



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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City of Sacramento

SOPHIA SCHERMAN
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JIMMIE YEE
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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, July 5, 2012

TIME: 10:00 a.m.

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

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

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

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DISTRIBUTION DATE: WEDNESDAY, JUNE 27, 2012

ITEM II-A - CONSENT

MINUTES OF THE JUNE 7, 2012 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 7, 2012 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, June 7, 2012
10:00 a.m.

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

II. Consent Items

- A. Minutes of the April 26, 2012 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of Fiscal Year 2012-13 Facilities Renovation and Repair Application to the California Department of Education (Denise Lee)
- D. 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
- E. 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
- F. Approval of Revised Vendor Services (VS) Request for Qualifications (RFQ)

The consent items were reviewed; no questions or corrections.

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

- A. Approve the April 26, 2012 minutes.
- B. Approve the claims and warrants for the period 4/19/12 through 5/31/12.
- C. 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.

- D. 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.
- E. Approve the implementation of the eight existing statewide WIA waivers listed above for PY 2012-13, contingent upon the U.S. DOL's approval.
- F. 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.
Voice vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **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

Mr. Roy Kim reported that there are a number of pending grants. It is hoped to have these grants closed when the final budget is due in August. The proposed budget is slightly less than last year's budget; staff anticipates receiving some of the pending grant applications.

Ms. Scherman opened a public hearing.

Mr. Yee inquired why the fringe benefit rate is 50% instead of 38-40% which he is more familiar with. Mr. Kim replied that the rate is 52% of the budget specifically for the Children and Family Services Department; it slightly less for the Workforce Development Department. The rate is figured by taking the total fringe benefits divided by salaries. This rate is always scrutinized when grants are submitted.

Ms. Kossick stated that as an Agency, there are a number of employees that work six hours rather than eight hours. This explains why the fringe benefits are higher. Mr. Yee asked to discuss this issue with Ms. Kossick.

Mr. Nottoli arrived at 10:15 a.m.

Moved/Pannell, second/Nottoli, to continue the public hearing to August 2, 2012, where the public hearing will be closed and the Agency budget adopted.
Voice vote: Unanimous approval.

2. Approval of Services Contracts for Head Start Janitorial Services and Authorize the Executive Director to Sign the Contracts

Mr. Rod Nishi reported that the process began in January with the release of an RFP for janitorial services for the Head Start sites. Mr. Nishi stated that there will be an increase in the amount for New Generation to \$72,231. This is due to the inclusion of the North Avenue Head Start site. This will bring the total amount to \$300,294.78.

Mr. Nottoli asked if there was any conversation with the contractors regarding their hiring practices. Mr. Nishi replied that he had a conversation with the vendors about how they hire their employees. Out of the seven vendors requesting approval, five are new vendors and their interest in coming into the Sacramento area includes hiring local employees. Their desire is to have certified green trained employees.

Ms. Kossick stated that as the vendors build their workforce from the community, staff can highly encourage the vendors to hire from the pools the Agency is training. This could include utilizing OJT contracts with the vendors. Mr. Thatch stated that legal counsel could craft a provision to encourage the vendors to participate in the programs and gear the extensions to make it a requirement that they participate and tie the extension to the participation.

Mr. Nishi stated that this industry has changed since the last time the Agency sought janitorial vendors in 2007. Now the vendors are using heavy equipment and modern IT equipment to do the cleaning and communicate. There is a higher expectation for the industry and staff is very pleased to have the number of vendors step forward.

Moved/Yee, second/Pannell, to approve the janitorial services contracts for Head Start contractors as outlined in the board packet. 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. In addition, information will be requested of vendors regarding their hiring practices and this will be tied to their contract extension.

Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

3. 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

Mr. Nishi reviewed this item which is requesting a non-competitive procurement approval for a payroll software system. The Agency received one valid proposal from the current vendor; the Agency has been using this vendor for two years. This contract will provide support and payroll services. Mr. Nishi read the non-competitive procurement sole source finding into the record.

Moved/Nottoli, second/Yee, 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.

Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

4. Approval to Release a Request for Qualifications for Insurance Broker of Record

This item was dropped from the agenda.

5. Approval to Submit a Proposal to the California Employment Training Panel (ETP) for Vocational Training

Mr. William Walker reported that this is a new contract which 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. SETA is requesting \$598,000 to train 100 new hires.

Moved/Pannell, second/Yee, to approve the submission of a proposal in the amount of \$598,000 to the Employment Training Panel to train 100 new hires. Voice vote: Unanimous approval.

6. Appointment of Private Business Sector Representatives to the Sacramento Works, Inc. Board

Ms. Kossick stated that members received copies of applications to review for the private sector vacancies. The Sacramento Works Executive Committee has reviewed the four applicants and is recommending two people.

Moved/Nottoli, second/Yee, appoint Roger Niello, President & CEO, Sacramento Metro Chamber of Commerce, and Thomas Kandris, CEO/Managing Director, American River Packaging, to the Sacramento Works Workforce Investment Board to fill Private Sector seats.

Voice vote: Unanimous approval.

Ms. Scherman announced that today is Ms. Kossick's birthday.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Concurrence with the Sacramento Works, Inc. Board to Approve the Workforce Investment Act Sacramento Works Resource Allocation Plan for 2012-2013

Ms. Robin Purdy reviewed the resource allocation plan which shows how the WIA funds are spent. The WIB develops the policies on how the funds are expended. The allocation is over \$8.7 million for the adult/dislocated worker programs. The WIB is recommending use of the same resource allocation plan that was approved in the board packet. There are more funds this year due to the population and the high unemployment rate.

Moved/Yee, second/Yee, to concur with the Sacramento Works, Inc. board to approve the Resource Allocation Plan for 2012-2013.

Voice vote: Unanimous approval.

2. 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

Ms. Christine Welsch stated that the Youth Council is charged with developing the procurement, issuing the Request For Proposals and monitoring the progress of services to youth. Staff also look at whether the programs are providing services in the high risk neighborhoods, and whether they work with employers well, etc. Just under \$2 million is available. Ms. Welsch reviewed the universal services.

SETA worked with the Sacramento City program to run a summer program; there were outstanding results with this group of youth. These young people graduated high school and went on to higher education. This training will be tailored for the young person and technical schools will be included.

Ms. Pannell asked about services provided to Hiram Johnson and Burbank high schools. Ms. Welsch replied that different program operators provide services to these high schools. Services are provided at the high schools to reach the kids that are not going into the career centers.

Ms. Scherman reported that she offers a scholarship for Elk Grove students, however the teachers are not telling the students about the scholarship. It is important for the staff to notify kids of the availability of scholarships.

Moved/Pannell, second/Nottoli, to approve the funding recommendations for the WIA, Title I, Youth Program, PY 2012-2013 with the program year beginning July 1, 2012. In addition, 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.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 1 (Yee)

3. Approval to Extend Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker One Stop Services for Program Year 2012-2013

Ms. Purdy reported that this is the last year of extensions for one stop services. The providers have met or are close to meeting their goals as of June 30. The third quarter reports were distributed showing the performance. The operators have met the goals and the local measures which were reviewed. Ms. Purdy reviewed the funding recommendations for the one stop career centers. There is a 3% increase for each career center.

Moved/Nottoli, second/Yee, to approve the extension of all WIA One-Stop Services subgrant agreements for Program Year 2012-13 as indicated on the attached funding chart.

Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

4. Approval of Funding Extension Recommendations for the Workforce Investment Act, Title I, Adult and Dislocated Worker, CalWORKs and National Emergency Grant On-the-Job Training/Subsidized Employment (OJT/SE), PY 2012-13

Ms. Michelle O'Camb reviewed this item. All six providers were evaluated and achieved their performance. The OJT activity has shown great long-term outcomes. Of the 212 OJT clients served, 85-87% entered unsubsidized employment.

Moved/Yee, second/Nottoli, to approve the OJT/SE staff funding extension recommendations for PY 2012-13 as reflected in the 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.

Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

Community Services Block Grant

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

There were no questions or comments on this item.

Moved/Pannell, second/Yee, to approve the resolution, and authorize the Executive Director to sign the agreement and any amendments to the agreement.

Voice Vote: Unanimous approval.

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. New and Pending Grants: No report.

B. Third Quarter Reports – Sacramento Works One Stop Career Center System: No additional report.

C. California New Start Program Report: Mr. Walker thanked the staff that participated in this program. Staff working with this population and providing the services inside of Folsom Prison was quite a feat. Mr. Walker stated that 417 inmates in prison were served and over 400 out of prison were served.

D. Long-Term Outcomes for the On-the-Job Training Activity: No additional report.

E. Fiscal Monitoring Reports: No additional report.

F. Employer Success Stories and Activity Report: Mr. Walker reported that a job fair was held on May 24 at the Pannell Center; it was a huge success. Mr. Walker reported that 36 employers showed up.

G. Dislocated Worker Update: Mr. Walker reported that Folsom Prison is laying off 80-90 employees; SETA staff will be going out to provide dislocation services to the dislocated employees. Mr. Nottoli inquired whether Siemens had filed a WARN notice and Mr. Walker replied that they had not; the threshold for the WARN notices had not been met.

H. Unemployment Update/Press Release from the Employment Development Department: No additional report.

I. Head Start Reports: Ms. Denise Lee provided thank you pictures to the board members for their participation in the Head Start 30 year anniversary. The North Avenue center was recently opened; it is a wonderful location. There was no interruption in services to the Head Start families. Ms. Lee acknowledged the hard work of Ms. Brenda Campos for getting the center up and running on such short notice.

V. Reports to the Board

- A. Chair: No report. Ms. Scherman congratulated Ms. Bonnie Pannell on her re-election to the Sacramento City Council.
- B. Executive Director: Ms. Kossick referred the board to the board item on additional resources and pending discretionary grants. Ms. Kossick acknowledged the hard work on behalf of staff to secure these grants. The Agency recently heard a veterans assistance grant was funded. The Board will be meeting on July 5 meeting; there are three confirmations to attend this meeting.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Pannell thanked Mr. Walker for the outstanding work on the job fair.
- F. Public: Mr. Carlos Lopez, Center for Employment Training, reported that they have moved to a new campus on Fruitridge Road; Mr. Lopez invited each of the board members to tour the new facility. Federal law effective July 1 states that an individual must have a GED in order to receive a Pell Grant. This will affect individuals, and some will not be able to obtain occupational training, which is a significant change in the law. Many at CET do not have a GED but they can benefit from occupational training. Their placement rate is around 72% in full time jobs. Ms. Scherman was the speaker at the recent CET graduation where 62 people graduated.

For several years, CET has applied for VA approved training programs; they are now approved for VA benefits and training to veterans. There are a number of sites now approved and Mr. Lopez asked to have referrals from SETA and the Career Centers.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

Mr. Thatch reported that the board would go into closed sessions to discuss labor negotiations; there will be no report out of closed session.

The board went into closed session at 11:43 a.m.

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

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 6/1/12 through 6/28/12, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 6/1/12 to 6/28/12.

STAFF PRESENTER: Roy Kim

ITEM II-C - CONSENT

APPROVAL OF STAFF RECOMMENDATION FOR THE YOUTH VENDOR SERVICES
(VS) LIST

BACKGROUND:

In February, 2006 the SETA Governing Board approved release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ) amending the RFQ to include Youth Development and Life Skills services. Previous to the 2006 amendment, the VS RFQ limited services to adult clients. Vendor services are off-the-shelf, vendorized activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

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

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation for the Youth VS List.

STAFF PRESENTER: Michelle O'Camb

Youth Vendor Services (VS) List

Staff Recommendation

APPLICANT: CELI, Inc.

Location: 5860 Stallon Way, Sacramento, CA 95823

Applicants' Background:

CELI, Inc. is a 501c3 non-profit organization founded in 2006 to provide support for small non-profit and community based organizations to enable them to more effectively serve the community.

