robin Purdy recognized Ms. Cindy Sherwood-Green's 25 years of service to SETA. Ms. Sherwood-Green expressed her appreciation for her co-workers and the agency.

**II. Consent Items**

- A. Minutes of the April 5, 2012 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Annual Self-Assessment for 2011-2012 and Resulting Program Improvement Plan SETA-Operated Program
- D. Approval to Submit the Continuation Application for Targeted Assistance Discretionary Grant Funds to Serve Newly Arrived Refugees, PY2012-2013
- E. Ratification of the Submission of a Proposal to the U.S. Department Of Justice, Office of Justice Programs, Bureau of Justice Assistance for "Anti-Human Trafficking Training and Technical Assistance for Tribal Law Enforcement" Grant and Authorize The Executive Director to Execute the Cooperative Agreement and any Modifications or other Documents Required by the Funding Source

The consent items were reviewed; no questions or corrections.

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

- A. Approve the April 5, 2012 Minutes.
- B. Approve the claims and warrants for the period 3/30/12 through 4/18/12.

- C. Approve Program Year 2011-2012 Self Assessment and resulting Program Improvement Plan.
- D. Approve the submission of the continuation application for Discretionary Targeted Assistance Discretionary Grant Funds to serve newly arrived refugees who have been unable to achieve economic self-sufficiency, PY2012-2013.
- E. Ratify the submission of the proposal for the Anti-Human Trafficking Training and Technical Assistance for Tribal Law Enforcement grant to U.S. DOJ / OJP / BJA requesting \$305,000 for the one year (12 month) project period and authorize SETA's Executive Director to execute the cooperative agreement, modifications and any other documents required by the funding source.  
Voice vote: Unanimous approval.

### **III. Action Items**

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

- 1. Approval to Release a Request for Proposals for a Payroll Software System

Mr. Rod Nishi stated that this RFP solicits proposals from providers of payroll software systems designed to meet the Agency's current and projected needs. An offerors' conference is scheduled for May 7.

Moved/Yee, second/Pannell, to approve the release of a Request for Proposals (RFP) for a payroll software system.

Voice Vote: Unanimous approval.

- 2. Approve Augmentation for Safe Community Partnership Street Outreach Services

Ms. Christine Welsch reviewed this item. SETA currently partners with the City of Sacramento. The Effort is in need of funds to cover the gap to augment their existing contract. SETA and the City of Sacramento will be applying for grants to continue the initiative.

Ms. Pannell stated that she hopes to continue Cease Fire because it is working. Ms. Welsch stated that the Agency has applied for state grant and a federal grant. In addition, the City of Sacramento is submitting a proposal, some of which will go directly to the Cease Fire program.

Moved/Pannell, second/Yee, to approve the augmentation of \$16,200 to the Effort for Safe Community Partnership Street Outreach Services.

Voice Vote: Unanimous approval.

Ms. Welsch stated that staff will be sending information under separate cover to show the outstanding results of the program in South Sacramento.

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

**Refugee Services:** None.

**One Stop Services:** None.

**Community Services Block Grant:** None.

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

Ms. Denise Lee reported that she would review the items together and requested one vote on the action items.

All of these items were reviewed and approved by the Head Start Policy Council at their April 24 meeting.

### **1. Approval of Fiscal Year 2012-2013 Head Start/Early Head Start Budget**

The Head Start/Early Head Start Budget for Fiscal Year 2012-2013 in the amount of \$50,410,127, which includes Basic, including supplemental funding; Training and Technical Assistance, and a .72% Cost of Living Adjustment.

### **2. Approval of Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application**

A copy of the Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application was distributed. Ms. Lee reviewed the listing of SETA-Operated Program and delegate agency center locations.

### **3. Approval of Fiscal Year 2012-2013 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals**

Ms. Lee reviewed the Fiscal Year 2012-2013 Head Start/Early Head Start Training/Technical Assistance Plan in the amount of \$394,361 for Head Start, and \$180,094 for Early Head Start. The Budget/Planning Committee met several times to develop these goals.

### **4. Approval of Fiscal Year 2012-2013 SETA-Operated Program Tracks**

Ms. Lee reviewed the Fiscal Year 2012-2013 SETA Operated Program Tracks. Sacramento is the only program that offers year-round services via the program tracks. This also allows staff to work throughout the year.

### **5. Approval of Fiscal Year 2012-2013 Sacramento County Program Options/Grantee and Delegate Agencies**



Ms. Lee explained that options are whether the classrooms are four days a week or five days a week; this also includes the home based program.

Ms. Lee reported that there is one center change for the SOP. SETA leases a center at Grant Skills Center through Twin Rivers Unified School District. The District has requested the use of the SETA classrooms and has offered alternative space at North Avenue. This is 2.4 miles from the existing location. All of the families will be coming back with the exception of 10 families that chose to go to other centers.

Ms. Lee discussed the possibility of providing longer hours at the Walnut Grove center during picking time and then modify the hours when picking time is over.

Moved/Nottoli, second/Pannell, to approve items C1-5 as follows:

1. Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Budget in the amount of \$50,410,127 for Basic, Training/Technical Assistance and Cost of Living Adjustment (COLA).
2. Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application.
3. Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.
4. Approve Fiscal Year 2012-2013 SETA Operated Program Tracks.
5. Approve Fiscal Year 2012-2013 Sacramento County Program Options/Grantee and Delegate Agencies.

Voice Vote: Unanimous approval.

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

- A. Fiscal Monitoring Reports: No comments.
- B. Employer Success Stories and Activity Report: None
- C. Dislocated Worker Update: Mr. William Walker reported that he recently received notification of a call center closing in Folsom; this will result in 220 people being dislocated.
- D. Head Start Reports: No additional report.

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

- A. Chair: Ms. Scherman reminded the audience of the upcoming Western Festival in Elk Grove.
- B. Executive Director: Ms. Kossick thanked the board for adjusting their schedules.
- C. Deputy Directors: Ms. Lee thanked board members for attending today's special meeting. In addition, Ms. Lee thanked Mr. Yee for reading to the children. He

did a great job and was very animated. Ms. Lee reported that during Literacy Week, over 90 readers participated.

- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

**VI. Adjournment:** The meeting was adjourned at 11:01 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/19/12 through 5/31/12, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 4/19/12 through 5/31/12.

STAFF PRESENTER: Roy Kim

ITEM II-C - CONSENT

RATIFICATION OF THE SUBMISSION OF FISCAL YEAR 2012-13  
FACILITIES RENOVATION AND REPAIR APPLICATION TO THE CALIFORNIA  
DEPARTMENT OF EDUCATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to ratify the May 17, 2012 submission of the 2012-13 Facilities Renovation and Repair Grant Application to the California Department of Education in the amount of \$23,000. These funds are designated for health, safety and repair items within a center/classroom.

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

<u>Job Corps Early Learning Center:</u>	\$ 6,000
Replacement of concrete pathway in preschool play yard	

<u>Mather Early Learning Center:</u>	\$17,000
Replace classroom carpet	
Replace linoleum in three bathrooms	

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

RECOMMENDATION:

Ratify the submission of the Fiscal Year 2012-13 Facilities Renovation and Repair Grant Application to the California Department of Education in the amount of \$23,000.

STAFF PRESENTER: Denise Lee

## ITEM II-D - CONSENT

### RATIFICATION OF THE SUBMISSION OF AN APPLICATION TO THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES (CDSS) - REFUGEE PROGRAMS BUREAU (RPB) FOR OLDER REFUGEE DISCRETIONARY GRANT FUNDS TO SERVE ELDERLY REFUGEES, PY2012-2015

#### BACKGROUND:

The Office of Refugee Resettlement (ORR) announced a funding opportunity to provide services to refugees who are age 60 or older. The California Department of Social Services—Refugee Programs Bureau (RPB) will be submitting a single state application to ORR. The maximum, single state, application amount is \$400,000 in Older Refugee Discretionary Grant (ORDG) funds for up to 3 years. If funded, RPB will annually allocate funds on the basis of elderly refugee populations by county. This is done in accordance with the number of refugees currently receiving aid in a county who are 60 years of age or older as of March 2012. ORDG funds will be to assist older refugees in accessing naturalization/citizenship and social adjustment and acculturation services.

Preliminary estimates are that Sacramento County would receive approximately \$38,000. In order to prepare the state application, RPB requested that SETA provide a summary of its local project. Staff prepared a project proposal and submitted it to RPB by the required deadline of May 29, 2012.

SETA discussed the proposed ORDG project with the local refugee service providers that currently work with Sacramento's elderly refugee population. Services proposed will be delivered through the following 3 contracted refugee program providers serving the elderly population. All 3 providers are either meeting or exceeding current contractual service levels:

- ❖ Hmong Women's Heritage Association, Inc.
- ❖ Slavic Assistance Center, Inc.
- ❖ Southeast Asian Assistance Center, Inc.

Staff is seeking the ratification of the submission of SETA's application to CDSS—RPB by the deadline of May 29 in response to ORR's ORDG funding opportunity.

#### RECOMMENDATION:

Ratify the submission of the application for Older Refugee Discretionary Grant (ORDG) funds to provide citizenship/naturalization and social adjustment and acculturation services to refugees 60 years of age or older, PY2012-2015.

STAFF PRESENTER: Michelle O'Camb

## ITEM II-E - CONSENT

### CONDITIONAL APPROVAL OF THE IMPLEMENTATION OF THE U.S. DEPARTMENT OF LABOR (DOL), EMPLOYMENT AND TRAINING ADMINISTRATION'S (ETA) WORKFORCE INVESTMENT ACT (WIA) WAIVERS FOR PROGRAM YEAR 2012-13 (PY)

#### BACKGROUND

On June 27, 2011, the U.S. Department of Labor (DOL)—Employment and Training Administration (ETA) granted approval of the State of California—Employment Development Department's (EDD) request to extend its PY 2010-11 pre-existing waivers of the Workforce Investment Act (WIA) through June 30, 2012. Current statewide waivers for PY 2011-12 include:

- **Eligibility of Training Providers** - The waiver of the time limit on the period of initial eligibility for the State's Eligible Training Provider List (ETPL) of vocational training providers. This waiver encourages broader participation on the ETPL and minimizes the management burden for the local areas.
- **Common Measures** - The waiver to permit the State to replace the 17 performance measures under WIA Section 136(b) with Department of Labor (DOL) Common Measures.
- **Incumbent Worker Training (IWT)** - The waiver to permit local areas to use up to 10% of their adult and dislocated worker funds for IWT as part of a lay-off aversion strategy. Training delivered under this waiver is restricted to skill attainment activities.
- **Customized Training** - The waiver of the required 50% employer contribution for customized training. This waiver permits the use of a sliding scale for the employer contribution based on the size of the business.
- **Transferability of Adult and Dislocated Worker Formula Funds** - The waiver to limit the allowable transfer amount between adult and dislocated worker funding streams to 50 percent.
- **Individual Training Accounts** - The waiver of the prohibition to use Individual Training Accounts (ITA) for older and out-of-school youth. This waiver offers youth who are determined not to follow an academic track, and are instead focused on employment, to have the same advantages of ITAs as adults and dislocated workers.

STAFF PRESENTER: Michelle O'Camb

ITEM II-E - CONSENT (continued)

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- **Increase in Employer Reimbursement for On-the-Job Training** - The waiver of Section 101(31)(B) of the WIA permits up to 90 percent wage reimbursement to OJT employers. Reimbursement will be based on a sliding scale according to the following employer size:
  - Up to 90 percent of a participant's wage rate for an employer with 50 or fewer employees
  - Up to 75 percent of a participant's wage rate for an employer with 51-250 employees
  - Up to 50 percent of a participant's wage rate for an employer with more than 25 employees
  
- **Use of Rapid Response Funds to Conduct Incumbent Worker Training (IWT) Activities** - This approved waiver of Section 134(a)(1)(A) of the WIA permits a portion of Rapid Response (RR) funds to be used for IWT activities. Under this waiver a LWIA may use up to 20 percent of its RR funds for IWT only as part of a lay-off strategy. Training delivered under this waiver will be restricted to skill attainment activities.

In anticipation of the State requesting an extension of its existing PY 2011-12 statewide waivers for PY 2012-13, staff is seeking approval to implement the existing eight waivers listed above through June 30, 2013, contingent upon DOL's approval.

RECOMMENDATION

Approve the implementation of the eight existing statewide WIA waivers listed above for PY 2012-13, contingent upon the U.S. DOL's approval.

STAFF PRESENTER: Michelle O'Camb

## ITEM II-F – CONSENT

### APPROVAL OF REVISED VENDOR SERVICES (VS) REQUEST FOR QUALIFICATIONS (RFQ)

#### BACKGROUND:

On December 5, 2005 the SETA Governing Board approved the release of the Vendor Services (VS) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide services to eligible adults and dislocated workers in an effort to prepare them for participation in the labor force and to expand SETA's VS List. On February 2, 2006 the SETA Governing Board approved amendment to the RFQ to include Youth services. On August 2, 2007, the Governing Board approved another amendment to the RFQ to include Child Development (ages 0-5) and Family services. On September 1, 2011, the SETA Governing Board further amended the VS RFQ to include an On-the-Job Training/Subsidized Employment (OJT/SE) "pay-for-performance" service.

Staff is seeking approval of a fourth amendment to the RFQ (sent under separate cover) to include Street Outreach services for adults and youth to support Sacramento's Safe Community Partnership and to add Alternative Secondary School Services to the menu of adult vendor services.

The Safe Community Partnership is a public-private partnership working together to reduce homicides and gun-related street violence. The goal is to make communities safer while providing young people at risk of violence with a real opportunity to turn their lives around. As part of the strategy, Street Outreach services present a strong community presence in the targeted areas, spreading the violence prevention message, defusing tensions between individuals and gangs, and connecting at-risk individuals to educational opportunities, job training, and follow-up support.

Street Outreach services are targeted to specific communities, organizations and other groups at risk of gang involvement. Approved vendors will participate as a member of the Safe Community Partnership team to identify and reach out to youth engaged in and/or at risk of gang involvement. Street Outreach responsibilities include:

- Creating a public safety presence of credible street workers in high violence areas;
- Building relationships with residents, their families, and friends, including "street leaders," to promote positive life choices that build healthy communities;
- Coordinating appropriate crisis responses to youth following episodes of violence;

STAFF PRESENTER: Michelle O'Camb



ITEM II-F – CONSENT (continued)  
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- Connecting high risk individuals to resources;
- Resolving conflicts and mediating between youth and other groups;
- Proactively preventing the escalation of tension that is likely to lead to violence;
- Acting as a liaison between participants and service providers to access services; and,
- Working with targeted populations of youth and young adults who are at the highest risk for involvement in street violence.

Alternative Secondary School Services are activities directed toward the completion of a high school diploma or its equivalent. The current RFQ limits this activity to youth clients. Approval of the *revised* VS RFQ will provide access to Alternative Secondary School Services for adult clients in need of obtaining their GED

RECOMMENDATION:

Approve the release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ) to include Street Outreach services for adults and youth and to add Alternative Secondary School Services for adults.

STAFF PRESENTER: Michelle O’Camb

ITEM III-A – 1 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FIRST READING OF THE  
PROPOSED SACRAMENTO EMPLOYMENT AND TRAINING AGENCY BUDGET  
FOR FISCAL YEAR 2012-2013**

BACKGROUND:

Historically, the SETA Governing Board holds a first hearing on the annual budget in June of each year, with the final adoption of the Agency budget in August. The June budget is a proposed budget to provide authority to operate in the new fiscal year and is required by the County of Sacramento by June 30, 2012.

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

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

RECOMMENDATION:

Open a public hearing on the Agency budget to receive input, and continue to August 2, 2012, where the public hearing will be closed and the Agency budget adopted.

