



**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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

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(916) 263-3800

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(916) 263-3804

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

DATE: Thursday, April 7, 2016

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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VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8.

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

Address: 444 N. 3rd Street, Sacramento
 Agency Negotiator: Kathy Kossick
 Negotiating Party: Ravel Rasmussen Properties and Separovich/Domich
 Real Estate Development
 Under Negotiation: Price and Terms of Payment

Address: 925 Del Paso Boulevard, Sacramento
 Agency Negotiator: Kathy Kossick
 Negotiating Party: McCuen Acoma Street Investors, LP
 Under Negotiation: Price and Terms of Payment

Address: 1750 Howe Avenue, Sacramento
Agency Negotiator: Kathy Kossick
Negotiating Party: Colony Capital
Under Negotiation: Price and Terms of Payment

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, MARCH 31, 2016

ITEM II-A - CONSENT

APPROVAL OF MARCH 3, 2016 REGULAR AND MARCH 23, 2016
SPECIAL BOARD MEETINGS

BACKGROUND:

Attached are the minutes of the March 3 and March 23 Governing Board meetings for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, March 3, 2016
10:00 a.m.

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

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors
Allen Warren, Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors

Members Absent:

Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento

- ➔ Recognition of long-term employee: Walter Lott, Programmer Analyst (30 years): Mr. Edward Proctor acknowledged and thanked Mr. Walter Lott for his 30 years of service to SETA.

II. Consent Items

- A. Minutes of the February 4, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2016
- D. Approval of Out-of-State Travel for Staff to Accompany Sacramento Housing and Redevelopment Agency (SHRA) to Discuss Implementation of the Jobs Plus Grant

There were no questions or comments.

Moved/Nottoli, second/Warren, to approve the consent calendar as follows:

- A. Approve the February 4, 2016 minutes.
- B. Approve the claims and warrants for the period 1/28/16 through 2/25/16.
- C. Receive, adopt, and file the Investment Policy for the Pooled Investment Fund for the calendar year 2016.
- D. Approve out-of-state travel for one staff to attend the Jobs Plus Conference from March 22 -24, 2016.

Roll call vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)
Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING:** Approval of Revised Salary Schedules for Head Start Parent Intern, Head Start Substitute Assistant, Head Start Childcare Teacher Assistant, Head Start Student Intern, and Bilingual Aide

Ms. Sophia Scherman opened the public hearing.

Mr. John Allen stated that the changes will ensure SETA will meet the California minimum wage requirements.

The approval of this board item will affect 35 Head Start teaching staff.

Moved/Warren, second/Nottoli, to close the public hearing and approve the new pay ranges for Head Start Parent Intern, Head State Substitute Assistant, Head Start Child Care Teacher Assistant, Head Start Student Intern, and Bilingual Aide.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)
Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)

2. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2016 and Authorize the Executive Director to sign the Agreement

Ms. D'et Saurbourne reviewed the extension to the audit services agreement that includes an increase due to 1.5% Consumer Price Index increase. The agreement will cover the additional work required to bring SETA into compliance with new GASB requirements on pension liabilities for an additional fee of \$1,200..

Moved/Nottoli, second/Warren, to approve the extension of the agreement with Gilbert Associates, Inc., for audit services, plus GASB 68 and GASB 71 assistance for the fiscal year ending June 30, 2016, for a total amount of \$48,121 and authorize the Executive Director to sign the agreement.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)
Nay: 0

Abstentions: 0
Absent: 1 (Schenirer)

3. Approval of Short-Term Waiver of Notice of Cancellation Provisions of Insurance Coverage Requirements for Head Start T/TA Consultants and Trainers and for SETA's E-Rate Consultant

Ms. Kossick stated that SETA engaged a risk consultant for a comprehensive review of subcontractors and the agency's insurance coverage . There has been a finding that certain requirements needed to be met in a timely manner, specifically regarding notice of cancellation. Staff is recommending waiving the notice of cancellation requirement for certain limited, short term contracts, for which the insurance carrier refuses to provide notice of cancellation when the services to be provided will be completed within the notice period, which is generally thirty (30) days, but for cancellation due to non-payment of premium is ten (10) days. . If the board approves this waiver, there will still be a contract in place with SETA named as an additional insured.

There are two instances where this waiver is needed. First, with the T/TA funds provided in Head Start grants which allows for training staff and parents to keep up with current educational opportunities. This training needs to be provided to staff and delegate staff before July 1.

The second instance includes the E-rate consultant providing the technical support to receive a rebate of 80-90% of IT equipment which is returned to SETA.