In 2009, CELI began providing direct services to high-risk youth in Sacramento County through their Competitive Advantage Program (CAP). CAP was implemented to assist low-income out-of-school youth to recognize and overcome barriers and to navigate a path to self-sufficiency. CELI's stated mission is to promote the value of learning and self-worth among high risk youth and young adults and to facilitate their transition to productive and responsible participation in society.

As an approved vendor, CELI, Inc. will provide Adult-to-Youth Mentoring to high-risk out-of-school youth. Mentoring objectives will be to motivate and encourage individual potential by using small goals to build up to the larger goal of achieving self-sufficiency.

| Activity | Individual Rate |
|--------------------------|---|
| Adult-to-Youth Mentoring | \$65 per session Session: 1-2 hours 10 session max or \$650 |

ITEM III-A – 1 - ACTION

APPROVAL OF TENTATIVE AGREEMENT TO THE LABOR CONTRACT

BACKGROUND:

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have a labor agreement that covers the period July 1, 2010 through June 30, 2013. That agreement includes a reopener clause for wages and benefits on May 15, 2011 and May 15, 2012. The Agency has met with AFSCME and reached a Tentative Agreement. The agreement includes a one-time payment of \$1,500 for all regular agency employees on board as of July 1, 2012. The agreement also calls for an increase to the health care subsidy for employee and employee plus family effective January 1, 2013. The health care subsidy is an additional \$25 per month (total of \$495) for employee and \$50 per month (total of \$780) for employee and family.

The Agreement was put to a vote and overwhelmingly approved by AFSCME members.

Two of the three bargaining units (Supervisory and Head Start) represent Head Start employees and therefore require a vote by the Head Start Policy Council.

The Head Start Policy Council approved this agreement at their June 26, 2012 meeting.

RECOMMENDATION:

Approve the Agreement regarding wages and benefits.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 2 - ACTION

APPROVAL OF 2012-2013 COMPENSATION RECOMMENDATIONS FOR UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL AND THE PERSONNEL RESOLUTION COVERING UNREPRESENTED EMPLOYEES

BACKGROUND:

On a periodic basis, the Governing Board reviews a report containing recommendations of the Executive Director for salary and benefit improvements for unrepresented confidential and management personnel. The board last acted on July 7, 2011. The current report is being sent under separate cover.

RECOMMENDATION:

Review and approve the report, and adopt the resolution to authorize the implementation of the proposed 2012-2013 compensation recommendations for unrepresented confidential and management employees on the effective dates given in the report.

STAFF PRESENTER: Kathy Kossick

RESOLUTION NO.: 2012-03

Adopted by the Sacramento Employment and Training Agency Governing Board on the
Date of

July 5, 2012

A RESOLUTION APPROVING THE DIRECTOR'S REPORT DATED JUNE 28,
2012, RELATING TO 2012-2013 COMPENSATION RECOMMENDATION FOR
UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL AND
ESTABLISHING A PERSONNEL RESOLUTION COVERING UNREPRESENTED
EMPLOYEES

BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO
EMPLOYMENT AND TRAINING AGENCY that:

The report dated June 28, 2012 relating to 2012-2013 compensation
recommendation for the unrepresented confidential and management personnel and
establishing a personnel resolution covering unrepresented employees, a copy of which
is attached hereto, is hereby approved in full.

Sophia Scherman, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM III-A - 3 - ACTION

APPROVAL TO FUND THE COMMUNITY LINK 2-1-1 SACRAMENTO
HUMAN SERVICES DATABASE

BACKGROUND:

SETA partners with the County of Sacramento, and the Departments of Human Assistance and Health and Human Services to fund the 2-1-1 Sacramento Human Services Database, the central resources database administered by Community Link (formerly the Community Services Planning Council). Each department or agency pays a portion of the Community Link cost for the database through a master contract held by the County of Sacramento, which expires on June 30, 2012. SETA has shared the cost of maintaining the database with the County for over 20 years.

The 2-1-1 Sacramento Human Services Database is an important information resource for Sacramento County, service providers, and residents. Community Link maintains a searchable, comprehensive, human services database of more than 2,400 non-profit and public health and human services organizations. It is the information resource used extensively by SETA for developing the required plans for the Community Services Block Grant, Workforce Investment Act and Head Start programs, and provides needs assessment data for grant applications. The information also helps to:

- * Connect residents with community resources
- * Highlight gaps in services
- * Plan emergency services
- * Assist with outreach efforts
- * Develop neighborhood profiles

Community Link estimates its costs for the database in the 2012-2013 fiscal year to be \$123,724, and in the 2013-2014 fiscal year to be \$129,910, for a total of \$253,634 for a two year period. These amounts are shared among the three benefiting agencies or departments at an allocation of 25% from SETA, 25% from the County Department of Health and Human Services, and 50% from the County Department of Human Assistance. SETA's share would equal \$63,409 (25% of \$253,634) for the two year period.

Your approval is requested to provide Community Link \$63,409, through the County of Sacramento Master Contract, as SETA's share of the cost of maintaining the 2-1-1 Sacramento Human Services Database for the 2012-213 and 2013-2014 fiscal years.

RECOMMENDATION:

Approve \$63,409 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for a two year period. The funding would be administered through a County of Sacramento Master Contract.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-C - 1 – ACTION

APPROVAL OF RATIFICATION TO SUBMIT A PARENT ADVOCATES GRANT
TO CALIFORNIA FOR THE SUPPORT OF EARLY EDUCATION 2012
PARENT ADVOCATES

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to ratify the June 12, 2012 submission of the General Election Voter Education and Registration Grant Application to the Californians for the Support of Early Education (CSEE) in the amount of \$1,200. These funds are designated for Parent Advocates to facilitate and host voter registration tables at the SETA Early Learning Centers.

The goals and activities of the project include:

The Parent Advocates will:

1. Set-up community voter registration tables at 32 Early Learning Centers, Home Based/Early Head Start socializations, and community centers;
2. Host voter registration forums to share information on current issues regarding early care and education programs;
3. Contact parents at the centers via e-mail, phone, flyers, and/or parent meetings to follow-up and encourage voter registration;
4. Inform parents of issues related to early care and education. A tracking form will be kept for record-keeping and reporting on the outcomes of the follow-up contact and;
5. The purpose/message of the one-on-one contact and voter registration tables will be to encourage parents and community members to actively engage in topics that affect early care and education and to vote in the 2012 Primary Election.

The application is included under separate cover.

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

RECOMMENDATION:

Ratify the submission of the grant proposal to Californians for Support of Early Education 2012 in the amount of \$1,200.

STAFF PRESENTER: Denise Lee

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Ms. Marylou Powers **DATE:** June 1, 2012

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of South County Services

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| CSBG | Safety Net | \$ 164,600 | 01/1/11-12/31/11 | 01/1/11-12/31/11 |
| CSBG | Safety Net | 60,000 | 07/1/11-12/31/11 | 07/1/11-12/31/11 |
| CSBG | Safety Net | 65,000 | 01/1/12-03/31/12 | 01/1/12-03/31/12 |

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 5/22-23/12

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

Program Operator: South County Services

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2011 to December 31, 2011 and from January 1, 2012 to March 31, 2012 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) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Dr. Sara Haycox **DATE:** June 15, 2012
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|----------------------|----------------|------------------------|-----------------------|
| Head Start | Basic, COLA, Quality | \$ 1,144,591 | 8/01/11-07/31/12 | 8/01/11-4/30/12 |
| Head Start | T & TA | 7,500 | 8/01/11-07/31/12 | 8/01/11-4/30/12 |
| Head Start | Supplemental | 174,263 | 9/30/11-07/31/12 | 9/30/11-4/30/12 |

Monitoring Purpose: Initial Follow-Up Special Final
Dates of review: 5/15-17/12

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

Findings and General Observations:

1. The total costs as reported to SETA from August 1, 2011 to April 30, 2012 have been traced to the delegate's records. The records were verified and appeared to be in order.
2. There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employer Activity Report
May 18 - June 18, 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 Package One | Maintenance Technician | 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 |
| Balance Staffing | Certified Electrician | 4 |
| 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 |
| Brian's Painting & Construction | Paint Foreman | 1 |
| | Production Painter | 7 |
| 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 |
| Capay, Inc. | Class A Driver | 3 |
| Capitol Autism Services | Behavior Tutor | 10 |
| Camellia Network | Accounting and Executive Assistant | 1 |
| Carmichael Oaks Assisted Living | Caregiver | 1 |
| | Concierge/Receptionist | 1 |
| | Medication Aide | 1 |
| Carolyn Joyce Barksdale, Inc. | Discovery Resource Manager | 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 |

Employer Activity Report
May 18 - June 18, 2012

| | | |
|---|---|----|
| Composite Engineering, Inc. | CNC Machinist I/II | 2 |
| | Composite Assembler | 3 |
| | Laminator | 5 |
| Cosmic Kids Consulting | Adaptive Skills Trainer/Behavior Consultant | 4 |
| Court of Appeal, Third Appellate District | Assistant Deputy Clerk | 1 |
| Crescent Alliance Group | Journeyman Electrician | 10 |
| Crocker Art Museum | Marketing and Communication Coordinator | 1 |
| | Museum Store Manager | 1 |
| Crossroads Diversified Services | Community Support Coordinator | 1 |
| | Community Support Specialists | 1 |
| | Job Developer | 1 |
| CVL Inc. dba Folsom Lake RV | Parts Manager | 1 |
| D & T Fiberglass, Inc. | Office Manager | 1 |
| | Truck Driver & Maintenance | |
| Del Oro Caregiver Resource Center | Project Manager | 1 |
| DBA International | Bookkeeper/Administrative Asst. | 1 |
| Department of Motor Vehicle | Youth Aid | 20 |
| Developmental Disabilities Service Organization | Administrative Secretary | 1 |
| Downtown Sacramento Partnership, Inc. | Administrative Assistant to the DSPI | 1 |
| Dr. Pepper Snapple Group | Forklift Operator | 2 |
| | Full Service Driver | 1 |
| | Loader-Warehouse | 5 |
| | Merchandiser | 10 |
| | Production Supervisor | 1 |
| | Quality Control Technician | 1 |
| | Quality Supervisor | 1 |
| | Relief Account Manager | 1 |
| E3 NorCal | HERS Rater Field Technician | 1 |
| Easy Circulation Promotions | Promotions Specialist | 5 |
| 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 |
| Girl Scouts Heart of Central California | Membership Development Specialist | 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 |
| | Retail Manager | 5 |
| Grateful Bread Company | Baker's Assistant | 2 |
| Green Haven Capital, Inc. | Loan Officer | 3 |
| | Real Estate Agent | 50 |

Employer Activity Report
May 18 - June 18, 2012

| | | |
|--|---|------------------------|
| 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 |
| Hebard Higby Insurance | Customer Service Representative | 1 |
| Hialeah Terrace | Caregiver | 1 |
| Indecare Home Care & Living Assistance | Caregiver | 10 |
| International Homestay America | Homestay Family Host | 10 |
| J & L Staffing | Legal Assistant | 1 |
| Jack Frost Design | Administrative Assistant | 1 |
| Jay's Trucking Service | Class A Truck Driver | 4 |
| Kelley Amerit Fleet Services | Fleet Maintenance Manager | 1 |
| KVIE | Leadership Giving Officer | 1 |
| KlickNation | 3D Animator/Rigger | 1 |
| | Controller | 1 |
| | Data Analytics Specialist | 1 |
| | Producer | 1 |
| Knorr Systems, Inc. | Field Service Technician, Aquatic | 1 |
| L-3 Narda Microwave-West | Administrative Clerk | 1 |
| | Cost/Pricing Analyst | 1 |
| | Engineering Technician | |
| | Inspection Specialist | 1 |
| | Mechanical Engineer | 1 |
| | MIC Assembler | 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 |
| Labor Ready | Construction Laborers | 10 |
| 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 |