STAFF PRESENTER: Roy Kim

ITEM III-A – 2 - ACTION

APPROVAL OF SERVICES CONTRACTS FOR HEAD START  
JANITORIAL SERVICES AND AUTHORIZE THE EXECUTIVE DIRECTOR  
TO SIGN THE CONTRACTS

BACKGROUND:

On January 5, 2012 the SETA Governing Board approved the release of a Request for Proposals (RFP) for Janitorial Services with proposals due on February 3, 2012. This RFP solicited proposals for twenty seven Early Learning Centers that require daily janitorial services as well as four sites that are in need of tri-annual janitorial services. Seventeen proposals were received by the due date. An evaluation team reviewed the proposals based upon the criteria outlined in the RFP.

On April 5, 2012, a total of seven proposals were brought forward to the SETA Governing Board. The Governing Board authorized staff to enter into negotiations with the seven proposers. Staff met individually with each janitorial company on May 1, 2012. The following table depicts the companies and their negotiated cost per site. The total annual negotiated cost is \$289,041.78. This does not include the cost for the North Avenue site which is under negotiation. The current annual cost for janitorial services is approximately \$300,000.

<b>New Generation</b>	
Fruitridge	\$11,400
Hillsdale	\$15,420
Hopkins	\$9,180
Illa Collin	\$7,020
Phoenix Park	\$9,000
Solid Foundation	\$8,544
Parker (tri-annual)	\$387.18
Total	\$60,951.18

<b>Hands-On</b>	
Kennedy Estates	\$7,327.68
La Verne Stewart	\$8,403.96
Total	\$15,731.64

<b>Custom Hi-Tech</b>	
New Helvetia I	\$8,520
New Helvetia II	\$7,560
Whispering Pines	\$13,080
Strizek (tri-annual)	\$1,725
Total	\$30,885

STAFF PRESENTER: Rod Nishi

ITEM III-A – 2 – ACTION (continued)  
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<b>MCH</b>	
Auberry Park	\$6,750
Galt	\$21,600
Grizzly Hollow	\$11,520
Nedra Court	\$16,800
Walnut Grove	\$8,286
Vineland (tri-annual)	\$690
Total	\$65,646

<b>Tee Janitorial</b>	
Bannon Creek	\$11,100
Bright Beginnings	\$11,100
Elkhorn	\$18,480
Northview	\$19,500
Freedom Park (tri-annual)	\$4,500
Total	\$64,680

<b>Quality</b>	
Job Corps	\$4,212
Norma Johnson	\$6,468
Total	\$10,680

<b>Customized</b>	
Broadway	\$10,191.72
Country Wood	\$7,114.44
Crossroad Gardens	\$11,152.56
Mather	\$12,009.24
Total	\$40,467.96

**RECOMMENDATION:**

Approve the janitorial services contracts for Head Start contractors as noted above. These contracts will be three (3) years with an opportunity to extend 3 times for an additional one (1) year. Authorize the Executive Director to sign these contracts.

**STAFF PRESENTER:** Rod Nishi

## ITEM III-A – 3 - ACTION

### APPROVAL OF NON-COMPETITIVE PROCUREMENT FOR PAYROLL SOFTWARE SYSTEM, APPROVAL TO NEGOTIATE A SERVICES CONTRACT AND AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO EXECUTE THE SERVICES CONTRACT

#### BACKGROUND:

On April 26, 2012 the SETA Governing Board approved the release of a Request for Proposals (RFP) for a payroll software system.

SETA conducted the following procurement procedures:

- Public Notice announcement was posted in the Sacramento Bee and on the SETA website.
- A non-mandatory Proposers' Conference was held on May 7, 2012. No potential proposers were present. Proposals were due on May 24, 2012.
- On May 24, 2012, one proposal was received from the High Line Corporation at a monthly rate of \$5,075.

SETA's Procurement Policies and Federal Regulations permit non-competitive procurement if, after solicitation of a number of sources, competition is deemed inadequate. High Line Corporation has been SETA's current payroll services vendor since July 2010, and its proposal has been evaluated and determined to meet the requirements set forth in the stated RFP.

Staff requests that the SETA Governing Board find that, after solicitation of a number of sources, competition has been deemed inadequate and, consistent with SETA's Procurement Policies and Federal Regulations, non-competitive procurement is appropriate. Staff also requests that staff and legal counsel be authorized to negotiate a services contract with High Line Corporation, the only respondent to the RFP, and that the Executive Director be authorized to execute the contract.

#### RECOMMENDATION:

That the Governing Board: (1) make the following findings regarding non-competitive procurement – that, after solicitation of a number of sources, competition has been deemed inadequate and, consistent with SETA's Procurement Policies and Federal Regulations, the Governing Board finds that non-competitive procurement is appropriate; (2) authorize staff and legal counsel to negotiate a services contract with High Line Corporation for an initial term of July 1, 2012 – June 30, 2014 ,with multiple year extensions; and (3) authorize the Executive Director to execute the services contract with High Line Corporation.

STAFF PRESENTER: Rod Nishi

## ITEM III-A – 4 - ACTION

### APPROVAL TO RELEASE A REQUEST FOR QUALIFICATIONS FOR INSURANCE BROKER OF RECORD

#### BACKGROUND:

The Sacramento Employment and Training Agency (SETA) has worked with the same insurance broker, Arthur J. Gallagher (Gallagher), for many years. While Gallagher has consistently provided quality services to SETA's satisfaction, staff is recommending the release of a Request for Qualifications to explore all available alternatives for insurance broker services to ensure the Agency receives optimal pricing, service, and scope of coverage. This action was also recommended in the Agency's Risk and Insurance Review that was conducted in 2007.

Therefore the Agency will solicit responses from qualified Insurance Brokers who possess the experience, capability and expertise in the area of various commercial insurance markets including but not limited to: Property, Flood, Crime, General Liability, Auto Liability and Excess Liability, Fiduciary Liability, and Workers' Compensation. Attached is the Request for Qualifications for an Insurance Broker of Record.

#### RECOMMENDATION:

Approve the release of a Request for Qualifications for an Insurance Broker of Record.

STAFF PRESENTER: Roy Kim

## ITEM III-A – 5 - ACTION

### APPROVAL TO SUBMIT A PROPOSAL TO THE CALIFORNIA EMPLOYMENT TRAINING PANEL (ETP) FOR VOCATIONAL TRAINING

#### BACKGROUND:

The Sacramento Employment and Training Agency (SETA) and TechSkills of California have received funding consistently since 2002 from the California Employment Training Panel (ETP).

- In 2002-04, SETA received \$205,000 to serve 240 incumbent workers.
- In 2004-06, SETA received \$815,500 to serve 380 incumbent workers.
- In 2006-08, SETA received \$1,067,560 to serve 520 incumbent workers, which was later augmented with \$769,900 to serve an additional 300 incumbent workers.

SETA and TechSkills have received over \$2.8 million in training from ETP to serve over 1,400 incumbent workers. SETA has served as the administrative entity for these contracts and completed customer tracking, documented attainment of skills, employment and job retention, and completed and submitted reports. TechSkills provided training, certified skill attainment, and placed graduates in employment. The new contract will provide vocational training to 100 new hires in the areas of advance technology, medical coding training and general administrative business skills, all of which are demand occupations.

In addition, the proposed training will be devoted to serving a percentage of ex-offenders, veterans, and high-risk youths between the ages of 18 to 24. Tech Skills will provide training in the areas advance technology, medical coding training and general administrative business skills all of which are demand occupations. SETA is requesting \$598,000 to train 100 new hires.

#### RECOMMENDATION:

Approve the submission of a proposal in the amount of \$598,000 to the Employment Training Panel to train 100 new hires.

STAFF PRESENTER: William Walker

## ITEM III-A – 6 - ACTION

### APPOINTMENT OF PRIVATE BUSINESS SECTOR MEMBERS TO THE SACRAMENTO WORKFORCE INVESTMENT BOARD

#### BACKGROUND:

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

The Board Development Committee of Sacramento Works, Inc. has been active in recruiting members to the board that reflect industries that contain critical occupational groups in the Sacramento workforce area.

Applications have been received from four Private Sector applicants:

- Jason King, Branch Manager, Manpower Group
- Roger Niello, President & CEO, Sacramento Metro Chamber of Commerce
- Suzie Robertson, Campus Director, Unitek College
- Thomas Kandris, CEO/Managing Director, American River Packaging

The Sacramento Works, Inc. Executive Committee met on May 21, 2012 and recommend the appointment of the following private sector applicants:

- Roger Niello, President & CEO, Sacramento Metro Chamber of Commerce
- Thomas Kandris, CEO/Managing Director, American River Packaging

Staff will be available to answer questions.

#### RECOMMENDATION:

Review the applications enclosed under separate cover and appoint two applicants to the Sacramento Works Workforce Investment Board to fill Private Sector seats.

STAFF PRESENTER: Kathy Kossick



ITEM III-B - 1 - ACTION

CONCURRENCE WITH THE SACRAMENTO WORKS, INC. BOARD TO APPROVE  
THE WORKFORCE INVESTMENT ACT SACRAMENTO WORKS RESOURCE  
ALLOCATION PLAN FOR 2012-2013

BACKGROUND:

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

The allocation for Fiscal Year 2012-2013 for the Workforce Investment Act Adult and Dislocated Worker programs is projected to be \$8,739,581.

The Resource Allocation Plan that was reviewed by the Planning Committee and approved by Sacramento Works in 2011, reflected the following allocation plan for activities/functions in the one-stop system:

28.5% Talent Engagement (Recruitment and Referral)  
46% Talent Development (Training)  
7% Talent Marketing (Employer Services/ On-the-Job Training)  
2% Board Initiatives  
9% One-Stop Support  
7.5% Administration  
**100% Total**

Staff is recommending no changes to the Resource Allocation Plan for 2012-2013.

The proposed Resource Allocation Plan chart and definitions are attached for your review. The Sacramento Works Workforce Investment Board approved this item at their May 23, 2012 meeting.

RECOMMENDATION:

Review and approve the Resource Allocation Plan for 2012-2013.

STAFF PRESENTER: Robin Purdy

**Attachment 1**  
**Recommended Resource Allocation Plan for FY 2012-2013**

<b>One-Stop Services Activities and Functions</b>	<b>Approved Allocation % for Fiscal Year 2011-2012</b>	<b>Proposed Allocation % for Fiscal Year 2012-2013</b>	<b>WIA Adult and Dislocated Worker Funding 2011-2012</b>	<b>Proposed WIA Adult and Dislocated Worker Funding 2012-2013</b>	<b>Increase/ Decrease from last year</b>
<b>Talent Engagement:</b> Costs associated with welcoming customers, providing orientation, registration and eligibility determination, skill review, initial/vocational assessments, career planning and coaching, counseling, referral to social services, information workshops, and labor market and job forecasting. (Goal is to serve 37,000 customers in universal services and 7,000 in intensive services)	28.5%	28.5%	\$ 2,413,286	\$ 2,490,781	\$ 77,494
<b>Talent Development:</b> Costs associated with customers enrolled in on-site skills development classes, scholarships, On-the-job Training, occupational skills training, employed worker training, English-language training and support services. (Goal is to serve 1,550 customers in training services)	46%	46%	\$ 3,895,129	\$ 4,020,207	\$ 125,079
<b>Talent Marketing:</b> Costs associated with employer outreach, job development, resume and interview assistance, pre-screening and referral, work incentives/tax vouchers and job retention services. (Goal is to serve 800-1,000 employers)	7%	7%	\$ 592,737	\$ 611,771	\$ 19,034
<b>One Stop Support:</b> Program Monitoring, SacWorks support, Client tracking, reporting and follow-up.	9.0%	9.0%	\$ 762,090	\$ 786,562	\$ 24,472
<b>Administration:</b> General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff.	7.5%	7.5%	\$ 635,075	\$ 655,469	\$ 20,393
<b>Board Initiatives:</b> Funds Sacramento Works Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives.	2%	2%	\$ 169,353	\$ 174,792	\$ 5,438
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$ 8,467,671</b>	<b>\$ 8,739,581</b>	<b>\$ 271,910</b>

**Attachment 2  
Resource Allocation Plan  
Summary of One Stop Services  
2012-2013**

<b>One Stop Services Activities/Services</b>	<b>Proposed Allocation</b>	<b>\$ Allocated</b>
<b>WIA Adult and Dislocated Worker Program</b>	<b>82%</b>	<b>\$ 7,122,759</b>
<b>Talent Engagement:</b> Costs associated with welcoming customers, providing orientation, registration and eligibility determination, skill review, initial/vocational assessments, career planning and coaching, counseling, referral to social services, information workshops, and labor market and job forecasting. <b>Staffing and infrastructure for Talent Engagement</b>	<b>28.5% of Total Funds</b>	<b>\$ 2,490,781</b>
	100%	\$ 2,490,781
<b>Talent Development:</b> Costs associated with customers enrolled in on-site skills development classes, scholarships, On-the-job Training, occupational skills training, employed worker training, English-language training and support services. <b>Scholarships (Tuition/Support services) (950)</b> <b>On-the-job Training (600)</b> <b>Staff and infrastructure for Talent Development</b>	<b>46% of Total Funds</b>	<b>\$ 4,020,207</b>
	40%	\$ 1,620,000
	29%	\$ 1,169,419
	31%	\$ 1,230,788
<b>Talent Marketing:</b> Costs associated with employer outreach, job development, resume and interview assistance, pre-screening and referral, job advancement and job retention. <b>Staffing and Infrastructure for Talent Marketing</b>	<b>7% of Total Funds</b>	<b>\$ 611,771</b>
	100%	\$ 611,771

## ITEM III-B - 2 - ACTION

### CONCURRENCE WITH THE SACRAMENTO WORKS, INC. BOARD TO APPROVE FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT (WIA), TITLE I, YOUTH PROGRAM, FOR PROGRAM YEAR 2012-2013

#### BACKGROUND:

The Sacramento Works Youth Council's strategic goal is to "Prepare youth to thrive and succeed in the regional workforce by providing relevant work readiness and employment programs and engage regional employers and academia". The Sacramento Works for Youth WIA program is designed to prepare youth to be successful in the local workforce. The Sacramento WIA youth funds are allocated in three categories: Universal and Individualized In-School Youth, and Individualized Out-of-School Youth.

#### **Universal Services:**

The Universal Services are delivered via Universal Youth Specialists stationed at the career centers. The services, without regard to eligibility, focus on providing youth with a variety of "youth" friendly services at the one stop career center. The Youth Specialists are liaisons between the Sacramento Works Career Centers, neighborhood resources, academic institutions and the WIA youth services. Youth Specialists conduct outreach and recruitment events and information sessions geared to the needs of local youth. They provide job search assistance and referrals to youth. Youth Specialists do not carry a caseload and are not case managers.

The Universal Services Youth team includes a Youth Advocate who is a former youth program participant assigned to provide assistance to the Youth Specialist. The position of the Youth Advocate is viewed as a career pathway vehicle into the workforce development industry.

#### **Individualized Services:**

The In-school and Out-of-School Sacramento Works Youth WIA programs incorporate the following **required WIA Program Elements:**

##### **Improving Academic Achievement**

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

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

##### **Preparing for & Succeeding in Employment**

Occupational skills training

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

STAFF PRESENTER: Christine Welsch

### **Supporting Youth Development**

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

In addition, the strategies and principles that guide the Sacramento Works for Youth WIA program include:

- Asset-based - Youth Development approach
- Focus on soft skills to attain and retain employment and academic achievement
- Services to high-risk populations, including youth at risk of or involved in the criminal justice systems and current and emancipating foster youth;
- Youth-related Green strategies
- Career Pathways and/or Service Learning
- Integration of WIA youth program elements in career centers and new program concepts.

### **Evaluation Process**

SETA staff routinely monitors and evaluates the WIA Youth program services and performance. The current WIA program year ends June 30, 2012. Annual performance reports will be completed and ready for review by August 2012.