Ms. Kossick reviewed the waivers and requested board approval.

Moved/Nottoli, second/Warren, to approve the waiver of SETA's insurance requirements to eliminate the need for advance notice of cancellation by the insurance carrier if the carrier refuses to provide such notice for: short-term consultant and training contractors hired to provide short-term Head Start T/TA services; and for offsite consultant services to be provided by the E-Rate consultant, who does not perform services on SETA property and does not travel in the performance of the services. In such circumstances, SETA shall still be named as an additional insured for appropriate insurance and the contract shall require the consultant/trainer to provide notice of cancellation to SETA with respect to required insurance if the carrier refuses to do so. The waivers provided herein shall sunset upon the Board's adoption of new insurance requirements, which will then apply to future contracts for these services.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services:

1. Approval of Appointments to the Sacramento Works Workforce Development Board

Ms. Kossick stated that this action item continues the process of WIOA implementation. In January the board approved a recruitment process for the Workforce Development Board. The bylaws were modified to make a 25 member board from 41 members. There will be staggered terms for these new board members. SETA has actively recruited to secure new board members.

Ms. Kossick stated that 21 applications were received for the 13 Private Business seats. When selecting members, Ms. Kossick suggested choosing existing members that were actively engaged in addition to some new members; all of the applicants do meet the necessary requirements.

Mr. Thatch suggested that board members each take a turn and choose Private Business members until all 13 seats are selected. Members were selected in the following order:

1. Larry Booth, Frank M. Booth, Inc.
2. Janet Bard, Ramos Oil Company, Inc.
3. Lisa Clawson, Bloodsource, Inc.
4. Charlotte Mitchell, Sacramento County Farm Bureau
5. Michael Dourgarian, MDDV, Inc., dba Asher College
6. Lynn Conner, Parasec/Hialeah Terrace
7. Rick Wylie, Villara Corporation
8. Elizabeth McClatchy, The Safety Center, Inc.
9. Gary King, SMUD
10. Anette Smith-Dohring, Sutter Health
11. Peter Tateishi, Sacramento Metro Chamber of Commerce
12. Kim Parker, California Employers Association
13. Frank Louie, Xerox Corporation

Moved/Warren, second/Kennedy, to approve the Private Business seats as chosen.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Kennedy, second/Nottoli, to appoint Dennis Canevari, Matt Lege,

and Fabrizio Sasso under the “Labor” category.

Roll Call Vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 1 (Warren)

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Kennedy, second/Warren, to appoint Dennis Morin under the “Joint Apprenticeship” category.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Kennedy, second/Warren, to appoint Brian Broadway under the “Organizations Serving Youth, Veterans or Disabled Individuals” category.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Warren, second/Kennedy, to appoint David Gordon under the “Adult Education” category.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Kennedy, second/Warren, to appoint Dr. Jamey Nye under the “Higher Education” category.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Kennedy, second/Nottoli, to appoint the following members as follows:

- Larry Burkhardt, under the “Economic Development” category
- Diane Ferrari, under the “Wagner-Peyser” category
- Jay Onasch, under the “Vocational Rehabilitation” category
- Ann Edwards and Kathy Kossick, under the “Other” category

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)

Moved/Warren, second/Kennedy, to approve the slate of members to serve on the Workforce Development Board and authorize staff to determine board terms.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. Approval of a Request for Local Workforce Development Board Recertification to the California Workforce Development Board

Ms. Michelle O’Camb stated that the recertification of the WDB local board recertification. The packet includes updates and implementation of key items and is required no later than March, 2016. This recertification includes assurances that there is fiscal integrity in the board operations.

Moved/Warren, second/Kennedy, to approve the submission of a request for recertification of the local workforce development board, Sacramento Works, Inc., to the California Workforce Development Board.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

3. Approval to Augment the On-the-Job Training/Subsidized Employment Providers for PY 2015-16 with CalWORKs Funds

Ms. O’Camb stated that this board item seeks approval to augment OJT providers for eligible customers. This will allow seven service providers to provide greater opportunities to CalWORKs customers.