Employer Activity Report
May 18 - June 18, 2012

| | | |
|-------------------------------------|---|---|
| Los Rios Community College District | 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 Reserve Police Officer | 1 |
| | College Safety Officer | 1 |
| | College Safety Officer (Temporary) | 1 |
| | Confidential Chancellor's Executive Assistant | 1 |
| | Confidential Administrative Assistant I | 2 |
| | Confidential Administrative Assistant I | 1 |
| | Confidential Deputy Chancellor's Executive Assistant | 1 |
| | Cooperative Work Experience and Internship Coordinator | 1 |
| | Counselor | 1 |
| | Counselor Adjunct Pool | 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 |
| | Faculty Diversity Internship Program Pool | 1 |
| | Financial Aid Clerk | 1 |
| | Financial Aid Officer | 1 |
| | Fiscal Services Accounting Specialist | 1 |
| | Graphic Designer | 1 |
| | Groundskeeper | 1 |
| | Healthcare Interpreting Adjunct Professor | 1 |
| | HVAC Mechanic | 1 |
| | Information Technology Assistant III | 1 |
| | Instructional Assistant - Learning Resources | 1 |
| | Instructional Asst.-Biology | 1 |
| | Instructional Asst. - Foreign Language | 1 |
| | Instructional Asst. - Life/Physical Science | 1 |
| | Instructional Asst.-Microcomputer Laboratory for Assistive Technology | 1 |

Employer Activity Report
 May 18 - June 18, 2012

| | | |
|-------------------------------------|---|---|
| Los Rios Community College District | Instructional Asst. - Sign Language Studies | 1 |
| | Instructional Development Coordinator | 1 |
| | Interim Dean, Kinesiology and Athletics | 1 |
| | Interim Dean, McClellan Center | 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 Systems Technician | 1 |
| | Mechanical Electrical Technology Assistant Professor | 1 |
| | Nursing (RVN/LVN) Assistant Professor | 1 |
| | Operations Technician | 1 |
| | Outreach Clerk | 1 |
| | Philosophy Assistant Professor | 1 |
| | PE-Adjunct Asst. Professor-Head Coach | 1 |
| | PE-Athletic Attendant | 1 |
| | Public Relations Technician | 1 |
| | Physics/Astronomy Assistant Professor | 1 |
| | Police Communication Dispatcher | 1 |
| | President, Folsom Lake College | 1 |
| | Programmer I | 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 |
| | Snr. Information Technology Technician | 3 |
| | Student Life Supervisor | 1 |
| | Student Personnel Asst. - Career Job Opportunity Center | 1 |
| | Student Personnel Asst. - Davis Outreach Program | 1 |
| | Student Personnel Asst. - Disables Student Programs & Services Center | 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 |

Employer Activity Report
May 18 - June 18, 2012

| | | |
|--|---|----|
| 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 |
| Miracle Nurse Staffing Agency | Caregiver | 5 |
| Mori Seiki Manufacturing USA Inc. | Assembler | 4 |
| | Procurement Specialist | 1 |
| | Receptionist | 1 |
| Mountain West Financial | Document Technician | 2 |
| | Loan Officer | 2 |
| Nestleé 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 Crest | Trail Maintenance Program Assistant | 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 |
| Polar Service Centers | Parts Counter Sales Person | 1 |
| | Service Manager | 1 |
| 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 Registration Required | 1 |
| Rite Aid | Shift Supervisor | 3 |
| S-N-T Company | Window Installer | 1 |
| | Receptionist/Bookkeeper | 1 |
| Sacramento CASA | Case Manager | 1 |
| | Fund Development Coordinator | 1 |
| Sacramento Children's Home | Family Finding Social Worker | 1 |
| | Maintenance Supervisor | 1 |
| Sacramento Chinese Community Center | Youth Employment Specialist | 1 |
| Sacramento Container Corporation | Corrugate Experience Machine Operators & Asst. Operators | 3 |
| | Forklift Operator | 1 |
| Sacramento Housing Alliance | Regional Equity Coordinator | 1 |
| Sacramento Metro Chamber | Sr. Event Manager | 1 |
| Sacramento Native American Health Center, Inc. | Custodian | 1 |
| | Human Resources Manager | 1 |
| Sacramento Region Community Foundation | Accountant | 1 |

Employer Activity Report
May 18 - June 18, 2012

| | | |
|---|--|-------------|
| 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 | 25 |
| Sierra Pacific | Sale Representative | 10 |
| Solar Depot | Sales/Order Administrator | 1 |
| St. John's Shelter Program for Women and Children | Accounting and Executive Assistant | 1 |
| Sullivan Learning Systems | Tutor | 25 |
| Sumrall Solutions LLC | Fund Accountant - Associate I | 15 |
| Support For Home | Caregiver | 10 |
| | Personal Care Aides | 10 |
| Surety Solutions Insurance Services, Inc. | Customer Service Representative | 1 |
| Terra Nova Counseling | Receptionist | 1 |
| The UPS Store | Sales Associate | 1 |
| Therapeutic Pathways | Instructional Assistant | 1 |
| Tiny Toddler's Academy | Preschool Teacher | 3 |
| Tony's Fine Food | Account Payable Specialist | 1 |
| | Account Receivable Specialist | 1 |
| | Cheese and Grocery Specialist | 1 |
| | Class A Feeder Driver | 1 |
| | Class A Route Driver | 2 |
| | Class B Route Driver | 1 |
| | Clerical Support | 1 |
| | Driver/Check-In Clerk/Dispatch | 1 |
| | Inside Food Service Account Manager | 1 |
| | IT Software Support | 1 |
| | Pricing Analyst | 1 |
| | Route Check-In Clerk | 1 |
| | Router | 1 |
| | Sales Account Manager-Central Coast | 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 |
| Western Home Furnishings Association | Customer Relationship Specialist | 1 |
| Wild Hawk Grille | Cart Attendant/Cashier | 1 |
| Women's Empowerment | Program Assistant | 1 |
| Xerox Corporation | Print Operator and Driver | 1 |
| TOTAL | | 1230 |

ITEM IV-C- INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2011/2012

The following is an update of information as of June 20, 2012 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

| | MONTH RECEIVE NOTICE | COMPANY AND ADDRESS | WARN STATUS | # OF AFFECTED WORKERS | SETA'S INTERVENTION |
|------------|----------------------|---|-------------|-----------------------|--|
| Unofficial | 5/9/2011 | First Data 5120 Dudley Blvd McClellan AFB, CA 95652 | 8/31/2011 | 145 | 6/9/11 6/16/11 |
| Unofficial | 5/23/2011 | County of Sacramento | 7/1/2011 | 275 | 6/22-23/11 6/29-30/11 |
| Official | 6/2/2011 | First Banks, Inc. 110 Woodmere Rd, Ste. 150 Folsom, CA 95630 | 9/30/2011 | 20 | 9/15/2011 |
| Unofficial | 6/11/2011 | CSAA 8687 Weyand Ave Sacramento, CA 95828 | 7/30/2011 | 25 | 7/14/2011 |
| Unofficial | 7/19/2011 | Borders Books 2765 East Bidwell Folsom, CA 95630 | | 75 | 6/19/11 8/29-31/11 |
| Official | 8/1/2011 | Valley Aggregate Transport, Inc. 5121 Hedge Avenue Sacramento, CA 95826 | 9/27/2011 | 0 | Postponed |
| Official | 8/2/2011 | Cisco 2868 Prospect Rd Rancho Cordova, CA 95670 | 8/19/2011 | 78 | Packets Delivered |
| Official | 8/26/2011 | BLT Enterprises of Sacramento, LLC 8491 Fruitridge Rd Sacramento, CA 95826 | 11/2/2011 | 0 | Rescinded |
| Official | 10/3/2011 | Hewlett-Packard Company 3215 Prospect Park Dr. Rancho Cordova, CA 95670 | 12/2/2011 | 76 | Declined Services |
| Official | 10/4/2011 | Foster Farms Dairy 1221 66th Street Sacramento, CA 95819 | 12/2/2011 | 96 | 12/8/2011 |
| Unofficial | 10/11/2011 | UPA 8551 Luson Ave Sacramento, CA 95828 | 11/15/2011 | 85 | 11/8-9/11 |
| Official | 11/7/2011 | Hewlett-Packard Company 3215 Prospect Park Dr. Rancho Cordova, CA 95670 | 12/2/2011 | 39 | Declined Services |
| Official | 11/1/2011 | A1 Door and Building Solutions 4300 Jetway Ct. North Highlands, CA 95660 | 12/31/2011 | 97 | Declined Services |
| Official | 11/10/2011 | PG&E 10375 Old Placerville RD Sacramento, CA 95827 | 1/9/2012 | 8 | Declined Services |
| Unofficial | 12/2/2011 | SCIF 2450 Venture Oaks Drive Sacramento, CA 95833 | 1/9/2011 | 200 | 12/8/11 12/14/11 |
| Official | 1/3/2012 | Valley Aggregate Transport, Inc. 5121 Hedge Avenue Sacramento, CA 95826 | 1/17/2012 | 111 | Declined Services |
| Official | 1/10/2012 | Raley's Bel Air Markets 8787 Elk Grove Blvd Elk Grove, CA 95624 | 3/31/2012 | 63 | Declined Services |
| Official | 1/31/2012 | AMR 1041 Fee Dr. Sacramento, CA 95815 | 4/1/2012 | 10 | Rescinded |
| Unofficial | 1/31/2012 | San Juan Unified School District 3738 Walnut Ave Carmichael, CA 95821 | 6/30/2012 | 350 | 3/22/2012 3/30/12 4/18/12 4/25/12 |
| Unofficial | 2/23/2012 | Federal Technology Center 4600 Roseville Rd North Highlands, CA 95660 | 3/12/2012 | 15 | 3/8/2012 |

Dislocated Worker Information PY 2011/2012

The following is an update of information as of June 20, 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 | 2/15/2012 | Sacramento City Unified School District 5735 47th Avenue, Sacramento, CA 95824 | 6/30/2012 | 350 | 5/12/2012 6/1/12 |
| Unofficial | 2/24/2012 | Sacramento Area Emergency Housing 2411 Alhambra Blvd Sacramento, CA 95817 | 3/31/2012 | 10 | 3/19/2012 |
| Official | 4/13/2012 | AAR Mobility Corporation 5239Luce Ave Building 243 D Bay Sacramento, CA 95652 | 7/31/2012 | 46 | 6/4/2012 |
| Official | 3/30/2012 | Verizon 255 Parkshore Dr. Folsom, CA 95630 | 5/30/2012 | 188 | 5/17/2012 |
| Unofficial | 4/25/2012 | Airgas 6790 Florin-Perkins. Suite 300 Sacramento, CA 95828 | 7/6/2012 | 18 | 5/16/2012 |
| Unofficial | 4/25/2012 | City of Sacramento 300 Richards Blvd Sacramento, CA 95111 | 6/24/2012 | 137 | 6/20/2012 |
| Unofficial | 5/2/2012 | Frontier Communications 9260 East Stockton Elk Grove, CA 95624 | 5/31/2012 | 40 | 5/15/2012 |
| Unofficial | 5/16/2012 | American Airlines Sacramento International Airport 6900 Airport Blvd. Sacramento, CA, 95837 | 6/30/2012 | 40 | 6/7/2012 |
| | | | Total # of Affected Workers | 2,597 | |

ITEM IV-D- 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

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Education and health services led year-over job gains**

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 10.4 percent in May 2012, down from a revised 10.5 percent in April 2012, and below the year-ago estimate of 11.6 percent. This compares with an unadjusted unemployment rate of 10.4 percent for California and 7.9 percent for the nation during the same period. The unemployment rate was 11.0 percent in El Dorado County, 9.8 percent in Placer County, 10.5 percent in Sacramento County, and 10.8 percent in Yolo County.

Between April 2012 and May 2012, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 4,400 to total 818,400 jobs.