Areas that are reviewed and addressed include:

- Demonstrated ability to attain of WIA Common Measures, enrollment, training completion and placement goals. Sacramento's current outcomes for the youth common measures are:
  - ⇒ **Placement in Employment or Education – 70%**  
Defined as: *Employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.*
  - ⇒ **Attainment of Degree Or Certificate - 62%**  
Defined as: *Attaining a diploma, GED or certificate*
  - ⇒ **Literacy Or Numeracy Gains – 40%**  
Defined as: *Advancing one or more Adult Basic Education (ABE) or English as a Second Language (ESL) functioning levels.*
- Sacramento Works case management system documentation of services and progress toward goal attainment
- Understanding and adhering to the Youth Council's program design and performance requirements

STAFF PRESENTER: Christine Welsch

ITEM III-B - 2 – ACTION (continued)

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- Ensuring that targeted challenged communities are served
- Commitment to youth development and a collaborative service delivery
- Staffing infrastructure – ensuring that funded agencies have an adequate staff to participant ratio
- Ability to implement all required program elements.

Meeting performance goals is a continual cause for concern given the economy and target group. Other performance issues include:

- Several programs continue to have challenges meeting enrollment goals. The under-enrollments are of concern given the increased demand for youth services. Although the program and funding year begins in July, several programs did not enroll youth until the third quarter (ending 3/31/12).

The consistent documentation of case management has been a challenge for several programs. Non-documentation of services in the electronic system results in a negative exit and negative performance outcomes.

**Available Funding**

The attached recommendation is based on the estimate of available funds and current performance

Individualized services	\$2,351.665
Universal Services	587,000
Youth Council Initiatives	<u>60,000</u>
<b>Total</b>	<b><u>\$2,998,665</u></b>

**Universal Services and Youth Advocates:** The Sacramento Works Youth program is well integrated into the One Stop Career Center system helping to make the Sacramento Works Career Center system a youth-friendly system. Staff recommends the continuation of the Youth Specialists out stationed at the career centers at the current funding levels. Additionally, staff recommends the continuation of the Youth Advocates which are “youth” working in the career centers. This demonstrates the ongoing commitment in career pathways and young people entering the workforce development field.

**Individualized Services:** The attached chart reflects the funding recommendations to provide in-school and out-of-school WIA youth services.

**STAFF PRESENTER:** Christine Welsch

ITEM III-B – 2 – ACTION (continued)

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**Youth Council Initiatives:**

Outreach to the Community and other Youth Council Initiatives

The Youth Council is reserving \$60,000 for other Youth Council Initiatives including: sponsoring job fairs, community outreach, community college support of Sacramento Works for Youth initiative, supporting youth workforce readiness events and youth leadership training. A total of \$10,000 of the \$60,000 will be reserved for the 2012 Career GPS event, and \$5,000 will be reserved to sponsor the Design Build Competition.

On May 9, 2012, the Sacramento Works Youth Council approved the attached funding recommendation. The Sacramento Works Workforce Investment Board approved this item at their May 23, 2012 meeting.

RECOMMENDATION:

Review and approve the funding recommendation for the WIA, Title I, Youth Program, PY 2012-2013 with the program year beginning July 1, 2012.

Approve with the stipulation that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August 2012 and may face deobligation of funds.

STAFF PRESENTER: Christine Welsch

## WIA YOUTH FUNDING RECOMMENDATIONS 2012-2013

Universal Services			
Provider	# Served	Career Center	
Asian Resources, Inc.	440	Broadway	\$71,500
Crossroads Diversified Services, Inc.	440	Citrus Heights	71,500
Sacramento Chinese Community Service Center, Inc.	440	Franklin*	86,500
La Familia Counseling Center, Inc.	440	La Familia	71,500
Sacramento City Unified School District	440	Lemon Hill	71,500
Crossroads Diversified Services, Inc.	440	Rancho Cordova	71,500
Elk Grove Unified School District	440	South County	71,500
Greater Sacramento Urban League	440	Urban League	71,500
SETA	440	Hillsdale	
SETA	440	Mark Sanders	
SETA	220	Galt	
Total	4,620		\$587,000

\* Includes \$15,000 for Youth Advocate for Hillsdale SWCC



**WIA YOUTH FUNDING RECOMMENDATIONS 2012-13**

OUT OF SCHOOL YOUTH		Current(2011) Allocation		2012 Recommendation		Career Center / Area
Provider Name	Amount	Goal to Serve	Cost per	Amount	# served	
Asian Resources, Inc.	\$ 307,160	70	\$ 4,388	\$ 307,160	70	Broadway & Citrus Heights SWCC, Avondale, Citrus Heights, North Sac & South Sac
California Indian Manpower Consortium, Inc.	145,650	30	5,055	126,375	25	All Sacramento County
Elk Grove Unified School District	244,300	70	3,800	190,000	50	South County SWCC - Elk Grove & South Sacramento
La Familia Counseling Center, Inc.	293,940	60	4,899	293,940	60	LFCC SWCC- South & Central Sacramento
North State Building Industry Foundation	160,380	30	5,346	187,110	35	Hillsdale, Urban League & Citrus Heights SWCC - All county
Sacramento City Unified School District	131,950	35	3,770	131,950	35	Lemon Hill SWCC - South and East Sacramento
Subtotal - Out-of-School				\$1,236,535	275	
IN SCHOOL YOUTH				Recommendation		Career Center / Area
Provider Name			Cost per	Funding	# served	
City of Sacramento – Dept. of Parks & Rec.	\$ 179,450	50	\$ 3,800	\$ 228,000	60	Lemon Hill SWCC & LaFamilia SWCC, City Sacramento (North & South)
Sacramento Chinese Community Service Center	317,520	70	4,536	362,880	80	Franklin SWCC & Hillsdale SWCC - South & North Sacramento
Soil Born Farms Urban Agriculture Project	132,000	22	6,500	130,000	20	Rancho SWCC/Rosemont, Florin-Perkins & Oak Park
Crossroads Diversified Services, Inc.	185,850	50	3,885	194,250	50	Rancho SWCC & Citrus Heights SWCC
Sacramento Works for Youth HS to College/Career Pathways & High Risk Youth (ISY & OSY)				200,000	75	Twin Rivers USD, San Juan USD & North Sacramento
Subtotal - In School				\$ 1,115,130	285	

<b>Total</b>	
<b>Universal Services</b>	<b>\$587,000</b>
<b>Out-of-School Services</b>	<b>1,236,535</b>
<b>In-School Services</b>	<b>1,115,130</b>
<b>Youth Council Initiatives</b>	<b>60,000</b>
<b>Grand Total</b>	<b>\$2,998,665</b>

ITEM III-B – 3 - ACTION

APPROVAL TO EXTEND WORKFORCE INVESTMENT ACT (WIA), TITLE I,  
ADULT/DISLOCATED WORKER ONE STOP SERVICES FOR PROGRAM YEAR  
2012-2013

BACKGROUND:

On June 5, 2008, in response to the Request for Proposals (RFP) for Workforce Investment Act (WIA) Adult and Dislocated Worker funds, the Sacramento Employment and Training Agency (SETA) Governing Board approved funding for 12 Sacramento Works One Stop Career Centers (SWCCs). 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 (EDD), the Sacramento County Department of Human Assistance (DHA) 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	South County – Elk Grove Unified School District

In the current year, the career center system has served 36,740 customers through March 31, which represents 107% of the overall planned goals for the fiscal year. The SWCCs continue to serve a high number of public assistance recipients, veterans, ex-offenders, individuals with disabilities, dislocated workers, and other special populations of adults (see Employment Characteristics Report in attached SWCC One Stop Third Quarter Report).

As of the third quarter, SETA's performance in the Common Measures (as measured against the California State Base-Wage File) is:

<b>Performance Measure</b>	<b>Dislocated Worker Goal</b>	<b>SETA 3<sup>rd</sup> Quarter Outcomes</b>	<b>Success Rate</b>
Entered Employment Rate	48%	50.91%*	106%
Retention Rate	81%	74.90%	92%
Average Earnings	\$14.90	\$14.26	96%

STAFF PRESENTER: Robin Purdy

ITEM III-B – 3 – ACTION (continued)

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Performance Measure	Adult Goal	SETA 3 <sup>rd</sup> Quarter Outcomes	Success Rate
Entered Employment Rate	48%	40.58%*	85%
Retention Rate	75%	74.13%	99%
Average Earnings	\$11.06	\$11.01	100%

\* SETA continues to experience lower EERs resulting from the residual effects of the Integrated Learning Lab model implemented on July 1, 2008, under which all customers accessing services at the One-Stops were enrolled. As Learning Lab customers are exited from the system, staff anticipate that EERs will continue to improve.

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

- 90% of all training scholarships will be for training in critical occupational clusters identified by Sacramento Works, Inc.
- Customer Satisfaction surveys for employers and jobs seekers will be conducted quarterly to assess whether customers are satisfied with services
- Outreach to employers (Recruitment events, job orders, total hire and average wage) will be reported quarterly.

SETA has not yet received final allocations for Fiscal Year 2012-2013 for the WIA Adult and Dislocated Worker formula programs, but state guidelines estimate the allocation to be \$8,739,581, an increase of \$271,910 (3.1%) increase from last fiscal year. SETA has received funding from the Sacramento County DHA for the one stop services provided to cash public assistance recipients and will continue to supplement the WIA funding for the one-stop career center system.

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

RECOMMENDATION:

Approve the extension of all WIA One-Stop Services subgrant agreements for Program Year 2012-13 as indicated on the attached funding chart.

STAFF PRESENTER: Robin Purdy

**Sacramento Employment and Training Agency**  
**Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker**  
**ONE-STOP SERVICES**  
**Staff Funding Extension Recommendations**  
**FY 2012 - 2013**

Sacramento Works One Stop Career Center	WIA Base Funding PY2011-2012			WIA Subgrant Extensions PY2012-2013					
	One-Stop Services	Talent Development Scholarships	Total Funding	One-Stop Services	SETA Staffing Resources*	Talent Development Scholarships	Total Funding	Cost per Customer	Number to be Served**
<b>Subcontracted Sacramento Works One Stop Career Centers</b>									
Broadway - Asian Resources, Inc.	\$381,521	\$180,000	\$561,521	\$392,967	\$0	\$180,000	\$572,967	\$145	3,942
Citrus Heights - Crossroads	309,013	170,000	479,013	\$318,283	175,545	170,000	663,828	189	3,516
La Familia Counseling Center	263,160	70,000	333,160	\$271,055	69,895	70,000	410,950	183	2,240
Lemon Hill - Sacramento City USD	480,228	110,000	590,228	\$494,635	0	110,000	604,635	190	3,190
Sacramento County - Mather	263,160	0	263,160	\$271,055	164,626	0	435,681	310	1,403
Sacramento Urban League	263,160	80,000	343,160	\$271,055	0	80,000	351,055	176	2,000
South County - Elk Grove USD	337,428	210,000	547,428	\$347,551	185,285	210,000	742,835	207	3,590
<b>Total Subcontracted</b>	<b>\$2,297,670</b>	<b>\$820,000</b>	<b>\$3,117,670</b>	<b>\$2,366,601</b>	<b>\$595,351</b>	<b>\$820,000</b>	<b>\$3,781,951</b>	<b>\$200</b>	<b>19,881</b>

\* One-Stop Services allocations include SOP staff located at SWCCs.

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

**Sacramento Employment and Training Agency**  
**Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker**  
**ONE-STOP SERVICES**  
**Staff Funding Extension Recommendations**  
**FY 2012 - 2013**

Sacramento Works One Stop Career Center	WIA Base Funding PY2011-2012			WIA Funding PY2012-2013				
	One-Stop Services	Talent Development Scholarships	Total Funding	One-Stop Services	Talent Development Scholarships	Total Funding	Cost per Customer	Number to be Served*
<b>SETA hosted Sacramento Works One Stop Career Centers</b>								
Sacramento Works CC - Franklin	\$444,528	\$145,000	\$589,528	\$409,809	\$155,000	\$564,809	\$161	3,500
Sacramento Works CC - Galt	171,360	75,000	246,360	\$320,791	75,000	395,791	\$208	1,900
Sacramento Works CC- Hillsdale	306,828	190,000	496,828	\$482,263	200,000	682,263	\$175	3,900
Sacramento Works CC - Mark Sanders	508,788	170,000	678,788	\$290,934	170,000	460,934	\$102	4,500
Sacramento Works CC - Rancho	252,960	220,000	472,960	\$469,964	200,000	669,964	\$191	3,500
<b>Total SETA hosted</b>	<b>\$1,684,464</b>	<b>\$800,000</b>	<b>\$2,484,464</b>	<b>\$1,973,760</b>	<b>\$800,000</b>	<b>\$2,773,760</b>	<b>\$168</b>	<b>17,300</b>
<b>Total Funding</b>	<b>\$3,982,134</b>	<b>\$1,620,000</b>	<b>\$5,602,134</b>	<b>\$4,340,363</b>	<b>\$1,620,000</b>	<b>\$6,555,712</b>	<b>\$184</b>	<b>37,181</b>

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

ITEM III-B – 4 - ACTION

APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR THE  
WORKFORCE INVESTMENT ACT (WIA), TITLE I, ADULT AND DISLOCATED  
WORKER, CALWORKS AND NATIONAL EMERGENCY GRANT (NEG) ON-THE-JOB  
TRAINING/SUBSIDIZED EMPLOYMENT (OJT/SE), PY 2012-13

BACKGROUND:

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

On June 2, 2011 the SETA Governing Board funded six providers to develop OJT contracts with employers, matching candidates’ skills and employment interests with appropriate job openings. The six OJT providers are:

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

On May 23, 2012 the Sacramento Works, Inc. board reviewed and approved the Workforce Investment Act Sacramento Works One Stop Career Center Resource Allocation Plan (RAP) for 2012-13. Based on the short and long-term outcomes from the OJT/SE activity, the 2012-13 RAP allocates WIA funds to support the activity (see Information Item, Long-Term Outcomes for the OJT Activity, which provides historical outcome data). In addition to allocating WIA funds, staff recommends including continued funding from the Sacramento County Department of Human Assistance (DHA) to support OJT/SE services to eligible CalWORKs recipients, as well as allocate unspent National Emergency Grant (NEG) funds from PY 2011-12 to providers to develop OJT opportunities for the long-term, unemployed dislocated worker population.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 4 – ACTION (continued)

Page 2

SETA has not yet received final allocations for Fiscal Year 2012-2013 for the WIA Adult and Dislocated Worker formula programs. The attached extension recommendation for the OJT/SE activity is based on the following estimates of available funds and current provider performance:

WIA Adult: \$1,129,637	WIA DW/NEG: \$ 503,610	CalWORKs: \$1,654,519
------------------------	------------------------	-----------------------

Additional CalWORKs funds have been set aside for Pay-for-Performance OJT/SE vendors and in-house OJT/SE activities.

SETA staff routinely monitors and evaluates WIA funded program services and providers on overall past program performance and their ability to meet contractual performance standards. The formal review/evaluation of OJT providers was recently completed for services provided through March 31, 2012. Currently, OJT providers are on track to meet contractual goals. Evaluation criteria reviewed for performance included, but was not limited to:

- Achievement of planned performance goals (enrollment, training completion, entered employment, and average wage at placement)
- Ability to enroll and serve target populations
- Achievement of Adult and Dislocated Worker Common Measures
- Documentation of services and client progress towards goal attainment in the *Sacramento Works* case management system
- Ability to implement all required program elements and adhere to policies and program guidelines

OJT/SE subgrant agreements permit SETA the sole option to extend agreements for additional terms, up to a total of four additional years. Staff is seeking approval to extend the six OJT/SE subgrant agreements for an additional year and recommends funding levels as reflected in the attached funding extension recommendations chart. If approved, funding will be subject to satisfactory year-end program performance reviews. OJT/SE providers that do not meet year-end performance goals may be subject to the deobligation of funds. Staff will review OJT/SE provider year-end performance in August 2012.