Moved/Kennedy, second/Nottoli, to approve the augmentation of AB 74 and AB 98 CalWORKs funds in the total amount of \$221,917 for the OJT/SE providers as identified in the attached funding charts. The additional funds will be used for the provision of higher wage reimbursement rates and/or longer training durations.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

4. Approval to Submit a Summer Jobs and Beyond: Career Pathways for Youth Application to the U.S. Department of Labor, Employment and Training Administration, Authorize the Executive Director to Accept the Funds, Negotiate Agreements, Execute the Contracts and any other Documents Required by the Funding Source

Ms. Terri Carpenter reported that the Department of Labor released a grant of \$20 million. The target population will be in-school youth from 16-24 years of age and will include other Sacramento county neighborhoods with high crime zones. The application is under development and will include a number of local partners. Mr. Nottoli requested that County Probation be included in this proposal. Staff is reaching out to build business partners to expand job opportunities for year-round employment. The program will focus on providing services to eligible youth that assist in the development of work experience and entry into career pathways in five industry sectors: (1) Information Technology; (2) Construction; (3) Healthcare; (4) Business Services (including retail, customer service, and entrepreneurship); and (5) Hospitality/Culinary. The proposal is to be submitted by March 25. The grant will allow services to be provided to 400-500 youth.

Moved/Nottoli, second/Warren, to approve the submission of the Summer Jobs and Beyond: Career Pathways for Youth grant application to the Department of Labor requesting \$2,000,000 and authorize the Executive Director to accept the funds, negotiate the agreements, and execute the contract and any other documents required by the funding source.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

5. Approval to Release a Request for Proposals (RFP) for Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker and CalWORKs Services

Mr. Roy Kim stated that this item requests the release of a new Request for Proposals for the adult and dislocated worker programs.

Mr. Warren left the meeting at 11:16 a.m.

In 2014, State legislation required that a larger percentage of the WIA funds be spent on training activities which resulted in job centers and training centers. Staff has since experienced that the bifurcated system was not as good as the previous system. With the recent passage of the WIOA, this is an opportune time for revising the structure. It allows for the inclusion of TANF funds for training services. Staff and the Sacramento Works Planning/Oversight Committee held public hearings and the

overwhelming comments were that, 1) customers must have access to career and training services in one area, and 2) services must be available for vulnerable customers.

Ms. Michelle O’Camb was acknowledged for her work preparing the RFP.

Mr. Kennedy asked how staff could ensure the services available will be located in the high unemployed area. Mr. Kim stated that there will be a team of evaluation experts from different partner agencies to ensure this. Mr. Kennedy stated that when the funding recommendations are submitted for approval, he will expect a detailed analysis of what evaluators did and their rationale.

Mr. Nottoli asked if customer surveys were utilized to figure out why it was decided the customers did not like the bifurcated system. Mr. Kim replied that customer satisfaction surveys were used and the same issues have been raised at various meetings and site supervisor meetings.

Moved/Nottoli, second/Kennedy, to approve the release of the Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker and CalWORKs Request for Proposals (RFP) to solicit Sacramento Works Job Center services.

Roll Call Vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

A. Review of the Capital Region Slingshot Compact

Mr. Kim stated that the compact has been submitted to the State WDB; in late 2014 the board approved an initial proposal for \$20,000 in seed money to enhance the entrepreneurship portion. In mid-2015, the Agency secured \$996,000 and the result was to continue the development and implementation of a compact. The approval of the compact is pending. As soon as the state approves it, staff will be moving forward to release various RFPs to secure services.

B. Final Workforce Investment Act, Title IB, Local Area Performance Goals for the Sacramento Workforce Development Area for PY2015-2016: No questions.

- C. Results of SETA Refugee Program Monitoring Review by the California Department of Social Services, Refugee Programs Bureau: No questions.
- D. Workforce Innovation and Opportunity Act Final Monitoring Report: No questions.
- E. Fiscal Monitoring Reports: No questions.
- F. Employer Success Stories and Activity Report: Mr. William Walker stated that some changes were made to the report to include the entry level information requested by Councilman Schenirer.
- G. Dislocated Worker Update: Mr. Walker reported that Save Mart on Marconi Avenue is closing. He talked to the local union and the affected employees will be moved to other stores throughout the region. He is still working with Blue Cross/Blue Shield; they are doing an internal reorganization. Mr. Walker met with Macy's and 50 staff have declined services due to retirement or their unwillingness to move elsewhere. He went to Kmart but was unable to get information on what employees will be affected. Sports Authority will be closing 140 stores nationwide. They will reduce their corporate footprint in Florida and California and all five Sacramento stores will remain open.

Mr. Kennedy inquired whether Mr. Walker had any contact with Home Town Buffet and Mr. Walker replied that he reached out to their staff through EDD and offered to do some dislocated worker orientations; so far, he has had no success reaching Home Town Buffet.