- Total farm increased by 1,200 jobs, slightly below its average 1,600-job gain from April to May over the last 22 years.
- Education and health services added 1,100 jobs. Health care and social assistance (up 900 jobs) and education services (up 200 jobs) accounted for the increase.
- Government expanded by 700 jobs. State government (up 400 jobs), local government (up 200 jobs), and federal government (up 100 jobs) accounted for the expansion.
- On the downside, construction decreased by 500 jobs. Specialty trade contractors (down 1,200 jobs) offset increases elsewhere in the sector, including construction of buildings (up 200 jobs).

Between May 2011 and May 2012, the total number of jobs located in the region increased by 2,600 or 0.32 percent.

- Education and health services boosted payrolls by 4,400 jobs. Health care and social assistance (up 4,200 jobs) accounted for the majority of the increase.
- Trade, transportation, and utilities increased by 1,600 jobs. Retail trade (up 2,300 jobs) offset a loss in transportation, warehousing, and utilities (down 700 jobs) to account for the increase. Wholesale trade remained unchanged.
- Professional and business services gained 1,400 jobs. Administrative and support and waste management and remediation services (up 1,600 jobs) and management of companies and enterprises (up 200 jobs) offset a loss in professional, scientific, and technical services (down 400 jobs).
- Financial activities added 1,400 jobs. Finance and insurance (up 1,200 jobs) and real estate and rental and leasing (up 200 jobs) accounted for the increase.
- On the downside, construction declined by 3,300 jobs, largely due to losses in specialty trade contractors (down 2,100 jobs).

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

| Area Name | Labor Force | Employment | Unemployment Number | Unemployment Rate | Census Ratios Emp | Census Ratios Unemp |
|-----------------------------|--------------------|-------------------|----------------------------|--------------------------|--------------------------|----------------------------|
| Sacramento County | 670,600 | 600,500 | 70,100 | 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 | 2,300 | 8.1% | 0.044196 | 0.033389 |
| Citrus Heights city | 49,800 | 46,100 | 3,600 | 7.3% | 0.076838 | 0.052031 |
| Elk Grove CDP | 34,800 | 31,800 | 2,900 | 8.5% | 0.052995 | 0.042014 |
| Fair Oaks CDP | 17,000 | 16,000 | 1,000 | 5.6% | 0.026690 | 0.013634 |
| Florin CDP | 12,500 | 10,500 | 2,000 | 16.4% | 0.017414 | 0.029215 |
| Folsom city | 26,800 | 25,500 | 1,300 | 4.7% | 0.042525 | 0.018086 |
| Foothill Farms CDP | 9,600 | 8,200 | 1,400 | 14.3% | 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 | 6.2% | 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 | 7.4% | 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 | 15,700 | 12,900 | 2,900 | 18.3% | 0.021400 | 0.041180 |
| Rancho Cordova City | 30,400 | 26,800 | 3,600 | 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 | 16.4% | 0.007917 | 0.013356 |
| Rosemont CDP | 13,700 | 12,500 | 1,200 | 8.8% | 0.020867 | 0.017251 |
| Sacramento city | 212,600 | 186,600 | 26,100 | 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 | 25.5% | 0.000569 | 0.001669 |
| Wilton CDP | 2,700 | 2,500 | 200 | 7.1% | 0.004225 | 0.002782 |

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

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

| Area Name | Labor Force | Employment | Unemployment Number | Unemployment Rate | Census Ratios | |
|------------------|--------------------|-------------------|----------------------------|--------------------------|----------------------|--------------|
| | | | | | Emp | Unemp |

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

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

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

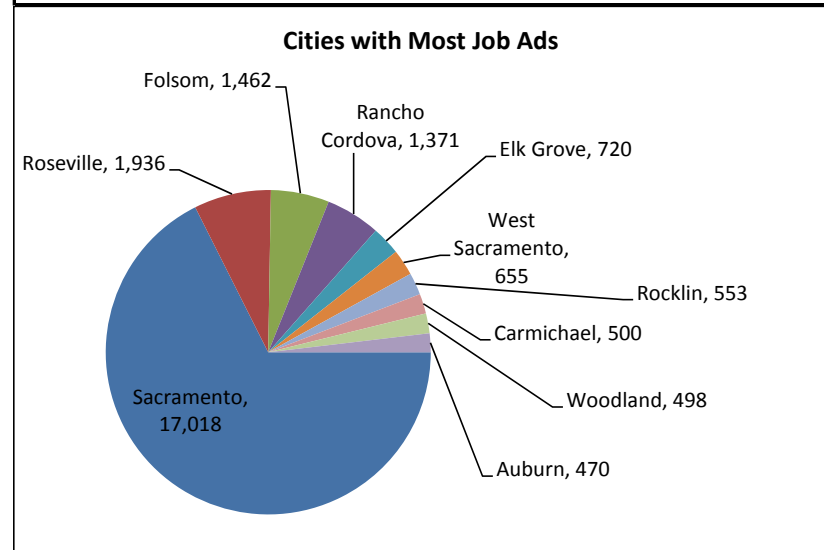
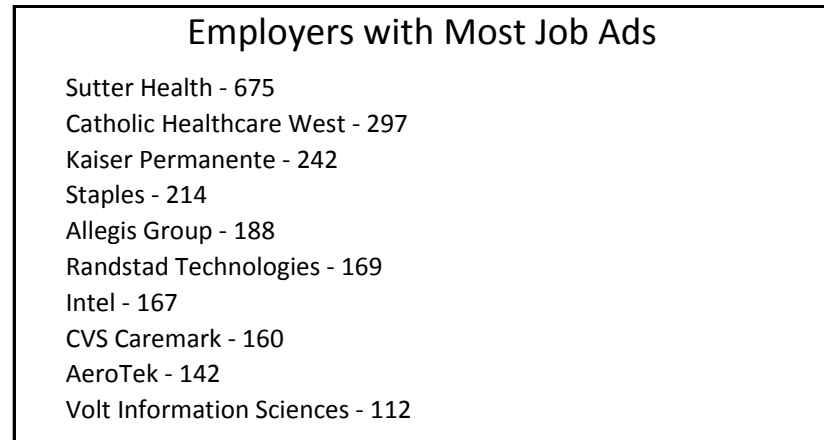
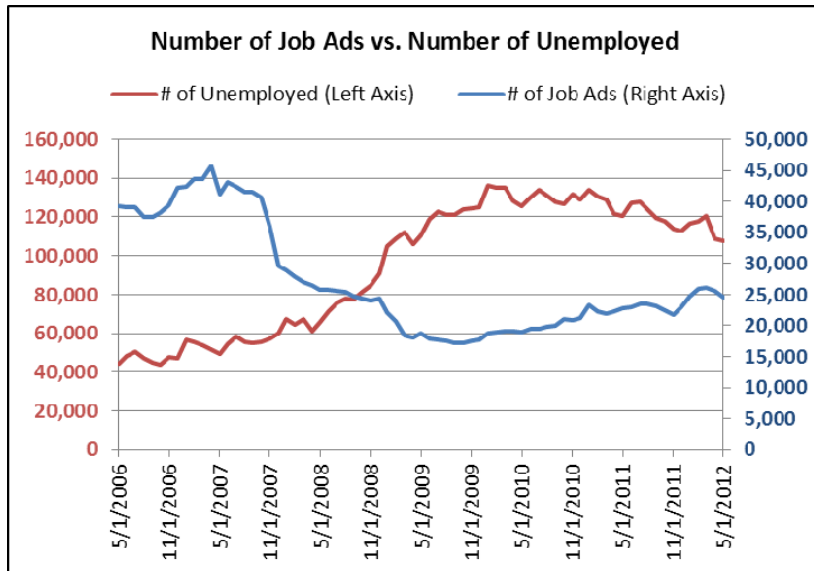
REPORT 400 C
Monthly Labor Force Data for Counties
May 2012 - Preliminary
 Data Not Seasonally Adjusted

| COUNTY | RANK BY RATE | LABOR FORCE | EMPLOYMENT | UNEMPLOYMENT | RATE |
|--------------------|--------------|-------------------|-------------------|------------------|--------------|
| STATE TOTAL | --- | 18,431,200 | 16,519,000 | 1,912,200 | 10.4% |
| ALAMEDA | 13 | 762,700 | 693,600 | 69,100 | 9.1% |
| ALPINE | 51 | 420 | 350 | 60 | 15.3% |
| AMADOR | 28 | 16,470 | 14,530 | 1,940 | 11.8% |
| BUTTE | 32 | 101,000 | 88,700 | 12,300 | 12.2% |
| CALAVERAS | 36 | 19,510 | 16,990 | 2,520 | 12.9% |
| COLUSA | 57 | 11,740 | 9,490 | 2,250 | 19.2% |
| CONTRA COSTA | 12 | 524,900 | 477,600 | 47,400 | 9.0% |
| DEL NORTE | 37 | 11,410 | 9,920 | 1,490 | 13.0% |
| EL DORADO | 25 | 91,100 | 81,100 | 10,000 | 11.0% |
| FRESNO | 48 | 450,600 | 383,300 | 67,300 | 14.9% |
| GLENN | 42 | 12,950 | 11,080 | 1,870 | 14.4% |
| HUMBOLDT | 19 | 60,600 | 54,400 | 6,100 | 10.1% |
| IMPERIAL | 58 | 77,900 | 57,100 | 20,900 | 26.8% |
| INYO | 13 | 9,350 | 8,490 | 850 | 9.1% |
| KERN | 38 | 384,300 | 332,000 | 52,200 | 13.6% |
| KINGS | 47 | 62,600 | 53,300 | 9,300 | 14.8% |
| LAKE | 45 | 25,800 | 22,000 | 3,800 | 14.7% |
| LASSEN | 34 | 12,900 | 11,260 | 1,640 | 12.7% |
| LOS ANGELES | 26 | 4,880,100 | 4,340,100 | 540,000 | 11.1% |
| MADERA | 41 | 65,300 | 55,900 | 9,400 | 14.3% |
| MARIN | 1 | 137,600 | 129,000 | 8,600 | 6.3% |
| MARIPOSA | 22 | 9,360 | 8,380 | 990 | 10.5% |
| MENDOCINO | 15 | 42,160 | 38,090 | 4,070 | 9.7% |
| MERCED | 55 | 109,100 | 90,300 | 18,900 | 17.3% |
| MODOC | 39 | 3,720 | 3,190 | 520 | 14.1% |
| MONO | 31 | 8,120 | 7,150 | 970 | 12.0% |
| MONTEREY | 18 | 235,000 | 211,700 | 23,300 | 9.9% |
| NAPA | 5 | 77,400 | 71,600 | 5,800 | 7.5% |
| NEVADA | 15 | 50,450 | 45,570 | 4,880 | 9.7% |
| ORANGE | 5 | 1,612,100 | 1,491,600 | 120,500 | 7.5% |
| PLACER | 17 | 175,000 | 157,900 | 17,200 | 9.8% |
| PLUMAS | 43 | 9,330 | 7,970 | 1,360 | 14.5% |
| RIVERSIDE | 28 | 933,300 | 823,300 | 110,000 | 11.8% |
| SACRAMENTO | 22 | 670,600 | 600,500 | 70,100 | 10.5% |
| SAN BENITO | 48 | 27,000 | 23,000 | 4,000 | 14.9% |
| SAN BERNARDINO | 30 | 861,000 | 758,800 | 102,200 | 11.9% |
| SAN DIEGO | 11 | 1,584,000 | 1,444,900 | 139,100 | 8.8% |
| SAN FRANCISCO | 3 | 469,700 | 435,000 | 34,700 | 7.4% |
| SAN JOAQUIN | 43 | 308,800 | 264,000 | 44,800 | 14.5% |
| SAN LUIS OBISPO | 7 | 142,300 | 131,200 | 11,100 | 7.8% |
| SAN MATEO | 2 | 386,800 | 360,400 | 26,400 | 6.8% |
| SANTA BARBARA | 3 | 232,500 | 215,300 | 17,200 | 7.4% |
| SANTA CLARA | 8 | 910,600 | 835,800 | 74,800 | 8.2% |
| SANTA CRUZ | 21 | 155,800 | 139,600 | 16,200 | 10.4% |
| SHASTA | 34 | 85,200 | 74,400 | 10,900 | 12.7% |
| SIERRA | 33 | 1,680 | 1,470 | 210 | 12.4% |
| SISKIYOU | 50 | 19,280 | 16,380 | 2,910 | 15.1% |
| SOLANO | 19 | 217,000 | 195,200 | 21,800 | 10.1% |
| SONOMA | 9 | 260,600 | 238,900 | 21,700 | 8.3% |
| STANISLAUS | 52 | 234,800 | 198,200 | 36,600 | 15.6% |
| SUTTER | 56 | 43,400 | 35,200 | 8,200 | 18.9% |
| TEHAMA | 40 | 24,760 | 21,240 | 3,520 | 14.2% |
| TRINITY | 53 | 4,840 | 4,050 | 790 | 16.3% |
| TULARE | 45 | 215,500 | 183,900 | 31,600 | 14.7% |
| TUOLUMNE | 27 | 25,780 | 22,760 | 3,030 | 11.7% |
| VENTURA | 10 | 440,400 | 402,300 | 38,100 | 8.6% |
| YOLO | 24 | 97,000 | 86,600 | 10,500 | 10.8% |
| YUBA | 54 | 27,500 | 23,000 | 4,500 | 16.4% |

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2011 benchmark and Census 2000 population controls at the state level.