RECOMMENDATION:

Approve the OJT/SE staff funding extension recommendations for PY 2012-13 as reflected in the attached funding chart with the following stipulations:

1. Provider operating costs must not exceed 40% of participant wages.
2. If final WIA, Title I, Adult and Dislocated Worker allocations are less than anticipated, SETA reduce the amounts allocated to OJT/SE providers proportionately.
3. PY 2012-13 funding will be subject to satisfactory year-end program performance.

STAFF PRESENTER: Michelle O'Camb

**Sacramento Employment and Training Agency**

**ON-THE-JOB TRAINING/SUBSIDIZED EMPLOYMENT  
Funding Extension Recommendations  
FY2012-2013**

Service Provider	Current Funding, FY2011-2012		Funding Extension Recommendations, FY2012-2013						
	Total - WIA A/DW, CalWORKs, NEG	Total Number to Serve	NEG/WIA DW	WIA Adult	CalWORKs	Total Recommended Funding	Number to Serve		
							NEG/WIA DW	WIA Adult/ CalWORKs	Total To Serve
Asian Resources, Inc.	\$551,582	81	\$0	\$231,823	\$376,732	\$608,555	0	81	81
Folsom Cordova Community Partnership	405,736	53	0	192,126	267,198	459,324	0	60	60
Bach Viet Association	474,691	77	0	254,613	366,541	621,154	0	90	90
La Familia Counseling Center	536,299	77	0	217,835	329,247	547,082	0	77	77
Lao Family Community Development	430,603	55	0	233,240	314,801	548,041	0	70	70
North State Building Industry Foundation	503,610	87	503,610	0	0	503,610	87	0	87
	\$2,902,521	430	\$503,610	\$1,129,637	\$1,654,519	\$3,287,766	87	378	465



ITEM III-B – 5 – ACTION

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

BACKGROUND:

The State Department of Community Services and Development (CSD) has awarded SETA \$80,000 in CSBG Discretionary Targeted Initiatives and Innovative Projects funding to implement Pathways to Employment, a new project that will help homeless individuals overcome barriers to employment and become gainfully employed through on-the-job training. The contract term is from June 15, 2012 through June 30, 2013.

CSD requires a resolution from the SETA Governing Board that authorizes the SETA Executive Director to accept funding and complete and execute all documents necessary.

RECOMMENDATION:

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

STAFF PRESENTER: Cindy Sherwood-Green

RESOLUTION

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

WHEREAS, the Sacramento Employment and Training Agency has received a grant award for Program Year 2012 Community Services Block Grant Discretionary Targeted Initiatives and Innovative Projects funds in the amount of \$80,000 from the State Department of Community Services and Development;

WHEREAS, The State Department of Community Services and Development requires a resolution from the Governing Board in order to accept funding and execute a contract agreement for Program Year 2012 Community Services Block Grant Discretionary Targeted Initiatives and Innovative Projects funds.

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

BE IT FURTHER RESOLVED THAT, the Executive Director of the Sacramento Employment and Training Agency shall sign the contract agreement and other necessary grant documents, including contract amendments, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

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

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

Date: June 7, 2012

ITEM IV – A - INFORMATION

NEW AND PENDING GRANTS

BACKGROUND:

The purpose of this item is to update the board on the status of efforts to increase the grant funding received in the region to promote workforce development programs and provide board members with information on the types of services and training programs and the targeted populations for training.

STAFF PRESENTER: Robin Purdy

SETA Workforce Development Department  
Pending Discretionary Grants

<b>Grants/Collaboratives in Planning Phase</b>	
TAA Community College Job Training Grant	
AB109 Community Corrections	
Employment Training Panel (ETP) – Information Technology and Plug-in Electric Vehicles	
<b>Center for Medicare and MediCal Studies Round 2-</b> SETA will be a partner in this grant submitted by Sierra Health Foundation. Grant is 3 years in duration.	
<b>U.S. Department of Education Promise Neighborhoods Initiative</b> – SETA will partner with the City of Sacramento and Nehemiah Community Reinvestment Fund to improve the developmental, educational, and career outcomes of children and families in Oak Park.	
<b>Submitted and Pending Grants</b>	<b>Amount Requested</b>
<b>Workforce Innovation Fund – NCIS</b> - SETA is the lead agency on a Northern California consortium to work with community colleges, economic development and social services partners to braid funds, streamline processes and provide better services to customers. Grant is 3 years in duration.	\$12,000,000
<b>Workforce Innovation Fund – CWIB</b> - SETA is one of three regional partners funded to work with the state WIB to develop career pathways in healthcare and clean energy sectors over 3 years.	\$3,000,000
<b>U.S. Department of Justice - Victims of Trafficking</b> – The Sheriff's Department and SETA will join forces with the Northern Central California Anti-Trafficking Team (NCCATT) to enhance their existing Task Force and become an intelligence-based Task Force to address all forms of human trafficking. This grant is two years in duration.	\$500,000
<b>U.S. Department of Justice - Victims of Trafficking</b> –SETA is the lead agency in this grant to enhance the Rescue and Restore Victims of Human Trafficking Regional Program. SETA will work with Opening Doors, WEAVE, and My Sister's House, and other multi-cultural communities in the Sacramento region. This grant is two years in duration.	\$400,000
<b>Victims of Trafficking</b> - Grant to develop a curriculum to train Tribal Law Enforcement personnel. This grant is a one year in duration.	\$300,000
<b>U.S. Department of Health and Human Services, Office of Refugee Resettlement – Victims of Trafficking</b> – SETA is the lead agency in this <b>continuation grant application</b> to conduct outreach, provide training and public awareness activities on all forms of human trafficking, identify and connect victims to services and strengthen Sacramento's Rescue and Restore Coalition. This will be the second year of a three year funding opportunity.	\$287,412
<b>Veterans Employment Assistance Program (VEAP)</b> - PowerPathways program in partnership with American River College, Sac Veterans Resource Center, SMUD, and PG&E to train veterans as utility lineworkers and utility welders.	\$500,000

SETA Workforce Development Department  
Pending Discretionary Grants

<b>Office of Juvenile Justice</b> - City of Sacramento is the lead agency and SETA will provide casemanagement and data tracking services to support Ceasefire and other violence prevention strategies.	\$180,000
<b>Community foundations (Kaiser, California Endowment)</b> to support Ceasefire strategy	\$250,000
<b>Targeted Assistance Discretionary funds</b> – SETA is the lead agency for Sacramento County in this state-wide <b>continuation grant application</b> to provide services to newly arriving refugees experiencing difficulty obtaining economic self-sufficiency due to extenuating and compelling situations. This is the last year of a two year grant.	\$40,778
<b>Older Refugee Discretionary</b> – SETA is the lead agency for Sacramento County in this state-wide grant application to provide social adjustment and cultural orientation services, specifically citizenship/naturalization services, to older refugees. This will be the first year of a three year funding opportunity.	\$35,000
<b>Discretionary Grants Received that continue in 2012-2013</b>	<b>Amount Received</b>
<b>One Stop Share of Cost</b> - Funding from Sacramento County Department of Human Assistance for the costs of the One-Stop Career Center system associated with service CalWORKS recipients.	\$3,700,000
<b>National Emergency Grant</b> – Multi-Sector grant targeting employees dislocated in 2010 and 2011 from employers laying off 50+ workers.	\$1,795,500
<b>CSBG Discretionary</b> - On-the-job training program for homeless individuals.	\$80,000
<b>Disability Employment Initiative Grant</b> (statewide) - funds to track outcomes of disabled customers to act as control group for statewide project.	\$60,000
<b>National Emergency Grant</b> – On-the-job training funds from EDD to provide OJT to long-term unemployed dislocated workers	\$200,000
<b>CalGRIP</b> with/from City of Sacramento - Funding from EDD for Ceasefire/Safe Community Partnership gang intervention program.	\$490,000
<b>CalWORKS OJT/SE</b> - funds from the Sacramento County Department of Human Assistance to provide subsidized employment/OJT wages to CalWORKS recipients	\$2,429,500
<b>SMUD Summer Youth Employment Program</b> - funds from SMUD to recruit, assess, and case manage summer internship program.	\$210,000
<b>Gold Standard Evaluation</b> – coordination and tracking	\$26,400
<b>HealthForce</b> – subcontract from Los Rios Community College to provide casemanagement and customer tracking for Health Care Careers	\$112,988
<b>State Energy Sector Partnership</b> – grant from EDD to provide career pathways training in Green jobs.	\$900,000

ITEM IV-B – INFORMATION

THIRD QUARTER REPORTS – SACRAMENTO WORKS ONE STOP CAREER  
CENTER SYSTEM

BACKGROUND:

The Third Quarter reports will be sent under separate cover.

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy/Ralph Giddings

## ITEM IV-C – INFORMATION

### CALIFORNIA NEW START PROGRAM REPORT

#### BACKGROUND:

In March of 2008, at the request of the Governor's Strike Team and the California Department Correction and Rehabilitation (CDCR), the Sacramento Works Workforce Investment Board (WIB) conducted an Employer Forum to identify how WIBs can effectively assist employers in addressing the needs of ex-offenders in obtaining employment. This forum produced significant feedback that was helpful to the members of the Governor's Strike Team in developing recommendations for improving employment outcomes for ex-offenders.

A significant recommendation of the Governor's Strike Team was the development and funding of the New Start Prison to Employment Program, designed to facilitate offenders' successful employment after release. The California Department of Corrections contracted with the California Employment Development Department to fund four local WIBs to develop a comprehensive New Start employment program. SETA/Sacramento Works was selected as the project's "Alpha Pilot". CDCR funded SETA to implement the New Start Project in two phases—(1) the prison transition program and (2) the parolee community program.

#### **Folsom State Prison (FSP) Transition Program**

The Transition program is a 60-hour curriculum provided to inmates in the California Department of Corrections and Rehabilitation facilities over a 4-week period prior to their parole date. The purpose of the program is to provide inmates with job readiness and job skills prior to release, inform them of community resources and programs that can assist them in their transition, and link them to the One-Stop Career Centers and social service agencies in their county of residence to ensure access to resources and employment upon release.

**Outcomes:** The FSP Transition Project operated by SETA enrolled 589 inmates for 4-week course with 480 completing the course and earning a certificate.

#### **New Start Community Program**

The New Start Community Program funded specialized services to ex-offenders in five Sacramento Works One Stop Career Centers (Broadway, Lemon Hill, Mark Sanders, South County, and Greater Sacramento Urban League). Staff from these centers attended the Parole and Community Team (PACT) meetings and provided targeted outreach, special one-on-one orientation as needed; coordination of service with Parole Agents for parolees, and access to community organizations to meet the parolee immediate needs.

**STAFF PRESENTER:** William Walker

ITEM IV-C – INFORMATION (continued)

Page 2

The goal of the SETA New Start Program was to assist CDCR with reducing recidivism and the successful re-integration for the parolees served. To meet this objective, the New Start Program provided parolees:

- Assistance with obtaining I-9 Right-to-Work documentation
- Basic Skills Assessment
- Computer Skills
- Employment Networking and Job Referral to Employers
- Job Search and Employment Skills
- Pre-employment and job retention workshops

**Outcomes:** The New Start Community Program enrolled 417 recently released parolees providing 1,060 workshops. New Start staff was able to find employment for 177 participants with an average of \$9.58.

**STAFF PRESENTER:** William Walker



## ITEM IV-D – INFORMATION

### LONG-TERM OUTCOMES FOR THE ON-THE-JOB TRAINING ACTIVITY

#### BACKGROUND:

At the April 5, 2012 SETA Governing Board meeting, Supervisor Nottoli requested that staff research the long-term outcomes of the On-the-job training activity. Staff has researched local data available to assess long term employment outcomes and has searched for national studies on the OJT activity that would provide information about the long term impacts of this activity on employment and wages.

The WIA Common Measures used to evaluate the adult and dislocated worker program are Entered Employment Rate, Job Retention Rate, and Average Earnings at Retention. To calculate the performance measures, SETA uses the EDD base wage file information provided to us by the California Employment Development Department. The base wage data provides staff with information on employment and wages earned by WIA customers for 15 months after a customer has completed their training activity. Staff selected two cohorts of OJT customers for review. The first cohort received OJT training in Fiscal Year 2001-2012 (ten years ago) and the second in Fiscal Year 2006-2007 (five years ago). Staff compared all customers in both cohorts who successfully completed their OJT activity to base wage file data for 5 quarters (15 months) after they exited the WIA program. The results (see attached chart) are similar for both cohorts, showing:

- 85-87% of OJT trainees were hired in permanent jobs at the end of their training.
- **72-74%** of OJT trainees hired at the end of training (**165** customers in 2001-2002 and **145** in 2006-2007) retained employment for the next 15 months
- Wages at retention - wages increased 3.5% over the retention period.

Staff also researched national and statewide outcomes of Adult and Dislocated Worker WIA OJT programs from 2001-2010 and found the outcomes to be consistent with the data reflected above.

Additional retention information on services and activities provided through the Sacramento Works Career Center (SWCC) system will become available as a result of SETA's participation in the U.S. Department of Labor's Gold Standard Evaluation, a national study of 30 local Workforce Investment Areas. The study will examine net employment and earnings impacts by subgroups (e.g., age, gender, race/ethnicity, and veteran status, etc.) for clients accessing either self-directed "core", intensive, or the combination of intensive and training services, including OJT, through the SWCC system.