H. Head Start Reports

Ms. Denise Lee reported that SETA's Human Resources Department hosted a job fair to recruit teachers, assistant teachers, and site supervisors. The Agency has found it difficult to recruit new staff. Ms. Lee reported that 183 people either attended the event or applied through the on-line application. Ms. Lee extended her thanks to all of the staff participating in the event.

V. **Reports to the Board**

- A. Chair: Ms. Scherman inquired about the applicants that were not chosen for the board this time. Ms. Kossick stated that staff keeps an applicant list and as members leave the board, the applicants will be contacted to verify their continued interest in serving on the Workforce Development Board.
- B. Executive Director: No report.
- C. Deputy Directors: No report.

- D. Counsel: No report.
- E. Members of the Board: Ms. Kossick reminded the board that staff is working to coordinate schedules so the April 28 Governing Board meeting will begin at 10:30 a.m. This will accommodate most board members with potential conflicts.
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9, (subdivision (a))
KELLY JOHNSON v. SETA – Sacramento Superior Court Case No. 34-2015-00180341

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

The board came out of closed session at 11:48 a.m.; Mr. Thatch stated that there was no report out of closed session.

- VII. Adjournment:** The meeting was adjourned at 11:48 a.m.

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Wednesday, March 23, 2016
1:00 p.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 1:05 p.m. After the Pledge of Allegiance was recited, Ms. Scherman requested a moment of silence in honor of the citizens of Belgium.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative
Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors

Members Absent:

Allen Warren, Councilmember, City of Sacramento
Patrick Kennedy, Member, Board of Supervisors

II. Action Item

- A. Approval to Extend Deadline for Response to Request for Proposals for Administrative Office Space – Headquarters and to Reject One Proposal as Non-Responsive

Ms. Kossick stated that five proposals were received by the March 14 deadline. There were certain deficiencies in each proposal that need to be remedied. There is also one proposal received that is outside of the boundaries of the RFP. Staff is requesting this proposal be deemed non responsive.

Mr. Thatch stated that some of the proposals are missing the Party Participant forms. The only way to cure the situation with the proposals is to extend the proposal deadline. The proposers would be provided information as to the deficiencies included in their proposal. The extension of the deadline would provide them an opportunity to update their proposal so it can be considered for selection.

Moved/Schenirer, second/Nottoli, that the Governing Board reject the proposal submitted by John Foggy for space located at 3720 Madison Avenue as non-responsive because the property is located outside of the boundaries specified in the RFP. In addition, the Board authorizes staff to contact the other four proposers in order to afford them the opportunity to cure the deficiencies

contained within each of their proposals. Finally, the board approves the deadline for response to the RFP be extended until March 30, 2016.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy and Warren)

III. **Adjournment**: The meeting was adjourned at 1:12 p.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 2/26/16 through 3/31/16, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 2/26/16 through 3/31/16.

PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPOINTMENT OF YOUTH COMMITTEE MEMBERS

BACKGROUND:

The Sacramento Works Youth Committee is responsible for the planning and procurement of the Workforce Innovation and Opportunity Act (WIOA) youth services. The Sacramento Works Youth Committee seeks to develop a continuum of services to engage youth in the workforce system; works with community partners to coordinate youth initiatives; and is responsible for the oversight of youth providers. WIOA requires no minimum or maximum number of representatives on the Youth Committee. The WIOA and the State of California has identified the following categories of membership on the Youth Committee:

- Members of community-based organizations with a demonstrated record of success in serving eligible youth and other individuals with appropriate expertise and experience who are not members of the Local Workforce Development Board;
- Members may represent agencies such as education, training, health, mental health, housing, public assistance, and justice, or be representatives of philanthropic or economic and community development organization, and employers;
- Members may also include parents, participants, and youth.

Mr. Paul Castro has been an active member of the Youth Committee during his tenure as a Sacramento Works, Inc. board member. While no longer serving on the board, he would like to continue participating on the Youth Committee. Mr. Castro is employed by the California Human Development Corporation.

Similarly, Ms. Lorenda Sanchez was a charter member of the Sacramento Works, Inc. board and is now interested in continuing to serve as a member of the Youth Committee. Ms. Sanchez is the Executive Director of California Indian Manpower Consortium.

RECOMMENDATION:

Appoint Mr. Paul Castro and Ms. Lorenda Sanchez to serve on the Sacramento Works Youth Committee.