Recent Job Ads for Sacramento Arden Arcade Roseville MSA May 2012



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

Data Not Seasonally Adjusted

| | May 11 | Mar 12 | Apr 12 Revised | May 12 Prelim | Percent Change | |
|----------------------------|-----------|-----------|-------------------|------------------|----------------|--------|
| | | | | | Month | Year |
| Civilian Labor Force (1) | 1,035,800 | 1,043,000 | 1,034,900 | 1,033,800 | -0.1% | -0.2% |
| Civilian Employment | 915,200 | 922,700 | 926,100 | 926,100 | 0.0% | 1.2% |
| Civilian Unemployment | 120,600 | 120,300 | 108,800 | 107,700 | -1.0% | -10.7% |
| Civilian Unemployment Rate | 11.6% | 11.5% | 10.5% | 10.4% | | |
| (CA Unemployment Rate) | 11.4% | 11.5% | 10.5% | 10.4% | | |
| (U.S. Unemployment Rate) | 8.7% | 8.4% | 7.7% | 7.9% | | |

| | | | | | | |
|---|---------|---------|---------|---------|-------|-------|
| Total, All Industries (2) | 815,800 | 809,200 | 814,000 | 818,400 | 0.5% | 0.3% |
| Total Farm | 9,100 | 6,900 | 7,800 | 9,000 | 15.4% | -1.1% |
| Total Nonfarm | 806,700 | 802,300 | 806,200 | 809,400 | 0.4% | 0.3% |
| Total Private | 576,400 | 574,500 | 578,000 | 580,500 | 0.4% | 0.7% |
| Goods Producing | 69,000 | 65,000 | 66,100 | 65,400 | -1.1% | -5.2% |
| Mining and Logging | 400 | 400 | 400 | 400 | 0.0% | 0.0% |
| Construction | 35,900 | 31,900 | 33,100 | 32,600 | -1.5% | -9.2% |
| Construction of Buildings | 8,300 | 9,200 | 9,100 | 9,300 | 2.2% | 12.0% |
| Specialty Trade Contractors | 23,500 | 22,500 | 22,600 | 21,400 | -5.3% | -8.9% |
| Building Foundation & Exterior Contractors | 5,100 | 5,100 | 5,100 | 5,400 | 5.9% | 5.9% |
| Building Equipment Contractors | 9,600 | 8,900 | 8,900 | 9,000 | 1.1% | -6.3% |
| Building Finishing Contractors | 5,400 | 5,300 | 5,500 | 5,500 | 0.0% | 1.9% |
| Manufacturing | 32,700 | 32,700 | 32,600 | 32,400 | -0.6% | -0.9% |
| Durable Goods | 22,100 | 22,200 | 22,100 | 22,000 | -0.5% | -0.5% |
| Computer & Electronic Product Manufacturing | 7,300 | 7,400 | 7,300 | 7,300 | 0.0% | 0.0% |
| Nondurable Goods | 10,600 | 10,500 | 10,500 | 10,400 | -1.0% | -1.9% |
| Food Manufacturing | 4,200 | 4,200 | 4,200 | 4,200 | 0.0% | 0.0% |
| Service Providing | 737,700 | 737,300 | 740,100 | 744,000 | 0.5% | 0.9% |
| Private Service Producing | 507,400 | 509,500 | 511,900 | 515,100 | 0.6% | 1.5% |
| Trade, Transportation & Utilities | 131,600 | 132,700 | 132,900 | 133,200 | 0.2% | 1.2% |
| Wholesale Trade | 23,100 | 22,900 | 23,000 | 23,100 | 0.4% | 0.0% |
| Merchant Wholesalers, Durable Goods | 11,900 | 12,000 | 12,000 | 12,000 | 0.0% | 0.8% |
| Merchant Wholesalers, Nondurable Goods | 8,900 | 8,700 | 8,700 | 8,800 | 1.1% | -1.1% |
| Retail Trade | 87,400 | 89,500 | 89,600 | 89,700 | 0.1% | 2.6% |
| Motor Vehicle & Parts Dealer | 10,900 | 10,900 | 11,000 | 11,000 | 0.0% | 0.9% |
| Building Material & Garden Equipment Stores | 7,300 | 7,000 | 7,200 | 7,000 | -2.8% | -4.1% |
| Grocery Stores | 16,400 | 16,700 | 16,700 | 16,700 | 0.0% | 1.8% |
| Health & Personal Care Stores | 5,300 | 5,500 | 5,500 | 5,500 | 0.0% | 3.8% |
| Clothing & Clothing Accessories Stores | 6,600 | 7,000 | 6,900 | 7,000 | 1.4% | 6.1% |
| Sporting Goods, Hobby, Book & Music Stores | 4,200 | 4,300 | 4,200 | 4,300 | 2.4% | 2.4% |
| General Merchandise Stores | 18,700 | 19,300 | 19,200 | 19,100 | -0.5% | 2.1% |
| Transportation, Warehousing & Utilities | 21,100 | 20,300 | 20,300 | 20,400 | 0.5% | -3.3% |
| Information | 16,700 | 16,600 | 16,500 | 16,500 | 0.0% | -1.2% |
| Publishing Industries (except Internet) | 2,900 | 2,800 | 2,800 | 2,700 | -3.6% | -6.9% |
| Telecommunications | 9,100 | 8,900 | 8,800 | 8,800 | 0.0% | -3.3% |
| Financial Activities | 46,400 | 46,800 | 47,300 | 47,800 | 1.1% | 3.0% |
| Finance & Insurance | 34,700 | 35,200 | 35,600 | 35,900 | 0.8% | 3.5% |
| Credit Intermediation & Related Activities | 12,400 | 12,400 | 12,400 | 12,400 | 0.0% | 0.0% |
| Depository Credit Intermediation | 7,900 | 7,700 | 7,700 | 7,600 | -1.3% | -3.8% |
| Nondepository Credit Intermediation | 2,500 | 2,500 | 2,500 | 2,600 | 4.0% | 4.0% |
| Insurance Carriers & Related | 18,100 | 18,500 | 18,600 | 18,700 | 0.5% | 3.3% |
| Real Estate & Rental & Leasing | 11,700 | 11,600 | 11,700 | 11,900 | 1.7% | 1.7% |
| Real Estate | 8,900 | 8,900 | 9,000 | 9,100 | 1.1% | 2.2% |
| Professional & Business Services | 101,600 | 101,700 | 102,600 | 103,000 | 0.4% | 1.4% |
| Professional, Scientific & Technical Services | 50,900 | 50,600 | 51,000 | 50,500 | -1.0% | -0.8% |
| Architectural, Engineering & Related Services | 8,500 | 8,300 | 8,400 | 8,500 | 1.2% | 0.0% |
| Management of Companies & Enterprises | 9,600 | 9,800 | 9,800 | 9,800 | 0.0% | 2.1% |
| Administrative & Support & Waste Services | 41,100 | 41,300 | 41,800 | 42,700 | 2.2% | 3.9% |
| Administrative & Support Services | 39,000 | 39,200 | 39,700 | 40,800 | 2.8% | 4.6% |
| Employment Services | 14,300 | 14,500 | 14,700 | 14,900 | 1.4% | 4.2% |

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

Data Not Seasonally Adjusted

| | May 11 | Mar 12 | Apr 12 Revised | May 12 Prelim | Percent Change | |
|---------------------------------------|---------|---------|-------------------|------------------|----------------|--------|
| | | | | | Month | Year |
| Services to Buildings & Dwellings | 10,300 | 9,900 | 10,100 | 10,300 | 2.0% | 0.0% |
| Educational & Health Services | 103,000 | 105,500 | 106,300 | 107,400 | 1.0% | 4.3% |
| Education Services | 13,600 | 13,600 | 13,600 | 13,800 | 1.5% | 1.5% |
| Health Care & Social Assistance | 89,400 | 91,900 | 92,700 | 93,600 | 1.0% | 4.7% |
| Ambulatory Health Care Services | 38,400 | 39,300 | 39,300 | 39,500 | 0.5% | 2.9% |
| Hospitals | 22,800 | 23,100 | 23,200 | 23,200 | 0.0% | 1.8% |
| Nursing & Residential Care Facilities | 14,600 | 14,500 | 14,500 | 14,600 | 0.7% | 0.0% |
| Leisure & Hospitality | 79,900 | 77,600 | 78,600 | 78,900 | 0.4% | -1.3% |
| Arts, Entertainment & Recreation | 12,800 | 11,900 | 11,900 | 11,500 | -3.4% | -10.2% |
| Accommodation & Food Services | 67,100 | 65,700 | 66,700 | 67,400 | 1.0% | 0.4% |
| Accommodation | 7,700 | 7,500 | 7,400 | 7,200 | -2.7% | -6.5% |
| Food Services & Drinking Places | 59,400 | 58,200 | 59,300 | 60,200 | 1.5% | 1.3% |
| Full-Service Restaurants | 27,800 | 26,000 | 26,700 | 27,100 | 1.5% | -2.5% |
| Limited-Service Eating Places | 28,900 | 28,100 | 28,600 | 28,900 | 1.0% | 0.0% |
| Other Services | 28,200 | 28,600 | 27,700 | 28,300 | 2.2% | 0.4% |
| Repair & Maintenance | 7,800 | 7,500 | 7,500 | 7,600 | 1.3% | -2.6% |
| Government | 230,300 | 227,800 | 228,200 | 228,900 | 0.3% | -0.6% |
| Federal Government | 14,100 | 13,400 | 13,400 | 13,500 | 0.7% | -4.3% |
| Department of Defense | 1,700 | 1,700 | 1,700 | 1,700 | 0.0% | 0.0% |
| State & Local Government | 216,200 | 214,400 | 214,800 | 215,400 | 0.3% | -0.4% |
| State Government | 111,100 | 109,400 | 109,300 | 109,700 | 0.4% | -1.3% |
| State Government Education | 28,000 | 28,000 | 27,700 | 27,900 | 0.7% | -0.4% |
| State Government Excluding Education | 83,100 | 81,400 | 81,600 | 81,800 | 0.2% | -1.6% |
| Local Government | 105,100 | 105,000 | 105,500 | 105,700 | 0.2% | 0.6% |
| Local Government Education | 62,100 | 63,200 | 63,500 | 63,200 | -0.5% | 1.8% |
| County | 18,400 | 17,800 | 17,800 | 18,000 | 1.1% | -2.2% |
| City | 10,000 | 9,500 | 9,500 | 9,500 | 0.0% | -5.0% |
| Special Districts plus Indian Tribes | 14,500 | 14,500 | 14,700 | 15,000 | 2.0% | 3.4% |

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.