STAFF PRESENTER: Michelle O'Camb

## On-the-Job Training (OJT) Long-Term Job Retention

<b>OJT Outcomes: July 2001-June 2002</b>	<b>Job Retention</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Quarter 5</b>
Total OJT = 212						
Total OJT with Earnings = 180	Retention: # still working	165	152	143	135	133
Entered Employment Rate: 85%	Retention: % still working	92%	84%	79%	75%	74%
<b>OJT Outcomes: July 2006-June 2007</b>						
<b>OJT Outcomes: July 2006-June 2007</b>	<b>Job Retention</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Quarter 5</b>
Total OJT = 193						
Total OJT with Earnings = 167	Retention: # still working	145	142	135	131	121
Entered Employment Rate: 87%	Retention: % still working	86%	84%	80%	78%	72%

ITEM IV-D - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

**MEMORANDUM**

**TO:** Ms. Kim Mohler **DATE:** April 26, 2012  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of City of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Youth	Individualized Services In-school	\$ 179,450	7/1/11-06/30/12	7/1/11-03/31/12

**Monitoring Purpose:** Initial   X   Final       
**Date of review:** 4/17/12

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

**Program Operator:** City of Sacramento, Neighborhood Services Department

**Findings and General Observations:**

1. The total costs as reported to SETA from July 1, 2011 to March 31, 2012 for the WIA-Youth program 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

MEMORANDUM

**TO:** Mr Paul Lake                      **DATE:** May 7, 2012

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

**RE:** On-Site Fiscal Monitoring of Department of Human Assistance,  
County of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One-Stop (Adult)	\$ 263,160	7/1/11-06/30/12	7/1/11-12/31/11
CSBG	Family Self-Sufficiency	26,000	1/1/11-12/31/11	1/1/11-12/31/11

**Monitoring Purpose:** Initial X      Final X  
**Date of review:** Various dates

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

**Program Operator:** Department of Human Assistance  
County of Sacramento

**Findings and General Observations:**

1. The total costs as reported to SETA from July 1, 2011 to December 31, 2011 for WIA and from January 1, 2011 to December 31, 2011 for CSBG 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

**MEMORANDUM**

**TO: Ms. Kathy Hamilton                      DATE: May 14, 2012**

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

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

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
WIA-Title I	Out-of-Sch. Youth	\$ 244,300	7/1/11-06/30/12	7/1/11-3/31/12
WIA-Title I	Universal Services	71,500	7/1/11-06/30/12	7/1/11-3/31/12
WIA-Title I	One-Stop Serv.-Adult	253,071	7/1/11-06/30/12	7/1/11-3/31/12
WIA-Title I	One-Stop Serv.-D. W.	84,357	7/1/11-06/30/12	7/1/11-3/31/12
WIA-Title I	15% Discretionary	150,500	7/1/09-03/31/12	7/1/09-3/31/12

**Monitoring Purpose: Initial   X   Final   X**  
**Date of review: 5/8-9/12**

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



**Program Operator:** Elk Grove Unified School District-Adult Education

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2011 to March 31, 2012 for the WIA programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO: Mr. Robert Sanger                      DATE: April 20, 2012**

**FROM: D't Patterson, SETA Fiscal Monitor**

**RE: On-Site Fiscal Monitoring of Folsom Cordova Community Partnership**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT CalWorks	\$105,400	10/1/10-6/30/11	4/1/11-6/30/11
WIA	OJT NEG	\$96,016	10/1/10-6/30/11	4/1/11-6/30/11
WIA	OJT Adult	\$43,000	10/1/10-6/30/11	4/1/11-6/30/11
WIA	OJT Dislocated Worker	\$26,186	4/1/11-6/30/11	4/1/11-6/30/11
WIA	OJT CalWorks	\$222,665	7/1/11-6/30/12	7/1/11-12/31/11
WIA	OJT Adult	\$160,105	7/1/11-6/30/12	7/1/11-12/31/11
CSBG	Safety Net	\$21,500	1/1/11-12/31/11	4/1/11-12/31/11

Monitoring Purpose:    Initial        Follow-up        Special        Final   

Date of review: 3/5-6/2012

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

**Program Operator: Folsom Cordova Community Partnership**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from April 1, 2011 to December 31, 2011 for the WIA OJT programs, and from April 1, 2011 to December 31, 2011 for the CSBG Safety Net program have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Mr. David DeLuz **DATE:** May 23, 2012  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US/Youth	\$ 71,500	7/1/11-6/30/12	7/1/11-2/29/12
WIA	OSS/Adult	\$ 197,370	7/1/11-6/30/12	7/1/11-2/29/12
WIA	OSS/DW	\$ 65,790	7/1/11-6/30/12	7/1/11-2/29/12
CSBG	Safety Net	\$ 24,200	1/1/12-12/31/12	no invoice as of review

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** March 21-23, 2012

WIA/15%	New Start	\$ 104,667	5/1/10-3/31/12	6/1/11-3/15/12
CSBG	Safety Net	\$ 22,000	1/1/11-12/31/11	6/1/11-12/31/11

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** March 21-23, 2012

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

**Program Operator:** Greater Sacramento Urban League

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Tracy Tomasky                      **DATE:** May 17, 2012

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

**RE:** On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA	\$ 4,348,543	8/01/10-07/31/11	8/01/10-7/31/11
Head Start	T & TA	15,000	8/01/10-07/31/11	8/01/10-7/31/11
HS/ARRA	Expansion	130,697	9/30/10-09/29/11	9/30/10-9/29/11
Early HS	Basic, COLA	1,245,090	8/01/10-07/31/11	8/01/10-7/31/11
Early HS	T & TA	20,112	8/01/10-07/31/11	8/01/10-7/31/11
EHS/ARRA	Expansion	432,000	9/30/10-09/29/11	9/30/10-9/29/11
EHS/ARRA	Expansion T & TA	21,600	9/30/10-09/29/11	9/30/10-9/29/11

**Monitoring Purpose:** Initial  Final

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

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

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2010 to September 29, 2011 for Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) The District's allowable in-kind expenses for the Expansion program was less than the 25% Federal requirement by \$ 45,431.41. However, the shortfall was covered by Non-Federal share generated by the County-wide program in excess of the Federal requirement.

**Recommendations for Corrective Action:**

- 1) The San Juan Unified School District needs to implement and continue monitoring its Non-Federal Share on a monthly basis to ensure that it meets the 25% required.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO: Mr. Roman Romaso                      DATE: April 23, 2012**

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

**RE: On-Site Fiscal Monitoring of Slavic Assistance Center**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA & CO	\$ 43,889	10/1/10-9/30/11	10/1/10-9/30/11
RESS(Set-aside)	Older Refugee Svcs	13,338	10/1/10-9/30/11	10/1/10-9/30/11
RESS	SA & CO	33,750	10/1/11-9/30/12	10/1/11-3/31/12
RESS(Set-aside)	Older Refugee Svcs	21,941	10/1/11-9/30/12	10/1/11-3/31/12

**Monitoring Purpose: Initial X Follow-Up     Special     Final X**  
**Date of review: 4/11-12/12**

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	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:** Slavic Assistance Center

**Findings and General Observations:**

1. The total costs as reported to SETA from October 1, 2010 to September 30, 2011 and from October 1, 2011 to March 31, 2012 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

**MEMORANDUM**

**TO: Ms. Roleda Bates**

**DATE: April 26, 2012**

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

**RE: On-Site Fiscal Monitoring of Visions Unlimited, Inc.**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$50,000	1/1/11-12/31/11	6/1/11-12/31/11
CSBG	Family Self-Sufficiency	\$50,000	1/1/12-12/31/12	1/1/12-3/31/12

**Monitoring Purpose:** Initial  Follow-up Special Final   
**Date of review:** 4/24/12

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

**Program Operator: Visions Unlimited, Inc.**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from June 1, 2011 to March 31, 2012 for the CSBG program have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

## ITEM IV-E – INFORMATION

### EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

#### BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

## Employment Recruitment Activity

4/16 - 5/7, 2012

Employer	Jobs	No of Positions
Aamcom	Customer Service Manager	1
	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
Allstate Insurance	Sales Producer	3
ALSCO, Inc.	Accounts Receivable	1
Ahern Rentals	Class A CDL Driver	1
	Field Mechanic	1
	Outside Sales Representative	1
American Exposition Services, Inc.	Customer Care Specialist	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
Art Institute	Receptionist	20
Asian Resources, Inc.	Universal Youth Specialist	1
AXA Advisors	Financial Services Professional	9
Baygell Properties	Commercial Property Manager	1
Besam Entrance Solutions	Installation Coordinator	1
	Door Installer/Technician	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 Executives	Membership & Events Assistant	1
California Assisted Living Association	Administrative Assistant	1
California Employers Association	Warehouse Manager	1
California Green Clean	Housekeeper/Cleaner	1
California Redevelopment Association	Member Services Associate PT	1
California State Assembly	Administrative Assistant	1
	Human Resources Consultant	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
Composite Engineering, Inc.	CNC Machinist I/II	2
	Laminator	5
Cosmic Kids Consulting	Adaptive Skills Trainer/Behavior Consultant	4
Court of Appeal, Third Appellate District	Assistant Deputy Clerk	1
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

## Employment Recruitment Activity

4/16 - 5/7, 2012

Employer	Jobs	No of Positions
Del Oro Caregiver Resource Center	Project Manager	1
DBA International	Bookkeeper/Administrative Asst.	1
Department of Motor Vehicle	Youth Aid	20
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
Folsom OK Tire Stores, Inc.	Tire Changer	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
Hialeah Terrace	Caregiver	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

## Employment Recruitment Activity

4/16 - 5/7, 2012

Employer	Jobs	No of Positions
L-3 Narda Microwave-West	Engineering Technician	1
	Inspection Specialist	1
	Mechanical Engineer	1
	New Product Introduction+B202 Manager	1
	Painter/Finisher	1
	Quality Assurance Administrative	1
	Quality Assurance Administrative Assistant	1
	Receiving Inspector	1
	RF Technician	1
	System and Network Administrator	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 (Temporary)	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 Student Services	1
	Athletic Trainer	1
	Audio/Visual Production Technician	1
	Biotechnology Adjunct Assistant Professor	1
	Business Assistant Professor	1
	Business/Business Law Assistant Professor	1
	Campus Operations Supervisor	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
	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

## Employment Recruitment Activity

4/16 - 5/7, 2012

Employer	Jobs	No of Positions	
Los Rios Community College District	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.-Biology	1	
	Instructional Asst.-Microcomputer Laboratory for Assistive Technology	1	
	Instructional Development Coordinator	1	
	Interim Dean, Kinesiology and Athletics	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	
	Maintenance Technician Temporary	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	
	Sociology Assistant Professor	1	
	Special Project Assistant to Exec. Director	1	
	Special Project Artist Relations Assistant	1	
	Special Project Web/Social Media Developer	1	
	Speech Language Pathology Assistant	1	
	Srn. Information Technology Technician	3	
	Student Personnel Asst. - Career Job Opportunity Center	1	
	Student Personnel Asst. - Davis Outreach Program	1	
	Student Personnel Asst. -Student Services	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 Development	1	
	Welding Adjunct Asst. Professor	1	
	Loving Companions Senior Services	Caregiver	20
	Magnetic Consulting Group, Inc.	Entry Level Sales & Customer Service	10
Customer Service & Sales		10	
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.	Procurement Specialist	1	
	Receptionist	1	
Mountain West Financial	Document Technician	2	
	Loan Officer	2	



## Employment Recruitment Activity

4/16 - 5/7, 2012

Employer	Jobs	No of Positions
Nestle&#233; Waters North America	Production Technician	24
Northern Sheets, LLC.	Industrial Electro Mechanic	1
On My Own	Direct Service Provider	10
Opening Doors, Inc.	Survivors of Human Trafficking Program Associates	1
Pacific Gas & Electric Co.	Utility Worker, Maintenance and Construction Gas	1
Paramount Equity	Financial Specialist	1
	Legacy Accountant Manager	1
Paramount Solar	Solar Sales Canvasser	1
	Solar Sales Specialist	1
Phoenix Marketing Group	Sales & Marketing Associate	7
PMSR Technologies	Line Operator	5
Progressive Insurance	Customer Service Representative	10
Prometic Testing	Test Center Administrator	2
PTP	Help Desk Operators	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
Red Rover	Program Assistant	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	1
	Registration Required	1
Rite Aid	Shift Supervisor	3
S-N-T Company	Window Installer	1
	Receptionist/Bookkeeper	1
Sacramento CASA	Case Manager	1
Sacramento Children's Home	Family Finding Social Worker	1
Sacramento Container Corporation	Maintenance Supervisor	1
	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 Native American Health Center, Inc.	Custodian	1
	Human Resources 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
	Facilities Coordinator	1
	Family Services Worker Range II & III	3
	Head Start Coordinator-Education Supervisory	1
	Head Start Courier/Maintenance	1
	Staff Support Officer	1
	Teacher, Head Start	1
	Web Innovation Engineer	1
	Workforce Development Operational Program Officer	1
	Workforce System Administrator	1
	Workforce System Analyst	1
	SFN Group	Customer Service - Call Center
Sierra Pacific	Sale Representative	10
Solar Depot	Sales/Order Administrator	1

## Employment Recruitment Activity

4/16 - 5/7, 2012

Employer	Jobs	No of Positions
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
Visions Paint Recycling, Inc.	Paint Sorter	3
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
<b>TOTAL</b>		<b>1123</b>

ITEM IV-F- INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

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

STAFF PRESENTER: William Walker

## Dislocated Worker Information PY 2011/2012

The following is an update of information as of May 7, 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	<b>First Data</b>	8/31/2011	145	6/9/11 6/16/11
Unofficial	5/23/2011	<b>County of Sacramento</b>	7/1/2011	275	6/22-23/11 6/29-30/11
Official	6/2/2011	<b>First Banks, Inc.</b> 110 Woodmere Rd, Ste. 150 Folsom, CA 95630	9/30/2011	20	9/15/2011
Unofficial	6/11/2011	<b>CSAA</b>	7/30/2011	25	7/14/2011
Unofficial	7/19/2011	<b>Borders Books</b> 2765 East Bidwell Folsom, CA		75	6/19/11 8/29-31/11
Official	8/1/2011	<b>Valley Aggregate Transport, Inc.</b> 5121 Hedge Avenue Sacramento, CA	9/27/2011	0	Postponed
Official	8/2/2011	<b>Cisco</b> 2868 Prospect Rd Rancho Cordova, CA	8/19/2011	78	Packets Delivered
Official	8/26/2011	<b>BLT Enterprises of Sacramento, LLC</b> 8491 Fruitridge Rd Sacramento, CA 95826	11/2/2011	0	Rescinded
Official	10/3/2011	<b>Hewlett-Packard Company</b> Rancho Cordova, CA	12/2/2011	76	Declined Services
Official	10/4/2011	<b>Foster Farms Dairy</b> 1221 66th Street Sacramento, CA 95819	12/2/2011	96	12/8/2011
Official	11/7/2011	<b>Hewlett-Packard Company</b> Rancho Cordova, CA	12/2/2011	39	Declined Services
Official	11/1/2011	<b>A1 Door and Building Solutions</b> 4300 Jetway Ct. North Highlands, CA 95660	12/31/2011	97	Declined Services
Official	11/10/2011	<b>PG&amp;E</b> Sacramento, CA	1/9/2012	8	Declined Services
Unofficial	12/2/2011	<b>SCIF</b> 2450 Venture Oaks Drive Sacramento, CA 95833	1/9/2011	200	12/8/11 12/14/11
Official	12/8/2011	<b>BLT Enterprises of Sacramento, LLC</b> 8491 Fruitridge Rd Sacramento, CA 95826	12/30/2011	106	Pending
Official	1/3/2012	<b>Valley Aggregate Transport, Inc.</b> 5121 Hedge Avenue Sacramento, CA	1/17/2012	111	Pending
Official	1/10/2012	<b>Raley's Bel Air Markets</b> 8787 Elk Grove Blvd Elk Grove, CA	3/31/2012	63	Pending
Official	1/31/2012	<b>AMR</b> 1041 Fee Dr. Sacramento, CA 95815	4/1/2012	10	Rescinded
Unofficial	1/31/2012	<b>San Juan Unified School District</b> 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	<b>Federal Technology Center</b> 4600 Roseville Rd North Highlands, CA	3/12/2012	15	3/8/2012
Unofficial	2/15/2012	<b>Sacramento City Unified School District</b> 5735 47th Avenue, Sacramento, CA 95824	6/30/2012	350	5/12/2012
Unofficial	2/24/2012	<b>Sacramento Area Emergency Housing</b> 2411 Alhambra Blvd Sacramento, CA	3/31/2012	10	3/19/2012
Official	3/30/2012	<b>Verizon</b> 255 Parkshore Dr. Folsom, CA 95630	5/30/2012	188	Pending
			<b>Total # of Affected Workers</b>	2,337	

ITEM IV-G– INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month April was 10.5%.