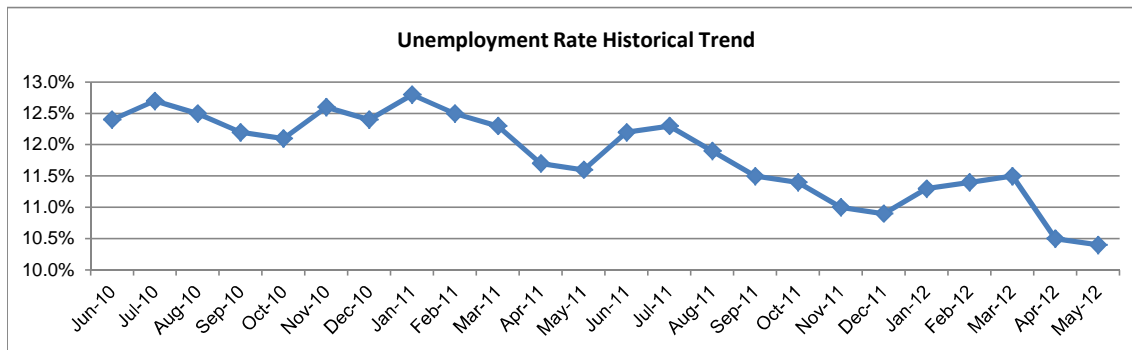
These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Justin Wehner 916/227-0298 or Diane Patterson 916/865-2453

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 10.4 percent in May 2012, down from a revised 10.5 percent in April 2012, and below the year-ago estimate of 11.6 percent. This compares with an unadjusted unemployment rate of 10.4 percent for California and 7.9 percent for the nation during the same period. The unemployment rate was 11.0 percent in El Dorado County, 9.8 percent in Placer County, 10.5 percent in Sacramento County, and 10.8 percent in Yolo County.



| Industry | Apr-2012 | May-2012 | Change | | May-2011 | May-2012 | Change |
|-----------------------------------|----------|----------|--------|--|----------|----------|---------|
| | Revised | Prelim | | | | Prelim | |
| Total, All Industries | 814,000 | 818,400 | 4,400 | | 815,800 | 818,400 | 2,600 |
| Total Farm | 7,800 | 9,000 | 1,200 | | 9,100 | 9,000 | (100) |
| Total Nonfarm | 806,200 | 809,400 | 3,200 | | 806,700 | 809,400 | 2,700 |
| Mining and Logging | 400 | 400 | 0 | | 400 | 400 | 0 |
| Construction | 33,100 | 32,600 | (500) | | 35,900 | 32,600 | (3,300) |
| Manufacturing | 32,600 | 32,400 | (200) | | 32,700 | 32,400 | (300) |
| Trade, Transportation & Utilities | 132,900 | 133,200 | 300 | | 131,600 | 133,200 | 1,600 |
| Information | 16,500 | 16,500 | 0 | | 16,700 | 16,500 | (200) |
| Financial Activities | 47,300 | 47,800 | 500 | | 46,400 | 47,800 | 1,400 |
| Professional & Business Services | 102,600 | 103,000 | 400 | | 101,600 | 103,000 | 1,400 |
| Educational & Health Services | 106,300 | 107,400 | 1,100 | | 103,000 | 107,400 | 4,400 |
| Leisure & Hospitality | 78,600 | 78,900 | 300 | | 79,900 | 78,900 | (1,000) |
| Other Services | 27,700 | 28,300 | 600 | | 28,200 | 28,300 | 100 |
| Government | 228,200 | 228,900 | 700 | | 230,300 | 228,900 | (1,400) |

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
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ITEM IV-E – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

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

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, April 24, 2012
9:00 a.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

Ms. Coventry St. Mary called the meeting to order at 9:11 a.m. and read the Thought of the Day for the Policy Council. Ms. Socorro Gutierrez read the Thought of the Day for the Parent Advisory Committee. Ms. Amber Taylor will serve as Secretary for the PC; Ms. Amanda Sokol will serve as the Secretary for the PAC.

Ms. Sokol called the roll for the PAC:

Members Present:

Amber Taylor
Reina Florez (arrived at 9:33 a.m.)
Juan Mozqueda (arrived at 9:20 a.m.)
Zoila Lucero
Tancy Vang
Amanda Sokol
Praveena Chaudhary
Johnny Sanders
Connie Wallace
Socorro Gutierrez
Laura Meza
Rebecca Lewis
Tamara Knox
Derek Adams (alternate)
LaTasha Windham
Hodari Polk

Members Absent:

Traci Scott (AP)
Tami Joslin (U)
Elda Perez (E)
Erika Contreras (E)
Eduardo Sanchez (E)
Asontie Hudson (E)
Aaliya Mohammad (E)
Maria Chavez (U)

Mr. Derek Adams, Broadway, was seated as an alternate for Ms. Traci Scott.
Ms. LaTasha Windham, Illa Collin Head Start, was seated.
Mr. Hodari Polk, Hillsdale Head Start, was seated.

Ms. Amber Taylor called the roll for the Policy Council.

Members Present:

Apryl Strayhand, Elk Grove Unified School District (arrived at 9:16 a.m.)
Ogla Martinez, Sacramento City Unified School District

Nadezhda Ruelas, Sacramento City Unified School District
Elesia Thompson, Sacramento City, alternate for Kierstan Gonzales
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/Playmate
Frank Ybarra, WCIC/Playmate
Amber Taylor, SETA-Operated Program
Socorro Gutierrez, SETA-Operated Program
Johnny Sanders, SETA-Operated Program
Connie Wallace, SETA-Operated Program (arrived at 9:15 a.m.)
Reina Florez, Early Head Start (SOP) (arrived at 9:32 a.m.)
Willie Jean Peck, Foster Parent Representative
Rebecca Lewis, Grandparent Representative
Tamara Knox, Past Parent Representative
Amarjit Gill, Past Parent Representative
Amanda Sokol (seated as an SOP alternate)

Members Absent:

Kiersten Gonzales, Sacramento City Unified School District

II. Consent Item (PC)

A. Approval of the Minutes of the March 27, 2012 Regular Meeting

Minutes were reviewed; no questions or comments.

Moved/Ybarra, second/Gill, to approve the March 27, 2012 minutes.
Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (St. Mary)

II. Consent Item (PAC)

A. Approval of Minutes for PAC Meeting March 20, 2012

Minutes were reviewed; no questions or comments.

Moved/Taylor, second/Lewis, to approve the March 20, 2012 PAC minutes.
Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (S. Gutierrez)

III. Action Items

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

The board went into closed session at 9:24 a.m. Ms. St. Mary called the meeting back to order at 9:36 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: Head Start Courier/Maintenance. Ms. Reina Florez arrived at 9:32 a.m.

IV. Information Items

A. Standing Information Items

- Parent/Staff Recognitions – Mr. Victor Bonanno was given a certification of recognition for his AB1234 Ethics Training

III. Action Items (continued)

Ms. Denise Lee reviewed all of the action items and requested the action be taken as a block.

Ms. Lee stated that this is the first year the government is requiring 132 programs to recompile for their grant. SETA is not one of the 132 programs required to recompile for funds.

The Budget/Planning Committee reviews the budget and provides input if the budget needs to be balanced. The parents that sit on the committee decide where the budget changes are made.

B. Approval of Fiscal Year 2012-2013 Head Start/Early Head Start Budget

Ms. Lee reported that a budget of just over \$50 million is being submitted to run the Head Start and EHS program. A very small COLA was approved; it does allow the Agency to deal with the trends in increasing salaries and benefits. ARRA expansion grant funding has become a permanent part of the basic budget. The budget/slots are modified to fit the needs of the parents. There are 12 different options available in the county to accommodate the needs of parents. The Agency has lost 400 of the full-day slots because the demand was less than was budgeted. There were 1,292 full day slots and it was reduced. When the economy improves, the number of full-day slots will be increased.

Ms. Lee reviewed the combination option which is a combination of home base and other types of services; this targets pregnant teens and young mothers.

Ms. Lewis inquired about Early Head Start modifications with Elk Grove. Ms. Lee replied that SETA has a partnership with SCOE to get their teens involved in the EHS through the SCOE partnership.

Ms. Wallace asked how the teen parents are recruited and Ms. Lee replied that many of them come through word of mouth. The Agency does not necessarily recruit for teens but are recruited through the 'normal' Head Start recruitment

efforts. Ms. Wallace stated that there is a resource board at Norma Johnson and perhaps that would be a good way to recruit pregnant moms.

Ms. Lee stated that there are no budget cuts this year. Any anticipated state budget cuts will not be known until May. Staff is still planning for full funding and if there are adjustments need to be made, the Budget/Planning Committee will meet and decide where the cuts must be made.

Ms. Lee reviewed the 2012-1013 budget and stated that 80% of the budget consists of personnel/fringe benefit expenses. The budget is reviewed on a monthly basis.

C. Approval of Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application

Ms. Lee provided a brief overview of the refunding application. Ms. Lee also reviewed the listing of SETA-Operated Program and delegate agency center locations.

D. 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

The T/TA plan includes the goals that need to be met. This plan includes a plan to increase the career resource benefits for staff and human resources.

Ms. Florez expressed her appreciation for the information and detail included in the T/TA plan.

E. Approval of Fiscal Year 2012-2013 SETA Operated Program Tracks

Ms. Lee reviewed the SOP program track system. SETA is the only program in the nation that provides a track system for services. Some centers are not on a track but they are fully serving children. The track system allows staff to have year-round employment and also for the centers to be used year round.

F. Approval of Fiscal 2012-2013 Sacramento County Program Options/Grantee and Delegate Agencies

The \$50 million budget will provide services to 5,519 children in pre-school, 653 in EHS. The budget includes funds for basic, operations, T/TA including a COLA adjustment.

Ms. Wilson asked why there was an option track for North Avenue since it is closed. Ms. Lee stated that SETA has a lease contract with Twin Rivers USD for the Grant Skills Center classroom. The location at Grant needs to be used by

the school district and the school district has given SETA five new rooms at North Avenue, which is 2.4 miles away. Staff anticipates that this program will open on June 4. There are many options available for parents not willing to travel to the North Avenue center.

G. Approval of Annual Self-Assessment for 2011-2012 and Resulting Program Improvement Plan SETA Operated Program

Staff is in the process of breaking down every detail of what children need to know to go ahead to kindergarten. Last month, Ms. Karen Gonzales reviewed in detail the process by which children are assessed during the school year. The assessment is done on many levels; parents must engage with the teachers to ensure their child is doing well. This is a planned, articulated and detailed approach to ensure children are prepared for kindergarten.

Ms. Lucero stated that during Literacy Week, her child is so advanced in reading that she went to other kindergartners' classes and read to them.

Ms. Amarjit Gill left at 10:15 a.m.
Ms. Tamara Knox left at 10:30 a.m.

Policy Council:

Ms. St. Mary requested a motion to approve items B-G in the Policy Council agenda packet.

Moved/Lewis, second/S. Proteau, to approve items B-G as follows:

- B. 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).
- C. Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application.
- D. Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.
- E. Approve Fiscal Year 2012-2013 SETA Operated Program Tracks.
- F. Approve Fiscal Year 2012-2013 Sacramento County Program Options/Grantee and Delegate Agencies.
- G. Approve Program Year 2011-2012 Self Assessment and Resulting Program Improvement Plan.

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

Ms. Nadezhda Ruelas left at 10:35 a.m.

Parent Advisory Committee:

Ms. Gutierrez requested a motion from the Parent Advisory Committee to approve the action items A-F.

Moved/Taylor, second/Sanders, to approve items A-F as follows:

- A. 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).
- B. Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application.
- C. Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.
- D. Approve Fiscal Year 2012-2013 SETA Operated Program Tracks.
- E. Approve Fiscal Year 2012-2013 Sacramento County Program Options/Grantee and Delegate Agencies.
- F. Approve Program Year 2011-2012 Self Assessment and Resulting Program Improvement Plan.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (S. Gutierrez)

IV. Information Items (continued)

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett: Mr. Bartlett reviewed the fiscal report. The budget expenditures for 8 months come to 61% spent overall. The non-federal share of 24% needs to be brought up; the Agency is required to have 25% of federal share. Staff is carefully monitoring how non-federal share amounts are captured. Administrative costs are at 10.2% which is below the 15% allowed. The corporate card was reviewed. No questions.
 - PC/PAC Calendar of Events – Ms. Socorro Gutierrez reviewed the calendar of upcoming events. Ms. Florez asked if the PC/PAC bylaws meeting on April 27 will still take place since it conflicts with SETA's provider breakfast in celebration of the 30 Year Anniversary. Ms. Desha stated that the committee meeting will be moved.
 - Parent/Family Support Unit Events and Activities: No questions.
 - Parent Leadership Institute Reports – Ms. Socorro Gutierrez presented certificates for parents that attended the Parent Leadership Institute training with Ms. Betsy Haas. Certificates were given to: Ms. Vivian Gutierrez, Ms. Rebecca Lewis, Ms. Amarjit Gill, Ms. Sarah Proteau, Ms. Kathy Kossick, Ms. Denise Lee, Ms. Wendy Tanner, and Mr. Francisco Navarro. Ms. Gutierrez thanked Ms. Betsy Haas for the outstanding training.
 - Navigating Kinship Report: Ms. Willie Jean Peck distributed her report. She said that it was a great workshop and learned a lot. Ms. Rebecca Lewis attended this meeting as well. Ms. Lewis stated that the conference was also for elderly parents and other family members for whom care must be provided.
 - Special Education Overview: No additional report.
 - Community Resources-Parents/Staff: No reports.
- B. Governing Board Minutes for the February 2, 2012 Meeting: No questions.

V. Committee Reports

- A. Executive Committee: Ms. St. Mary reviewed the meeting critique.
- B. PC/PAC Joint Executive Committee Report: Ms. St. Mary stated that a former board member suggested having Toastmasters provide training to board members on public speaking. Ms. Gutierrez stated that this will teach us to express ourselves and to improve public speaking techniques.

Ms. Apryl Strayhand inquired whether training was held in different languages. Ms. Gutierrez replied that there has not yet been a conference in other languages but it is being considered.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick thanked board members for their participation in the 30 year celebrations. SETA was recently awarded a small grant (\$80,000) in Community Services Block Grant funds. These funds, called Healthy Futures, focuses on Head Start parents/families in Galt and formerly incarcerated/former foster youth. The grant teaches healthy activities and recently two parents participated in a 5K run in Elk Grove. This has been a great blending of grants.
- B. Head Start Deputy Director's Report: Ms. Lee reported that in celebration of Literacy Week and SETA's 30th Year Anniversary, there were over 90 different readers that read to children in Head Start classrooms. Some of the participants included elected officials, a WNBA player, returning Head Start graduates, grandparents, Snow White, the Gingerbread Man, and the Cat in the Hat. Congresswoman Doris Matsui attended and read at one of the centers.

Ms. Brenda Campos she was with Good Day Sacramento who went to the kitchen and work with the kitchen crew. The Good Day Sacramento video was shown.

- C. Head Start Managers' Monthly Reports
 - Brenda Campos: The next Food Services Committee is May 17, 9-11 a.m. Ms. Campos introduced Ms. Alesia Nichols.
 - Lisa Carr: Parent/Family Support Unit: Ms. Carr spoke of the Countywide Parent Conference and thanked board members for the attendance and participation at the conference. There were 84 parents and 15 staff in attendance at the Countywide Parent Conference.

Ms. Elesia Thompson spoke of her attendance at the conference. She took a lot of notes and shared it with her friends. She also wanted to know if the Good Day Sacramento clips are available. The clips are on the web site, the SETA Facebook page, and the Good Day Sacramento web site.

Ms. Laura Meza reported that there will be a health fair in Walnut Grove and wanted to know if Head Start could have a table there. Ms. Carr asked for the information and stated that staff will be in attendance.

- Karen Gonzales: Child Development and Education Services. Ms. Gonzales welcomed new staff members Lynnette Blaney, a new Typist Clerk III, and Susan Field, a Head Start Coordinator (Education) Supervisory. Staff is looking to increase parent participation in the classrooms. Program Officers will be going to the various classrooms to evaluate the classroom environments. In addition, outside consultants will be going to the centers to rate the classroom environment. Based on the results, changes will be made and supplies will be ordered.

D. Chair's Report

Ms. St. Mary thanked parents for attending the Parent Conference.

Ms. Gutierrez reviewed the Region IX report. Ms. Gutierrez thanked Ms. Belinda Malone for coordinating the Countywide Parent Conference and thanked Ms. Alma Hawkins for her support.

- ✓ National Head Start Association 2013 Awards and Scholarships: Ms. St. Mary reviewed the scholarship information; Ms. Tamara Knox won the scholarship two years ago. The scholarship deadline is coming up; parents need to submit their application no later than May 31.

E. Open Discussion and Comments: Ms. Sokol announced that Hagen Park is having Kid's Day at the Park. There will be bike safety classes and there will be a raffle for free bikes. This will be on Sunday, April 29, 11:00 a.m. – 4:00 p.m.

Ms. Florez explained that she is often late because she is dealing with challenges keeping her family together. She asked for consideration for her tardiness. Ms. Florez asked about day care option for EHS. Ms. St. Mary thanked Ms. Florez for her comments and encouraged her to stay on the board; her input is crucial!

Ms. Rebecca Lewis reported that the April 17 Sacramento Bee featured an article on Ms. Brittany Lewis, who is her daughter, who is in her third year of medical school at U.C. Davis.

F. Public Participation: None.

VIII. Adjournment: The meeting was adjourned at 11:55 a.m.

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

May, 2012

Head Start

| Agency | Funded Enrollment | (a) Last Day of Month Enrollment | (b) % Actual to Funded | Attendance | (c) % Attend. to Funded |
|--------------------------|--------------------------|---|-------------------------------|-------------------|--------------------------------|
| Elk Grove USD | 420 | 420 | 100 | 289 | 69 |
| Sacramento City USD | 1,292 | 1,265* | 98 | 1,137 | 88 |
| SETA | 1,874 (2,796) | 1,922 | 103 | 1,476 | 79 |
| San Juan USD | 700 | 682* | 97 | 564 | 81 |
| Twin Rivers USD | 211 | 205* | 97 | 192 | 91 |
| WCIC/Playmate Head Start | 120 | 120 | 100 | 101 | 84 |

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

Early Head Start

| Agency | Funded Enrollment | (a) Last Day of Month Enrollment | (b) % Actual to Funded | Attendance | (c) % Attend. to Funded |
|---|--------------------------|---|-------------------------------|-------------------|--------------------------------|
| Sacramento City USD | 147 | 147 | 100 | 87 | 59 |
| Sacramento Employment and Training Agency | 345 | 352 | 102 | 221 | 64 |
| San Juan USD | 161 | 163 | 101 | 117 | 73 |

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

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

(c) Attendance on the last day of month

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 05/31/12) Revised

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) | 23 | (11%) | N/A | |
| Elk Grove USD (420) | 49 | (12%) | N/A | |
| Sacramento City USD (1292)(147) | 161 | (12%) | 16 | (11%) |
| San Juan USD (700) (161) | 78 | (11%) | 20 | (12%) |
| WCIC (120) | 12 | (10%) | N/A | |
| SETA (2796) (345) (1878 Tracks) | 222 | (12%) | 59 | (17%) |
| County (4621)* (653)* | 545 | (12%) | 95 | (15%) |

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

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

Seta Head Start

Food Service Operations Monthly Report

* May 2012

May 10th - WCIC Kitchen Inspection completed by Connie and Cheryl

May 18th - Home Base Preschool and Home Base EHS Field Trips
 Total Cost \$690.15 for 205 Guests

May 28th - Memorial Day Holiday

Quarry Tile Cleaned and resealed at Galt, Mather, Crossroads and
 WCIC Kitchens during the month.

Meetings and Trainings:

Injury and Illness Prevention Plan Meeting attended by Connie Otwell
 May 15th, 2012 at Plaza Del Paso

Total Number of Meals and Snacks Prepared for All Kitchens

| Lunch | PM Snack | Breakfast | Field Trips |
|--------|----------|-----------|-------------|
| 44,638 | 26,574 | 31,134 | 1380 |

Total Amount of Meals and Snacks Prepared 103,726

Purchases:

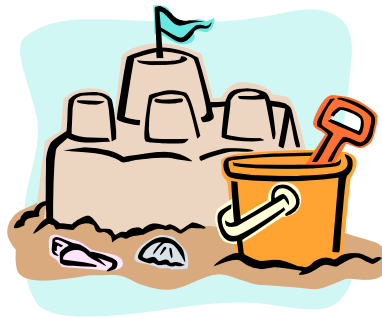
| | |
|------------|-------------|
| Food | \$86,700.28 |
| Non - Food | \$17,359.86 |

Building Maintenance and Repair: \$8,960.11

Kitchen Small Wares and Equipment: \$2,627.78

Vehicle Maintenance and Repair : \$2,068.69

| | |
|----------------------|----------|
| Vehicle Gas / Fuel: | \$780.23 |
| Normal Delivery Days | 22 |



Monthly Head Start Report

June 2012

SETA Operated Program

Wellness Program:

SETA Staff Development Unit, along with staff from various departments of the Agency, have worked very hard over the past months to develop and implement a Wellness Program, which was launched on April 2, 2012. Staff have shown excitement and enthusiasm in the program, which will allow each of them to identify and pursue health improvement goals that are right for them. The program will promote health and well-being for all employees. A large component of the program will include activities that will allow staff to get to know fellow employees. SETA is partnering with Kaiser to bring additional health information and resources to the Agency.

- Vision: Create an engaging and healthy work environment where employees can flourish.
- Mission: Improve the overall well-being of all employees by providing engaging activities, integrated education programs and information resources that will nurture the mind, body and spirit.
- Program Highlights:
 - * Worksite Champions – Staff volunteers sign up to lead, demonstrate or facilitate a staff engagement activity, event or workshop for the agency at their worksite. In April, we had the first Worksite Champion activity “Home Gardening” conducted by Daratha Jensen, Site Supervisor at Solid Foundation Head Start. Staff learned about cultivating a garden at their homes, as well as sharing easy recipes that use fresh produce and herbs. May’s Worksite Champion was Alli Robinson from the Sharon Neese Early Learning Center. Alli had a picturesque display of scrapbooking materials that allowed staff to transform their photos into vivid memories.
 - * Staff Engagement Activities – Coordinated by SETA Worksite Champions that will provide the opportunity for staff to participate in engaging activities and interact with staff from all areas of the agency. Zumba Fridays will be held the first Friday of each month at the Del Paso Blvd. office.
 - * Approved Wellness Activities – Employee health and wellness programs and workshops provided by Kaiser, external health professionals and/or certified SETA staff. Kaiser will hold various Lunch n’ Learn sessions at Del Paso Blvd., including such topics as “Get Moving” and “Stress Reduction.” Staff is being encouraged to participate in Kaiser’s “Thrive Across America” team challenge, which will begin in June and end in September.

Each month, there is a theme for the Worksite Wellness Calendar. For 2012, the themes are:

April – Subduing Stress
May – Fit & Fitter
June – Stay Safe
July – The Fit Outdoors
August – Promoting Prevention
September – Balance Life
October – Cancer Awareness
November – Giving Thanks & Getting Involved
December – Celebrating Health Holidays

Elk Grove Unified School District

Education Services Update:

Teachers looked at the results of their school readiness assessments and their class DRDP class summary results to evaluate students' social and academic growth over the course of the school year. Time was allotted for teachers to discuss their results and to share ideas with one another. Teachers looked at the agency wide results of school readiness assessments and DRDP summary results to evaluate agency wide strengths and weaknesses and to discuss in-service needs for next school year. Emotional support, language and literacy, and how to use the results of assessments as a formative tool for planning will be the focus of in-servicing next year.