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

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**April 2012 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,368,900</b>	<b>16,436,700</b>	<b>1,932,200</b>	<b>10.5%</b>
ALAMEDA	12	765,200	697,000	68,300	8.9%
ALPINE	24	490	440	60	11.2%
AMADOR	30	16,550	14,520	2,040	12.3%
BUTTE	33	101,100	88,400	12,700	12.6%
CALAVERAS	34	19,380	16,780	2,590	13.4%
COLUSA	57	11,830	9,160	2,670	22.6%
CONTRA COSTA	14	528,100	479,900	48,300	9.1%
DEL NORTE	35	11,450	9,910	1,540	13.5%
EL DORADO	21	90,800	81,100	9,600	10.6%
FRESNO	47	444,100	373,800	70,300	15.8%
GLENN	45	12,940	10,910	2,030	15.7%
HUMBOLDT	21	60,900	54,400	6,400	10.6%
IMPERIAL	58	76,900	56,300	20,600	26.8%
INYO	15	9,380	8,500	880	9.4%
KERN	39	379,400	324,300	55,100	14.5%
KINGS	43	61,800	52,100	9,700	15.6%
LAKE	43	25,590	21,610	3,980	15.6%
LASSEN	37	12,980	11,220	1,760	13.6%
LOS ANGELES	23	4,855,700	4,319,900	535,800	11.0%
MADERA	42	63,800	53,900	9,900	15.5%
MARIN	1	137,800	129,000	8,800	6.4%
MARIPOSA	26	9,240	8,160	1,080	11.7%
MENDOCINO	19	42,110	37,710	4,400	10.5%
MERCED	55	107,400	87,200	20,200	18.8%
MODOC	45	3,700	3,120	580	15.7%
MONO	13	8,780	7,980	790	9.0%
MONTEREY	25	230,500	203,800	26,700	11.6%
NAPA	8	74,900	68,700	6,200	8.3%
NEVADA	16	50,770	45,950	4,820	9.5%
ORANGE	3	1,613,400	1,493,700	119,700	7.4%
PLACER	17	174,700	157,900	16,800	9.6%
PLUMAS	52	9,320	7,740	1,570	16.9%
RIVERSIDE	28	933,500	823,500	110,000	11.8%
SACRAMENTO	19	671,100	600,600	70,500	10.5%
SAN BENITO	48	27,400	23,000	4,500	16.2%
SAN BERNARDINO	26	859,600	759,000	100,600	11.7%
SAN DIEGO	10	1,582,200	1,444,000	138,200	8.7%
SAN FRANCISCO	3	469,700	435,000	34,700	7.4%
SAN JOAQUIN	41	301,700	255,100	46,600	15.4%
SAN LUIS OBISPO	6	140,700	129,500	11,200	7.9%
SAN MATEO	2	386,500	360,400	26,100	6.8%
SANTA BARBARA	5	229,900	212,200	17,800	7.7%
SANTA CLARA	7	910,600	836,000	74,600	8.2%
SANTA CRUZ	29	153,100	134,800	18,300	12.0%
SHASTA	35	84,700	73,200	11,400	13.5%
SIERRA	38	1,700	1,460	240	14.2%
SISKIYOU	50	19,410	16,220	3,190	16.4%
SOLANO	18	217,800	195,500	22,300	10.2%
SONOMA	9	259,300	237,000	22,300	8.6%
STANISLAUS	50	233,000	194,800	38,200	16.4%
SUTTER	56	43,900	35,200	8,700	19.8%
TEHAMA	40	24,930	21,190	3,740	15.0%
TRINITY	54	4,880	3,990	890	18.2%
TULARE	48	209,700	175,800	33,900	16.2%
TUOLUMNE	30	25,670	22,520	3,150	12.3%
VENTURA	10	440,100	401,800	38,300	8.7%
YOLO	30	98,800	86,600	12,200	12.3%
YUBA	53	27,700	22,900	4,700	17.1%

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.

**Sacramento Arden Arcade Roseville MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2011 Benchmark

Data Not Seasonally Adjusted

	Apr 11	Feb 12	Mar 12	Apr 12	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,037,800	1,034,600	1,043,000	1,035,400	-0.7%	-0.2%
Civilian Employment	916,300	917,000	922,700	926,200	0.4%	1.1%
Civilian Unemployment	121,500	117,600	120,300	109,200	-9.2%	-10.1%
Civilian Unemployment Rate	11.7%	11.4%	11.5%	10.5%		
(CA Unemployment Rate)	11.5%	11.4%	11.5%	10.5%		
(U.S. Unemployment Rate)	8.7%	8.7%	8.4%	7.7%		

Total, All Industries (2)	813,500	803,000	809,200	813,400	0.5%	0.0%
Total Farm	7,900	6,500	6,900	7,800	13.0%	-1.3%
Total Nonfarm	805,600	796,500	802,300	805,600	0.4%	0.0%
Total Private	574,000	571,100	574,500	577,500	0.5%	0.6%
Goods Producing	67,700	64,900	65,000	65,700	1.1%	-3.0%
Mining and Logging	400	400	400	400	0.0%	0.0%
Construction	34,700	31,600	31,900	32,700	2.5%	-5.8%
Construction of Buildings	8,200	9,300	9,200	9,100	-1.1%	11.0%
Specialty Trade Contractors	22,500	21,600	22,500	22,300	-0.9%	-0.9%
Building Foundation & Exterior Contractors	4,900	4,800	5,100	5,100	0.0%	4.1%
Building Equipment Contractors	9,400	9,000	8,900	8,900	0.0%	-5.3%
Building Finishing Contractors	5,100	5,000	5,300	5,500	3.8%	7.8%
Manufacturing	32,600	32,900	32,700	32,600	-0.3%	0.0%
Durable Goods	22,000	22,300	22,200	22,100	-0.5%	0.5%
Computer & Electronic Product Manufacturing	7,300	7,400	7,400	7,300	-1.4%	0.0%
Nondurable Goods	10,600	10,600	10,500	10,500	0.0%	-0.9%
Food Manufacturing	4,200	4,200	4,200	4,200	0.0%	0.0%
Service Providing	737,900	731,600	737,300	739,900	0.4%	0.3%
Private Service Producing	506,300	506,200	509,500	511,800	0.5%	1.1%
Trade, Transportation & Utilities	131,000	132,600	132,700	132,700	0.0%	1.3%
Wholesale Trade	23,000	22,800	22,900	23,000	0.4%	0.0%
Merchant Wholesalers, Durable Goods	11,900	11,900	12,000	12,000	0.0%	0.8%
Merchant Wholesalers, Nondurable Goods	8,900	8,700	8,700	8,600	-1.1%	-3.4%
Retail Trade	87,100	89,500	89,500	89,400	-0.1%	2.6%
Motor Vehicle & Parts Dealer	10,800	10,800	10,900	11,000	0.9%	1.9%
Building Material & Garden Equipment Stores	7,100	7,000	7,000	7,200	2.9%	1.4%
Grocery Stores	16,500	16,700	16,700	16,700	0.0%	1.2%
Health & Personal Care Stores	5,300	5,500	5,500	5,500	0.0%	3.8%
Clothing & Clothing Accessories Stores	6,700	7,000	7,000	6,900	-1.4%	3.0%
Sporting Goods, Hobby, Book & Music Stores	4,100	4,300	4,300	4,200	-2.3%	2.4%
General Merchandise Stores	18,600	19,400	19,300	19,100	-1.0%	2.7%
Transportation, Warehousing & Utilities	20,900	20,300	20,300	20,300	0.0%	-2.9%
Information	16,700	16,700	16,600	16,400	-1.2%	-1.8%
Publishing Industries (except Internet)	2,900	2,800	2,800	2,700	-3.6%	-6.9%
Telecommunications	9,000	9,000	8,900	8,800	-1.1%	-2.2%
Financial Activities	46,300	46,900	46,800	47,200	0.9%	1.9%
Finance & Insurance	34,700	35,400	35,200	35,600	1.1%	2.6%
Credit Intermediation & Related Activities	12,500	12,400	12,400	12,400	0.0%	-0.8%
Depository Credit Intermediation	7,800	7,700	7,700	7,600	-1.3%	-2.6%
Nondepository Credit Intermediation	2,500	2,500	2,500	2,500	0.0%	0.0%
Insurance Carriers & Related	18,100	18,500	18,500	18,500	0.0%	2.2%
Real Estate & Rental & Leasing	11,600	11,500	11,600	11,600	0.0%	0.0%
Real Estate	8,800	8,900	8,900	8,900	0.0%	1.1%
Professional & Business Services	101,200	100,400	101,700	102,400	0.7%	1.2%
Professional, Scientific & Technical Services	51,400	50,100	50,600	50,700	0.2%	-1.4%
Architectural, Engineering & Related Services	8,500	8,300	8,300	8,400	1.2%	-1.2%
Management of Companies & Enterprises	9,500	9,700	9,800	9,800	0.0%	3.2%
Administrative & Support & Waste Services	40,300	40,600	41,300	41,900	1.5%	4.0%
Administrative & Support Services	38,300	38,600	39,200	39,700	1.3%	3.7%
Employment Services	14,100	14,600	14,500	14,600	0.7%	3.5%

**Sacramento Arden Arcade Roseville MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
 Industry Employment & Labor Force  
 March 2011 Benchmark

Data Not Seasonally Adjusted

	Apr 11	Feb 12	Mar 12	Apr 12	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	9,900	9,800	9,900	10,100	2.0%	2.0%
Educational & Health Services	102,600	105,100	105,500	106,300	0.8%	3.6%
Education Services	13,200	13,400	13,600	13,600	0.0%	3.0%
Health Care & Social Assistance	89,400	91,700	91,900	92,700	0.9%	3.7%
Ambulatory Health Care Services	38,400	39,000	39,300	39,400	0.3%	2.6%
Hospitals	22,800	23,100	23,100	23,200	0.4%	1.8%
Nursing & Residential Care Facilities	14,600	14,500	14,500	14,500	0.0%	-0.7%
Leisure & Hospitality	80,500	76,700	77,600	78,800	1.5%	-2.1%
Arts, Entertainment & Recreation	13,300	11,600	11,900	12,000	0.8%	-9.8%
Accommodation & Food Services	67,200	65,100	65,700	66,800	1.7%	-0.6%
Accommodation	8,500	7,500	7,500	7,500	0.0%	-11.8%
Food Services & Drinking Places	58,700	57,600	58,200	59,300	1.9%	1.0%
Full-Service Restaurants	27,500	25,900	26,000	26,600	2.3%	-3.3%
Limited-Service Eating Places	28,500	28,000	28,100	28,700	2.1%	0.7%
Other Services	28,000	27,800	28,600	28,000	-2.1%	0.0%
Repair & Maintenance	7,800	7,400	7,500	7,500	0.0%	-3.8%
Government	231,600	225,400	227,800	228,100	0.1%	-1.5%
Federal Government	14,000	13,300	13,400	13,400	0.0%	-4.3%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	217,600	212,100	214,400	214,700	0.1%	-1.3%
State Government	112,000	108,800	109,400	109,200	-0.2%	-2.5%
State Government Education	28,300	27,700	28,000	27,700	-1.1%	-2.1%
State Government Excluding Education	83,700	81,100	81,400	81,500	0.1%	-2.6%
Local Government	105,600	103,300	105,000	105,500	0.5%	-0.1%
Local Government Education	62,700	61,600	63,200	63,500	0.5%	1.3%
County	18,400	17,800	17,800	17,800	0.0%	-3.3%
City	10,000	9,500	9,500	9,500	0.0%	-5.0%
Special Districts plus Indian Tribes	14,500	14,400	14,500	14,700	1.4%	1.4%

**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

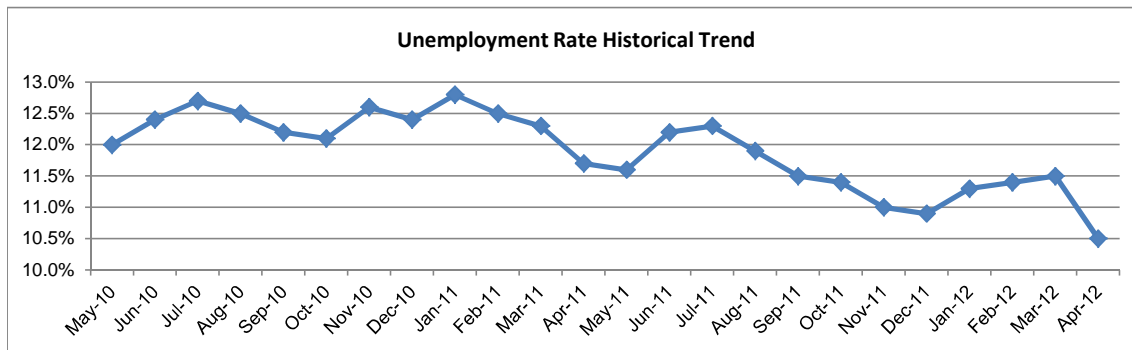
These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 10.5 percent in April 2012, down from a revised 11.5 percent in March 2012, and below the year-ago estimate of 11.7 percent. This compares with an unadjusted unemployment rate of 10.5 percent for California and 7.7 percent for the nation during the same period. The unemployment rate was 10.6 percent in El Dorado County, 9.6 percent in Placer County, 10.5 percent in Sacramento County, and 12.3 percent in Yolo County.



Industry	Mar-2012	Apr-2012	Change		Apr-2011	Apr-2012	Change
	Revised	Prelim				Prelim	
Total, All Industries	809,200	813,400	4,200		813,500	813,400	(100)
Total Farm	6,900	7,800	900		7,900	7,800	(100)
Total Nonfarm	802,300	805,600	3,300		805,600	805,600	0
Mining and Logging	400	400	0		400	400	0
Construction	31,900	32,700	800		34,700	32,700	(2,000)
Manufacturing	32,700	32,600	(100)		32,600	32,600	0
Trade, Transportation & Utilities	132,700	132,700	0		131,000	132,700	1,700
Information	16,600	16,400	(200)		16,700	16,400	(300)
Financial Activities	46,800	47,200	400		46,300	47,200	900
Professional & Business Services	101,700	102,400	700		101,200	102,400	1,200
Educational & Health Services	105,500	106,300	800		102,600	106,300	3,700
Leisure & Hospitality	77,600	78,800	1,200		80,500	78,800	(1,700)
Other Services	28,600	28,000	(600)		28,000	28,000	0
Government	227,800	228,100	300		231,600	228,100	(3,500)

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

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)  
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**

**Leisure and hospitality led month-over job gains**

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 10.5 percent in April 2012, down from a revised 11.5 percent in March 2012, and below the year-ago estimate of 11.7 percent. This compares with an unadjusted unemployment rate of 10.5 percent for California and 7.7 percent for the nation during the same period. The unemployment rate was 10.6 percent in El Dorado County, 9.6 percent in Placer County, 10.5 percent in Sacramento County, and 12.3 percent in Yolo County.

**Between March 2012 and April 2012**, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 4,200 to total 813,400 jobs.

- Leisure and hospitality expanded by 1,200 jobs. Accommodation and food services (up 1,100 jobs) and arts, entertainment, and recreation (up 100 jobs) accounted for the gain.
- Total farm increased by 900 jobs.
- Construction reported a seasonal increase of 800 jobs. The majority of the increase in this sector occurred outside of specialty trade contractors (down 200 jobs) and construction of buildings (down 100 jobs).
- Education and health services added 800 jobs. Health care and social assistance (up 800 jobs) accounted for the increase.
- On the downside, other services decreased by 600 jobs.

**Between April 2011 and April 2012**, the total number of jobs located in the region decreased by 100 or 0.01 percent.

- Government shrank by 3,500 jobs. State government (down 2,800 jobs), federal government (down 600 jobs), and local government (down 100 jobs) accounted for the decline.
- Construction declined by 2,000 jobs.
- Leisure and hospitality lost 1,700 jobs, largely due to cutbacks in arts, entertainment, and recreation (down 1,300 jobs). Accommodation and food services contracted by 400 jobs.
- On the upside, education and health services increased by 3,700 jobs. Health care and social assistance (up 3,300 jobs) accounted for the majority of the increase.
- Trade, transportation, and utilities added 1,700 jobs. Gains in retail trade (up 2,300 jobs) offset a decrease in transportation, warehousing, and utilities (down 600 jobs).

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

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Sacramento County	671,100	600,600	70,500	10.5%	1.000000	1.000000
Arden Arcade CDP	55,800	50,000	5,800	10.4%	0.083249	0.082638
Carmichael CDP	28,900	26,500	2,400	8.1%	0.044196	0.033389
Citrus Heights city	49,800	46,200	3,700	7.4%	0.076838	0.052031
Elk Grove CDP	34,800	31,800	3,000	8.5%	0.052995	0.042014
Fair Oaks CDP	17,000	16,000	1,000	5.7%	0.026690	0.013634
Florin CDP	12,500	10,500	2,100	16.5%	0.017414	0.029215
Folsom city	26,800	25,500	1,300	4.8%	0.042525	0.018086
Foothill Farms CDP	9,600	8,200	1,400	14.4%	0.013648	0.019477
Galt city	10,700	8,900	1,800	17.0%	0.014787	0.025876
Gold River CDP	4,800	4,700	100	2.0%	0.007807	0.001391
Isleton city	400	400	100	13.9%	0.000606	0.000835
La Riviera CDP	6,900	6,500	400	6.3%	0.010764	0.006121
Laguna CDP	20,300	19,100	1,200	5.7%	0.031834	0.016416
Laguna West Lakeside CDP	5,200	4,900	400	7.5%	0.008082	0.005565
North Highlands CDP	22,200	18,600	3,600	16.3%	0.030952	0.051475
Orangevale CDP	15,700	14,600	1,100	7.1%	0.024229	0.015860
Parkway South Sacramento CD	15,800	12,900	2,900	18.4%	0.021400	0.041180
Rancho Cordova City	30,500	26,800	3,700	12.0%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	3.5%	0.003619	0.001113
Rio Linda CDP	5,700	4,800	900	16.5%	0.007917	0.013356
Rosemont CDP	13,800	12,500	1,200	8.9%	0.020867	0.017251
Sacramento city	212,800	186,600	26,200	12.3%	0.310678	0.371731
Vineyard CDP	5,800	5,500	300	5.4%	0.009185	0.004452
Walnut Grove CDP	500	300	100	25.7%	0.000569	0.001669
Wilton CDP	2,700	2,500	200	7.2%	0.004225	0.002782

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

**Notes:**

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

**Methodology:**

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

### Data Not Seasonally Adjusted

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

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

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

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

## ITEM IV-H – INFORMATION

### HEAD START REPORTS

#### BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

**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, March 27, 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 9:06 a.m. Ms. Connie Wallace read the Thought of the Day; Ms. Wallace acted as Secretary and called the roll. Ms. Teresita Saechao provided translation services.

**Members Present:**

Kiersten Gonzales, Sacramento City Unified School District  
Ogla Martinez, Sacramento City Unified School District  
Nadezhda Ruelas, Sacramento City Unified School District (arrived at 9:25 a.m.)  
Coventry St. Mary, San Juan Unified School District  
Sarah Proteau, 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 (arrived at 9:11 a.m.)  
Johnny Sanders, SETA-Operated Program  
Connie Wallace, SETA-Operated Program  
Reina Florez, Early Head Start (SOP) (arrived at 9:35 a.m.)  
Willie Jean Peck, Foster Parent Representative  
Rebecca Lewis, Grandparent Representative  
Tamara Knox, Past Parent Representative  
Amarjit Gill, Past Parent Representative

**New Members Seated:**

Apryl Strayhand, Elk Grove Unified School District

**Members Absent:**

Trina Pelton, Twin Rivers Unified School District (excused)  
Codie Riddick, Elk Grove Unified School District (unexcused)  
Lucero Canto, Home Base Option (excused)  
Blanca Rosales, Home Base Option (excused)

- Introduction of CFS Quality Assurance Unit: Monica Avila, Monica Barber, Heather McClellan Brandusa, Valerie Powell, Cami Saling, Judy Weber, by Ms. Melanie Nicolas, Program Officer, Supervisor, and Ms. Brenda Campos, Manager.

Ms. Melanie Nicolas introduced the CFS Quality assurance Unit. This unit began January 3. Ms. Nicolas asked unit members to introduce themselves and announce how many years they have been with the agency.

- ✓ Monica Avila: Has been at SETA for 12 years. Ms. Avila used to be a Family Services Worker.
- ✓ Monica Barber: Has been at SETA 6 years.
- ✓ Judy Weber: Ms. Weber started as a parent in the San Juan Head Start program in 1986. She has been a SETA employee for 23 years.
- ✓ Heather McClellan Brandusa: Has been at SETA for 7 years
- ✓ Cami Saling: Has been at SETA for 17 months.
- ✓ Valerie Powell: Has been at SETA 2 years

## II. Consent Item

- A. Approval of the Minutes of the February 28, 2012 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/V. Gutierrez, second/Gill, to approve the February 28, 2012 minutes as distributed.

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

## III. Action Items

- A. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957**

The board went into closed session at 9:17 a.m. Ms. St. Mary called the meeting back to order at 9:35 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: 1) Early Head Start Educator; 2) Family Services Worker Range II; 3) Family Services Worker Range III. The eligibility list for Site Supervisor was tabled.

Ms. Reina Florez arrived at 9:35 a.m. and assumed the duties of Secretary.

- B. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start

Ms. Lee reviewed the county-wide selection criteria. It was decided many years ago to do the selection for Head Start and Early Head Start the same way.

Moved/S. Gutierrez, second/Gill, to approve the Early Head Start Selection Criteria and the Head Start Selection Criteria for Sacramento County.

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

C. Approval of Modification to the SETA Personnel Policies and Procedures:  
Addition of Section 11.15 Head Start Uniform Policy

This board item requests modification to the Head Start Personnel Policies by instituting a uniform policy. A union represents the employees and this document works in tandem with the labor contract. If there are issues in the labor contract it supersedes the uniform policy.

Mr. Nishi stated that upon the Policy Council's approval of this policy, it will also go before the SETA Governing Board for approval.

Ms. Gonzales inquired how much the new policy will cost. Ms. Lee replied that the first group of uniforms was rolled out. The initial cost was \$15,000 for 328 staff members. Staff received a combination of five items, three shirts, two aprons; the Agency will be replacing them as they wear out. In addition, the Agency will be switching the fabric and color. The replenishment of the shirts and aprons is expected to be \$9,000 annually.

Moved/Wallace, second/Lewis, to approve the modifications to the SETA Personnel Policies and Procedures: Addition of Section 11.15 Head Start Uniform Policy.

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

**IV. Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar.
- Parent/Family Support Unit Events and Activities: Ms. St. Mary reminded board member of the upcoming Parent Conference. The keynote speaker will be Mr. Ronald Mah.
- Parent/Staff Recognitions: Ms. Reina Florez thanked Ms. Brenda Campos and Ms. Megan Marshall for assisting her with acquiring her child's shot records. Ms. Rebecca Lewis gave a 'shout out' to Ms. Tamara Knox. Ms. Knox was acknowledged as one of Sacramento City College's Outstanding Women Students. Ms. Lewis attended the Maternal Child and Adolescent Committee; Dr. Kasseri, the new public health officer was introduced. Ms. Wallace thanked Ms. Campos for an issue that she brought up at the PAC meeting; she appreciates the follow through. Ms. St. Mary wished Ms. Desha a Happy Birthday. Ms. Hawkins's birthday is on Friday, March 30. A number of other birthdays were announced.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reviewed the fiscal report. The Agency is seven months into the budget so it is expected that expenditures would be 58% of the budget; currently the expenditures are 55% of the budget. Administrative costs are running around 10%. Staff has identified some areas where the non-federal shares are not generally reported; Mr. Bartlett will report back on this issue next month. The Agency just received notification that a \$3 million expansion grant will be received to increase the Head Start and Early Head Start programs. The ARRA grant for mentor



coaches has been spent; management has decided to continue this program utilizing other funds.

- National Head Start Association (NHSA) Parent Training Conference Reports Ms. Amber Taylor, Ms. Socorro Gutierrez, and Ms. Rebecca Lewis all spoke of their experiences at the New Orleans conference.
- California Head Start Parent Conference (CHSA) Reports: Ms. Reina Florez and Ms. Coventry St. Mary provided an overview of the conference.
- Officer Training Report: Ms. Coventry St. Mary, Vivian Gutierrez, and Ms. Carolyn Wilson reported on the officer training.
- Community Resources-Parents/Staff: None.

B. Governing Board Minutes for the December 1, 2011 and January 5, 2012 Meetings: No questions.

C. Fiscal Monitoring Reports: No questions.

#### **V. Committee Reports**

A. Executive Committee: Ms. Reina Florez reviewed the two meeting critiques.

B. Budget/Planning Committee: Ms. Socorro Gutierrez reported on the most recent meeting.

C. Personnel/Bylaws Committee: The next meeting will be March 28; this is an opportunity for board members to suggest modifications to the bylaws.

D. Social/Hospitality Committee: The first meeting will be April 11, 1 p.m. in the Redwood Room.

E. Program Area Committees

➤ Early Childhood Development & Health Services Committee and Parent/Family Committee: No meeting scheduled.

➤ Monitoring and Evaluation Committee: No report.

➤ Male Involvement Committee/Community Advocating Male Participation: There was a good turnout for the last meeting; there is still a need for a CAMP representative on the board.

F. Health Services Advisory Committee Report: No meeting scheduled.

G. Community Partnerships Advisory Committee: The next meeting will be Thursday, April 19, 2012, 9:00 a.m., in the Redwood Room.

H. Maternal, Child and Adolescent Health Advisory Board: No additional report.

#### **VI. Other Reports**

A. Executive Director's Report: Ms. Kathy Kossick next month will be celebrating 30 years of SETA being the Head Start grantee for Sacramento County.

B. Head Start Deputy Director's Report

➤ Monthly Head Start Report: Congresswoman Doris Matsui will be kicking off the 30 Year Anniversary festivities on April 12. The SETA Operated Program will have literacy week by having a variety of special guest readers reading to the children. On April 24, Good Day Sacramento will have their celebrities working at the kitchen and delivering the food to the different centers.

C. Head Start Managers' Monthly Reports

- Brenda Campos: Grantee Program Support Services: No report.
- Lisa Carr, Parent/Family Support Unit: Ms. Carr attended the California Head Start Conference with parents and really enjoyed it! Ms. Carr spoke of the Countywide Parent Conference and how wonderful Mr. Ronald Mah is! There are some great workshops being scheduled and really great food!
  - ❖ Healthy Marriage Workshops: Ms. Carr reported that three workshops have been held for families; the workshops are being offered throughout the county. There are 120 classes that will be offered during the grant period. Call 362-1900 for more information. The one class being offered at SETA will be finishing up this Saturday. Call to find out when the next series of workshops will be held. Child care/play care and meals are provided for the attendees.
- Karen Gonzales: Child Development and Education Services: No report.
- D. Chair's Report: Ms. St. Mary asked parents to pick up their reimbursement money as soon as possible.
- E. Open Discussion and Comments: No comments.

Ms. Vivian Gutierrez reported that WCIC will be having a talent show; all are welcome. Ms. Gutierrez also reported that her husband will be joining the CAMP group.

Congratulations to Ms. Taylor on her new baby born last month!

- F. Public Participation: None.

**VII. Adjournment:** The meeting was adjourned at 11:15 a.m.

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 04/30/12)

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.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP ( % AFE)</u>	
Twin Rivers USD (211)	21	(10%)	N/A	
Elk Grove USD (420)	49	(12%)	N/A	
Sacramento City USD (1292)(147)	157	(12%)	15	(10%)
San Juan USD (700) (161)	74	(11%)	20	(12%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	186	(10%)	57	(16%)
<b>County (4621)* (653)*</b>	<b>499</b>	<b>(11%)</b>	<b>92</b>	<b>(14%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

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

**April, 2012**

## Head Start

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>	<b>Waiting List</b>
Elk Grove USD	420	420	100	333**	79	41
Sacramento City USD	1,292	1,295	100	1,138	88	32
SETA	1,874 (2,796)	1,917	102	1,552	83	3,081
San Juan USD	700	696*	99	565	81	75
Twin Rivers USD	211	208*	99	185	87	78
WCIC/Playmate Head Start	120	120	100	98	98	-

\*Delegates have chosen not to replace slots within 60 days of end of school year. \*\*Spring break.

## Early Head Start

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>	<b>Waiting List</b>
Sacramento City USD	147	147	100	109	74	104
Sacramento Employment and Training Agency	345	352	102	268	78	866
San Juan USD	161	172	107	125	78	13

- (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

# Seta Head Start

## Food Service Operations Monthly Report

### \* April 2012

April 2nd through 6th - WCIC Classes Closed for Spring Break

April 9th - Vineland Closed due to Twin Rivers Furlough Day  
Phoenix Park only AM classes due to water issues.

April 16th - New Delivery Routes Start

April 18th - Kennedy Estates only PM Class due to water issues.

April 24th - Good Morning Sacramento Filming at the Central Kitchen.

April 27th - EHS Home Base Field Trip, Lunch & Snack Provided for 125 Guests  
Preschool Home Base Field Trip Lunch & Snack Provided for 60 Guests.

**Meetings and Trainings:**

All Staff Training - April 6 attended by all of the Food Service Team.

Food Service Team Meeting at Plaza Del Paso April 27th.

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

Lunch	PM Snack	Breakfast	Field Trips
41,170	24,366	28,842	380

Total Amount of Meals and Snacks Prepared 94,758

**Purchases:**

Food	\$78,777.68
Non - Food	\$12,720.67

Building Maintenance and Repair: \$301.66

Kitchen Small Wares and Equipment: \$169.83

Vehicle Maintenance and Repair : \$4,185.28

Vehicle Gas / Fuel:	\$2,253.86
Normal Delivery Days	21



**Observance of Memorial Day – Monday, May 28, 2012**

# Monthly Head Start Report

**May 2012**

## **SETA Operated Program**

### **All Staff Training Event:**

SETA's Children and Family Services Department held an All Staff Training on April 6, 2012 at Sacramento Scottish Rite Masonic Center. The day began with a Power Point Presentation highlighting services, along with Denise Lee speaking to the staff and kicking off the 30<sup>th</sup> Anniversary for SETA CFS Department. Three staff were presented with awards commemorating 30 years of service to the Head Start program-Sharon Adams, Francisco Navarro and Denise Sedlacek. The day also included four fantastic workshops which provided professional, as well as personal growth, for staff. The workshops were: Bridges Out of Poverty, Work-Life Balance, Exceptional Customer Service-It's In the Bag!, and Moving Through Change: What's In It for Me?. The All Staff Training day allowed staff from various areas of the program - Early Learning Centers, kitchens, facilities, administration office - to join together for a day to relax and enjoy the camaraderie with peers.

### **Family Partnership Unit:**

On April 21, the annual Countywide Parent and Kinship Conference was held at the Charles A. Jones Skills Center. Over 80 parents and grandparents participated in the event, making it a huge success!

The event was keynoted by Ronald Mah, LMFT. The title of his key note address was Legacy-Wisdom and Foolishness through the Generations. He also provided a two-hour workshop for parents on the topic of healthy families, and functional families. Other workshops included financial survival; mothers raising sons; a nutrition class; a workshop on discipline; and, a literacy workshop hosted by a representative from KVIE.

Over 69 children were in attendance and were able to participate in a workshop titled "Education through Music" put on by Pam West, Site Supervisor at Hopkins Park; and all of the children had an opportunity to go to the on-site petting zoo.

All in all, families left energized and excited. Overwhelmingly, the response was so positive and families are already talking about next year's conference.

## **SETA Children and Family Services 30<sup>th</sup> Anniversary:**

SETA Children and Family Services has been providing services to children, families and the community in Sacramento County for the past 30 years through the Head Start program. In celebration of this incredible milestone, SETA hosted a variety of events in April. Specifically:

**April 9-13 Literacy Week** –a variety of special guest readers generously gave their time to read at each Early Learning Center. Readers included, but were not limited to, Honorable Congresswoman Doris Matsui, City and County elected officials, SETA Governing Board members, partnering businesses, local police and fire departments, community partners, volunteers and even a past Head Start child who is currently in kindergarten and returned to read to their previous preschool class.