The fifteen Head Start classes on a traditional calendar have successfully completed the school year. The six Head Start classes on a modified calendar will end on June 19.

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 May was 69%. Low attendance can be attributed to the fifteen classes on a traditional calendar closing for the summer on May 21.

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 parents and para educators to ensure that children in need of further dental or medical treatment receive those services.

Family and Community Partnerships Update:

"Making Parenting a Pleasure," a class designed to help parents build their parenting skills, was held at Charles Mack Elementary School on May 2, 9, 16, and 30. An average of 5 parents attended these classes.

Recruitment:

The Head Start classes are fully enrolled. The program is no longer enrolling new students this close to the end of the school year.

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 39 families in May. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 42 families. Region III, which includes Barbara Comstock Morse Elementary, Maeola Beitzel Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 32 families. A calendar with registration dates for 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.

Personnel Update:

The PreK program is excited to have hired Mikako Fisher as the new program specialist. Mikako comes to the program from Charles Mack Elementary School where she worked as an academic program coordinator for two years. Prior to being at Charles Mack, Mikako taught at Prairie Elementary School for seven years.

Sacramento City Unified School District

Education:

The staff received Professional Learning on “Early Math: Number Sense” which was presented by Sharron Krull. This workshop provided the teaching staff with a wealth of information about how to guide children’s learning and what materials are required to best support the early math skills of preschoolers. During this dynamic workshop, participants were able to engage in hands-on activities that can be used for developing math concepts for counting, cardinality, comparison, etc.

Dr. Theresa Roberts provided two additional Literacy trainings to a small group of the 17 teachers. These trainings provided an opportunity for the staff to receive a more focused and intensive training on the indicators of effective alphabet instruction.

Health:

The nurses have just completed the spring Dental Varnish Clinics. Espie Millendez has compiled the dental statistics for Head Start students. Head Start has screened over 120 more preschoolers than last year and had 4% more preschoolers who had healthy appearing mouths during the Spring Dental Varnish Clinics.

Lisa Stevens, Espie Millendez and Victoria Benson attended the “ReThink Your Drink” Taskforce Meeting on May 23. The taskforce focused on upcoming social media campaigns which included the new “ReThink Your Drink” logos, campaign fact sheets and handouts for teens and adults. Members of the taskforce critiqued the future Facebook page for “ReThink Your Drink”. This Facebook page will be used as a link from other health education websites; such as, *Kick the Can*, *California Dairy Council*, *Health Education Council*, *Healthy Eating Active Living*, and *Champions for Change*.

Noel Estacio and Victoria Benson attended the California Head Start Association’s Health Institute Conference in San Diego May 7 – 9. The theme of the conference was “Healthy and Ready to Learn.” Noel and Victoria attended workshops such as “Ready for Change! Helping Parents Choose Good Oral Health for Their Family”, “Monitoring Made Easy”, “Tools and Policies to Improve Health and Safety in Head Start and Early Head Start Programs”, “An Introduction to “Caring for our Children” ” and “Following Up with Follow-Up”.

May 7 marked the date of fall enrollment for Head Start. The enrollment ‘kick off’ included a successful local community campaign offering books to potential preschoolers, who came to register with their parents, during the first week of registration.

The Health/Nutrition SETA audit took place at Earl Warren Full Inclusion Preschool on May 14. Victoria reports that the site received satisfactory findings in the SETA report.

Health staff continues to participate in PIR training through SETA on May 16 and 31.

Head Start:

The social workers attended CSEFEL's last Coaching Meeting with SCOE team members for this school year. The external coaches are moving on and the internal coaches (social workers) will proceed with next year's coaching.

Capital City will have a Child Abuse Prevention Workshop in Spanish.

Joseph Bonnheim will hold a Male Involvement Workshop.

Individually supporting/Introducing CSEFEL strategies to teaching staff.

Additional CSEFEL training workshops are being planned.

CSEFEL Coaching Pilot Project is being planned for selected teaching staff for next school year.

Early Head Start:

- The Teen Parent Group at American Legion is wrapping up for the school year.
- Hiram Johnson is offering a parent workshop on Bonding and Attachment.
- River Oaks Early Head Start Program is also offering a parent workshop on Bonding and Attachment.

Disabilities:

Autism is on the rise and there has been a significant increase in the number of children with a diagnosis of autism entering the preschool programs. The focus of May's Professional Learning was "What's New in Autism." The staff left the meeting with an increased knowledge-base of the latest research on possible causes, characteristics, and treatments. The parents of Head Start children with autism were provided with information regarding five local community events in May and June being offered by Families for Early Autism Treatment (FEAT).

San Juan Unified School District

Education Services Update:

Third assessment DRDP data is being analyzed and is included in the professional development planning. The Math series workshops and resources are being developed for next year and the initial plan has indicated that several training sessions will support Project Based learning.

Teachers involved in the leadership committee are reviewing book titles to be purchased for all classrooms for next year. These book titles were chosen as a result of our Self Assessment this year.

CLASS scores for 50% of our classrooms were received. Our domain averages were 5.76 for Emotional Support, 5.52 for Classroom Organization and 3.77 for Instructional Support.

Disabilities Services Update:

Disabilities Specialist was out and many of her regular duties were distributed to other Lead Teachers. Kindergarten transition meetings were completed. Full-Inclusion Kindergarten bound students had IEP transition meetings for appropriate Kindergarten placement and full-inclusion Head Start classrooms were determined for the 2012-2013 school year. Screening Center was inventoried and prepared for summer screening.

Mental Health Services Update:

Mental Health Therapist lending extra support to kindergarten-bound children's parents who have concern for child's social/emotional development as year comes to a close. Topics include but not limited to limit setting, self-esteem building, and self-regulation skill building.

Nutrition Services Update:

Staff had the opportunity to attend the Trainer's Workshop for Creating and Sustaining School Gardens. The workshop was presented by the UC Davis Children's Garden Program. The guidance that was provided has detailed information regarding topics such as "Outdoor Classroom Management", "Critters and Critter Control" and "Designing Your Garden". Attendees were also given *Gardens for Learning*, a resource provided by the California School Garden Network (www.csgn.org).

Health Services Update:

Health is screening two days a week in the centralized screening room. In June screening will increase to three days a week to start new & returning registrations for 2012-2013 year. Health has completed the second round of dental screenings with Kate Varanelli. Health Services is following up with the children that have high and low BMI's. Health is also following up with any children that have a blood lead level. Health is also reviewing all information and data input for Child Plus and the PIR report.

Family and Community Partnerships Update:

At the meeting for May, 2012 the Policy Committee approved the Child Selection Criteria. The First Reading of the by-laws was to take place but this was tabled due to a copying error in the by-laws presented to representatives. There will be a short meeting taking place in June, 2012 with a recess most likely for July. Representatives were informed of this.

Transition Services Update:

After a year of School Readiness activities and curriculum our pre-kindergarten students are well under way to a successful kindergarten year. Data that has been gathered over the school year indicates growth in all areas steadily increasing and strengthening. The pre-kindergarten students are busy visiting kindergarten classrooms and participating in small group activities and story time. Kindergarten teachers, preschool teachers and private providers have participated in collaboration meetings discussing expectations of incoming students. Our district has designed an articulation card for students entering kindergarten and this has been well received by the kindergarten teachers. As they begin this next phase of their school career, they are confident in the knowledge that they and their families are truly prepared.

Program Support/Staff Training Update:

Teachers participated in a workshop regarding the end-of-the-year system and protocols. Teachers will be closing their classrooms and bringing in necessary paperwork and CUM files for all children the last week of May.

Fiscal Update:

Head Start and Early Head Start fiscal and in-kind reports were submitted May 5, 2012 for April's actual and accrued expenses. At this time both programs are working to keep expenses down since both are approximately 8% to 10% overspent.

An in-kind waiver request was submitted to Sacramento Employment and Training Agency for a county-wide waiver to the Office of Head Start. In-kind hours have decreased due to the loss of state funds in collaborative programs.

Early Head Start:

The month of May is an important time for gathering student information regarding transitioning to Preschool. Integration of Services case management meetings were held where information about age-eligible children transitioning to preschool was gathered. Parents received individualized letters regarding school options available to them for the next school year. Parent input regarding home visits for families enrolled in the combination model is being collected for scheduling in June.

Staff training on School Readiness Goals helped to frame for teachers the focus for next year. The month ended with an afternoon of fun staff teambuilding!

Twin Rivers Unified School District

Closed - No report for this month.

WCIC

WCIC/Playmate Head Start Programs Team received "Second Step Curriculum Training" by Melanie Nicolas, Program Officer from Sacramento Employment Training Agency on May 16, 2012. Ms. Nicolas provided information on how to develop skills at home and at school. She addressed that the Second Step Curriculum provides a learning tool, emotional management, empathy, friendship skills and problem solving. She stated during class time children begin with skills for learning and listening, how to be friends, following rules in/out the classrooms, transitioning, sharing, etc.

WCIC/Playmate Head Start Programs Team received training on "Healthy Eating/Physical Activity" by Marcelina Amonoo, Program Assistant from Champions for Change on May 16, 2012. Ms. Amonoo provided information on how to eat healthy and the benefits of eating fruits and vegetables. She addressed fruits and vegetables are some of the healthiest and best tasting foods. They are low in sodium and calories, and most are fat free. People need to reach for blue, purple, green, yellow, orange, and red fruits and vegetables for meals and snacks. They will help the body get vitamins, minerals, fiber, and other natural substances. When eating at a restaurant, enjoy more fruits and vegetables. Get off to a good start by ordering a plate of fresh fruit for breakfast, select 100% fruit or vegetable juice, order vegetable soup and side salads for lunch, order steamed or grilled vegetables as a side dish, and order fresh fruits for dessert.

WCIC/Playmate Head Start Programs celebrated the 27th Annual Fathers' Barbecue and Annual Awards on Friday, May 18, 2012. The 27th Annual Fathers' Barbecue and Awards presentations were a success.

WCIC/Playmate Head Start Programs Team received training on "Nurturing Children Through Praise" by Jessica Ochoa and Becky Honig, Child Development Training Specialists from CAPC on May 25, 2012. Ms. Ochoa stated praise is verbal or non-verbal ways of letting children know how proud you are of children and their efforts. It is one of the best ways without evaluating children, or to just comment on what the child is doing. Comments allow the child to draw his/her own conclusions. The key points are: to take from comments, notice details, make observations and allow the child to draw their own conclusions. This allows the opportunity for conversations to evolve with the children.

WCIC/Playmate Head Start Program attended the Kindergarten Transition field trip on May 29, 2012 to Father Keith B. Kenny Elementary School. Teaching staff observed Ms. Williams' Kindergarten morning class. Ms. Williams stated Kindergarten will be a time of many changes. Students will have to adjust to new teachers, new children, new schedules, and new routines. A successful entry into Kindergarten will help students have a positive attitude about school and learning. Kindergarten will provide a balanced curriculum with activities in languages, arts, mathematics, sciences, social studies, arts, and physical education. Parents/Guardians and teachers need to continue to read books about starting Kindergarten, talk enthusiastically, and reassure the child of a positive Kindergarten experience. Students will need to know how to spell and write their name, count from 1 to 30, sight words, recognize the alphabet and numbers, early math skills, and the five rules in the classroom. WCIC/Playmate Head Start children enjoyed the field trip.

Family Services Workers attended the PIR Overview Meeting on May 31, 2012 at SETA from 9:00am – 11:00am.

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

ACF-IM-HS-12-04 Head Start, Child Care and Public Libraries: Partnerships to Support Young Children and Their Families

ACF-IM-HS-12-05 Head Start/Early Head Start Relationship-Based Competencies for Staff and Supervisors who Work with Families

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.