**April 12** – SETA hosted a highlighted Celebration event with **Honorable Congresswoman Doris Matsui** at the Sharon Neese Early Learning Center. Congresswoman Matsui, SETA Governing Board Chair Sophia Scherman, Policy Council Chair Coventry St. Mary, SETA staff Shondell Pearson and her daughter Jennelle, and the parents of a child who attends Sharon Neese Center were the speakers during the event. Congresswoman Matsui read stories to the preschool children, and the children read along with her. The event drew current and past parents and grandparents, City and County elected officials, Policy Council and Parent Advisory Committee members, and staff.

**April 24 – Good Day, Sacramento “Celebrity on the Job”** took place at SETA’s main kitchen on Watt Avenue in Sacramento. Newscaster Amy Carabba from CW31 Good Day, Sacramento show reported on the daily activities in the food service kitchens, which begin at 6:00 a.m., Monday-Friday. She started her day with the preparation of the food, moved onto getting the food ready to take to each of the early learning centers, loaded the van and delivered the food to the sites. Amy was impressed at the number of meals served each day and the special diet meals that are prepared for children who cannot eat certain foods due to various medical conditions or allergies. During the interview, Amy gained a lot of information about the Head Start program: the meals that children receive may be the most nutritional food they have all day; there are a large number of children who come from low-income families that may not otherwise be able to have their child attend an early learning center; and, the commitment that comes from all of the staff to ensure SETA has a top notch program.

**April 27 - Service Provider/Community Partner Breakfast** was held at Antioch Progressive Church in South Sacramento. The event highlighted numerous valuable partnerships that have joined efforts with SETA to provide high quality services to Head Start families and their children over the past 30 years. There were six providers highlighted on video, along with recognition awards given to over 70 providers/partners. Darla Givens, newscaster from NEWS10, was the emcee for the morning. SETA/Head Start was very fortunate to have so many community partners who share the passion and involvement for our children and families in Head Start. SETA/Head Start is an AWESOME program and very proud to be able to provide services to our community!

## **Elk Grove Unified School District**

### **Education Services Update:**

Liz Aguilar, education expert from SETA, presented a CLASS workshop highlighting the domain of instructional support. Instructional support focuses upon the importance of teacher child interactions in supporting childrens’ cognitive and language development.

Irene Ladd, instructional coach, gave an overview of the Californian Learning Foundations for Preschool, Volume II and the California Preschool Curriculum Framework, Volume II. The Foundations describe the knowledge and skills that most children can be expected to exhibit in a high

quality program at ages 48 months and 60 months. They are designed to help preschool programs focus their efforts on what children need to learn in order to be successful in preschool, elementary school and throughout life. The California Preschool Curriculum Framework was created to be a companion to the California Learning Foundations and provides educators with strategies and ideas to support the learning and development of preschool children.

**Enrollment:**

The Elk Grove Unified School District Head Start program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of March was 79%.

**Disabilities Services and Mental Health Services Update:**

The program educators and clerks have worked closely with the PreK social worker, Florence Oneto, and with the PreK psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 49 students (12%), with active IEPs being served. This number exceeds the 10% minimum required by Head Start.

**Health Services Update:**

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services.

**Family and Community Partnerships Update:**

“Healthy Air for Healthy Kids,” a workshop presented to teach parents about the importance of healthy air and ways to prevent air pollution in their homes by using less toxic cleaning products was delivered by Breathe California at Prairie Elementary School on April 12. Ten parents attended this class.

“Making Parenting a Pleasure,” a class designed to help parents build their parenting skills, was held at Charles Mack Elementary School on April 15 and 25. Three parents attended these classes.

“Discover Art,” a class where parents learn the importance of art in children’s lives as a form of self expression and creativity as well as participate in hands-on art activities they can do with their children at home were held at William Daylor High on April 10, and Charles Mack Elementary School on April 24. Seventeen parents attended the class at William Daylor and three parents attended the class at Charles Mack Elementary School.

“What To Do With The Mad You Feel,” a workshop designed to help parents learn where anger comes from and how to help their children manage their anger and channel it into more productive activity was held at Charles Mack Elementary School on April 17, at Prairie Elementary School on April 18, and at Samuel Kennedy Elementary School on April 19. Five parents attended the workshop at Charles Mack, thirty-two parents attended the workshop at Prairie, and four parents attended the workshop at Samuel Kennedy.

**Recruitment:**

The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

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

Registrations for the 2012-2013 school year are taking place in each of the three regions. Region I, which includes John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary,



Union House Elementary and Prairie Elementary Schools, registered 89 families in April. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 150 families. Region III, which includes Barbara Comstock Morse Elementary, Maelola Beitzel Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 183 families. A calendar with registration dates for May and June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2012 -2013 school year.

## **Sacramento City Unified School District**

### **Education:**

In April, teaching staff attended the Professional Learning on “What’s New in Autism” presented by Ginny Condon, Disabilities Coordinator for Child Development. Since April was Autism Awareness Month, this was a great opportunity for staff to learn more about Autism Spectrum Disorders (ASD).

Several resource staff, Social Workers, Coordinators and Resource Teachers attended a two-day CLASS observation training to become reliable assessors. The training was presented by Liz Aguilar/SETA and Amy Ronsheimer/SCUSD. After becoming reliable assessors, staff will conduct classroom assessments that will help monitor and improve program quality.

### **Health:**

Healthy food can be delicious! That’s what the preschool parents at Joseph Bonnheim discovered during this month’s parent meeting on health and nutrition. The parents were taught how to make fresh fruit smoothies by the teacher Elaine Hill, and the preschool nurse, Victoria Benson. They presented a talk about “Sugars” and “Making Good Food Choices”. Ms. Hill brought her juicer/blender from home and provided frozen fruits, natural fruit juices or coconut milk for the smoothies. Each participating parent received a refillable water bottle, which was used for the smoothies. Parents commented on how sweet-tasting the smoothies were, and they did not include any added sugar. One mother commented to the nurse, “I have the WIC program and thought I knew everything about nutrition. But then I attended the parent meeting today, and was excited to learn many other new things.”

- In addition to Joseph Bonnheim Preschool, more health and nutrition preschool parent talks occurred during the month by nurses, Lisa Stevens and Espie Millendez. The nurses have shared that these parent talks are always well received.
- Lisa Stevens, nurse, reported that SETA completed two Health and Nutrition audits of our Nicholas and Woodbine sites. Both sites were reported to have satisfactory findings
- Karen Ito, Registered Dietitian, gave a presentation to the Child Development Staff regarding “Family Style Dining in the Classroom and Children with Food Allergies”. The presentation was well-received, which included many questions from staff and great dialogue between the teaching staff and Ms. Ito.
- Espie Millendez, nurse, reports that the Dental Varnish Clinics with Dental Hygienists from Smile Keepers are continuing through the month of May.
- Nurse, Lisa Stevens, attended the Heal Meeting this month, which addressed the topic of “Rethink Your Drink”. This campaign suggests taking a closer look at the amount of sugar

included in beverages and focuses on encouraging parents and students to substitute their sugary drinks, especially soda, with water.

- Nurses Lisa Stevens and Victoria Benson attended the conference by U.C. Davis on “The Eyes of a Child.” Presenters at the conference included Pediatric Ophthalmologists, an Orthopedist, Optometrist and a Credentialed School Nurse. Valuable information was shared relating to such topics as vision disorders, how to accurately measure visual acuity in a school-aged child, differentiating infectious from infectious red eyes, and differentiating emergent from non-emergent pediatric eye problems.

### **Mental Health:**

The 6th CSEFEL social skills booklet on anger management was distributed to teachers to give to parents at their last conference. Social workers continue to present at parent meetings in several of the classrooms. There was a Male Involvement presentation done at Fruit Ridge preschool. Workshops and classes for teen parents are ongoing at American Legions and Hiram Johnson High Schools. Trainings were attended on the topics of sex trafficking and social and emotional learning. CLASS training also took place.

## **San Juan Unified School District**

### **Education Services Update**

Head Start teachers finalized their third DRDP assessments for those children returning to school next year. As teachers finalize the third assessment, the individual child strategies for the domains of social/emotional, cognitive, and physical development are created. This information is shared with families in Individual Development Plans (IDP) at parent conferences in May 2012.

### **Disabilities Services Update**

Re-registering returning students, as well as registering new students for the 2012-2013 school year is the theme for April. Some changes recurred in the process regarding special needs and general education students. After reviewing the changes by the OHS to the service plan, the Coordinator, Special Education Specialist, and a few other committee members determined that returning students would not need developmental a screening. Teachers and parents will still have the option to request a screening for their children if the need arises.

The pace picked up in the Screening Center as the team anticipates the May and June registration and screening rush. A new screening schedule has been created as well as preparation for new staff.

### **Mental Health Services Update**

The Mental Health Therapist lends extra support to the parents of kindergarten-bound children who have concerns regarding social/emotional readiness. The therapist is preparing to close out the school year by providing resources for child counseling cases so families can continue with mental health services.

### **Nutrition Services Update**

During this time of transition for the Pre-K children a traditional activity that occurs is introducing children to eating in the school cafeteria in preparation for Kindergarten. Teachers are proficient at taking the children through the food line, explaining each step to the children to make sure they grasp the concepts of cafeteria etiquette. The cafeteria staff enjoys this event as much as the children do.

### **Health Services Update**

Health staff screens children one day a week in the centralized screening room; in May screening will take place two days per week to accommodate students that are re-registering. Screening will increase to three days a week in June for new and returning registrations for the 2012-2013 school year. Health continues to provide dental screenings with Kate Varanelli. These dental screenings are the second round for all classes. Additionally, Health Services follows up with the children that have high and low BMIs and are also following up with any children that have an elevated blood lead levels.

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

The Policy Committee held its first meeting at the new location (Dom Way Primary Center, 1500 Dom Way, Sacramento, CA). A quorum was reached to approve the COLA for HS/ EHS. The first reading of the by-laws was also accomplished. Soon, the Hospitality Committee will plan the appreciation lunch to be held in September.

### **Transition Services Update**

April was a busy month for transitions. Parent conferences have been beneficial for parents to understand the importance of kindergarten readiness and their child's current development. Classroom teachers have been busy planning the kindergarten class visits. Parent meetings are focused on transitions and school readiness and information regarding these topics is being distributed to other parents. Transition binders which contain many helpful resources for teachers and parents have been updated and distributed for use.

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

Teachers and Child Development Assistants attended a Math Workshop that focused on creating sets of objects, and adding and subtracting from sets with 1-2 hidden objects in the sets. The agenda included an opportunity for staffers to share math strategies, a take home math activity for parents to do with their children, ending with a make-it, take-it session.

### **Fiscal Update**

Head Start and Early Head Start have improved over the last month with the percentage remaining in the year being more in balance with the remaining budget.

Both Head Start and Early Head Start fiscal and in-kind reports were submitted before the 10<sup>th</sup> of the month. Head Start in-kind is still below the 25% requirement. A modification to SETA and OHS/ACF requesting a lower in-kind match for Head Start this fiscal year will be requested.

Third Interims for San Juan USD and Budget Development are near completion with final figures to custodial costs being adjusted.

### **Early Head Start**

The Head Start grant was approved by the Policy Committee and submitted to SETA.

Teacher evaluations were completed and show continuous professional development by the staff.

The Infant Toddler Environment Rating Scale Action Plan was completed and included in the annual self-assessment.

The spring child assessment period ended with the completion of the Desired Results tool and Individualized Development Plan for each child.

## **Twin Rivers Unified School District**

No report for this month.

### **WCIC**

**Congratulations** are in order for WCIC/Playmate Head Start Programs' Head Teacher, Mrs. Janet Wong-Acorda and Ms. Gwendolyn Jackson, Teacher, for passing the CLASS Re-Certification with scores of 98 each, during the month of April 2012.

WCIC/Playmate Head Start Programs' staff received a training titled "Understanding Temperament" by Becky Hoing, Child Development Training Specialist from CAPC, on April 13, 2012. She addressed the Nine Temperament Traits. The traits were activity level, distractibility, biological rhythm, intensity of reaction, persistence, sensory threshold, approach/withdrawal, adaptability, and mood. She stated that understanding temperament can determine one's temperament; explore "Goodness of Fit" between a child and caregiver, define self-regulation and support strategies for classrooms. Reflection on how adult's and children's temperament influences relationships can affect interactions and emotional environment in the classrooms. Temperament is a unique response to stress, which shapes the personalities, and the emotional cues in response to stress and affects the ability to cope with stress, and self-regulation.

WCIC/Playmate Head Start Programs' children and staff took school pictures of the 2011-2012 graduating class and returning children on April 16, 2012.

Mr. Zong Vue, Family Services Worker, attended the PIR Overview Meeting on April 16, 2012 at SETA.

WCIC/Playmate Head Start Programs' staff received training on "Physical Activity/Healthy Lifestyle" by Liz Aguilar, Education Consultant from Sacramento Employment and Training Agency, on April 18, 2012. Ms. Aguilar provided information on how to make fitness fun. She addressed physical inactivity as a major risk factor for developing coronary artery disease. It also increases the risk of stroke and such other major cardiovascular risk factors as obesity, high blood pressure, low HDL "good" cholesterol and diabetes. The American Heart Association recommends that children and adolescents participate in at least sixty minutes of moderate to vigorous physical activity every day. Ms. Aguilar asked "Why is exercise or physical activity important for the child? How do you promote physical activity in the child, what if the child is uncoordinated or overweight?" Increased physical activity has been associated with increased life expectancy and decreased risk of cardiovascular disease. Physical activity produces overall physical, psychological and social benefits; inactive children are likely to become inactive adults. Physical activity helps with controlling weight, reducing blood pressure, raising HDL cholesterol, reducing the risk of diabetes and some kinds of cancer, and improved psychological well-being, including gaining more self-confidence and higher self-esteem. Also, physical activity should be increased by reducing sedentary time; it should be fun for children and adolescents. Parents should try to be role models for active lifestyles and provide children with opportunities for increased physical activity. All children, even less-coordinated ones, need to be physical active. Activities are helpful for the physical and psychological well-being of children with a weight problem.

WCIC/Playmate Head Start Programs' staff received training on "Mandated Reporting" by Becky Hoing, Child Development Training Specialist from CAPC, on April 27, 2012. Ms. Hoing stated that in 2009, there were 4,400 callers per month, more than 22,000 allegations of child abuse neglect, and 1,600 removed from homes. In many states, mandated reporters are professionals who, in the ordinary course of work and because they have regular contact with children or other identified vulnerable

populations, are required to report. She addressed the four types of child abuse: physical abuse, sexual abuse, emotional abuse, and neglect. She said abuse occurs when a victim has suffered physical injury inflicted other than by accidental means, has injuries, or is in a condition resulting from mistreatment, such as malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional abuse or cruelty. Neglect may be defined as abandonment, denial of proper care and attention physically, emotionally, or morally, or living under conditions, circumstances or associations injurious to well-being. Mandated reporters are required to file a report whenever there is reasonable cause to suspect or believe any child/resident of a care facility has abused or neglected. Whenever the results of an investigation leads to the conclusion that there is reasonable cause to believe that there has been abuse or neglect by staff, then the institution, school or facility must provide records concerning the investigation to the appropriate investigating agency and/or to the agency that licensed the facility.

WCIC's Team attended the SETA Head Start 30<sup>th</sup> Anniversary Celebration on April 27th at Antioch Progressive Church; SETA's leadership hosted a Provider Breakfast Celebration. This event was to highlight the numerous valuable partnerships that joined their efforts to provide high quality services to Head Start families and their children over the past 30 years!!! Presentations of special honors were provided to Delegate Agencies. Everyone enjoyed the MC, program, breakfast, and Head Start children's entertainment, token of appreciation and networking opportunities. **Congratulations!!!**

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

ACF-IM-HS-12-03 Consumer Product Safety Commission (CPSC) New Crib Standards

## 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.