PRESENTER: Terri Carpenter

ITEM III-A – 1 – ACTION

APPROVAL OF TRUST RESOLUTION TO ADOPT THE AMENDED AND RESTATED INTERNATIONAL CITY MANAGEMENT ASSOCIATION (ICMA-RC) 401 (A) MONEY PURCHASE PLAN AND TRUST ADOPTION AGREEMENT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SUBMIT THE AGREEMENT TO ICMA-RC AND TO TAKE OTHER ACTION REQUIRED TO FINALIZE THE AGREEMENT

BACKGROUND:

The International City Management Association Retirement Corporation (ICMA-RC) 401(a) Money Purchase Plan (“401(a) Plan”) is a defined contribution plan that allows employers to contribute a certain percentage of money each year to deposit into the eligible employee’s retirement account. On December 16, 1999, the Governing Board approved the adoption of a ICMA-RC 401(a) Plan for exempt management employees effective January 1, 2000. Subsequently, on October 5, 2000, the Board approved the compensation package for the Unrepresented Confidential and Management personnel that allowed confidential employees to participate in the 401(a) Plan effective January 1, 2001.

Currently, the Agency contributes four percent (4%) of salary to the 401(a) Plan for exempt management employees, with a mandatory employee contribution of three percent (3%) of salary to the Plan. The Agency also contributes two percent (2%) of salary to the 401(a) Plan for confidential employees, with no required contribution. The plan participants may also contribute up to ten percent (10%) of additional after-tax dollars into the 401 (a) Plan.

In 2014, the ICMA-RC Trust received a favorable opinion letter from the IRS on its Governmental Money Purchase Plan and Trust document. ICMA Plan sponsors (employers) who use the ICMA-RC document have been notified that they are required to adopt the restated document by April 30, 2016. There are no major changes in the plan document. The new document incorporates amendments for legislative and regulatory changes enacted since the prior restatement in 2006 and is effective as of 2007. Prior restatements by ICMA-RC did not require a formal adoption by the Plan sponsor.

The new document includes the post-Economic Growth and Tax Relief Reconciliation Act of 2001(EGTRRA) legislative and regulatory changes and amendments including the Heros Earnings Assistance and Relief Tax Act of 2008 (HEART). None of these changes have any financial impact on the employer. The new document also allows the employer the option of providing newly enrolled employees the option to elect to

PRESENTER: Loretta Su

ITEM III-A – 1 – ACTION (continued)

Page 2

contribute annual accrued leave and/or final pay. Currently the Agency does not have the administrative capability of accounting for this election, and therefore, is not choosing to provide this option. Attached is a copy of the revised 401(a) Plan Adoption Agreement.

As part of the adoption process, ICMA-RC Trust requires a resolution to adopt the amended and restated the 401(a) Plan. Attached is a copy of that resolution.

RECOMMENDATION:

Approve the Trust Resolution to Adopt the Amended and Restated ICMA Retirement Corporation Governmental Money Purchase Plan and Trust Adoption Agreement and authorize the Executive Director to sign the document.

PRESENTER: Loretta Su

RESOLUTION FOR THE SACRAMENTO EMPLOYMENT & TRAINING AGENCY 401(a) MONEY PURCHASE PLAN

Plan Number: 107113

Name of Employer: Sacramento Employment & Training Agency (SETA) (Employer) State: California

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the Employer has established a qualified retirement plan for such employees that serves the interest of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the continuance of the qualified retirement plan will serve these objectives; and

NOW THEREFORE BE IT RESOLVED that the Employer hereby amends and restates the qualified retirement plan (the "Plan") in the form of: (select one)

The ICMA Retirement Corporation Governmental Money Purchase Plan & Trust
OR

The Plan and Trust and any associated amendments provided by the Employer (executed copies attached hereto)

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust, with the Employer serving as trustee ("Trustee"), for the exclusive benefit of Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose. The Trustee's beneficial ownership of Plan assets held in Vantage Trust shall be held for the further exclusive benefit of the Plan participants and their beneficiaries;

BE IT FURTHER RESOLVED that the employer hereby agrees to serve as Trustee under the Plan.

BE IT FURTHER RESOLVED that the employer hereby authorizes the SETA Executive Director to execute all necessary agreements under the Plan.

I, _____, Clerk of the Board of SETA, do hereby certify that the foregoing resolution, proposed by SETA Governing Board, was duly passed and adopted in the SETA Governing Board of SETA at a regular meeting thereof assembled this _____ day of _____, 20_____, by the following vote:

AYES:

NAYS:

ABSENT:

(Seal)

CLERK OF THE BOARD

ITEM III-A – 2 - ACTION

APPROVAL TO REJECT ONE PROPOSAL TO THE REQUEST FOR PROPOSALS FOR ADMINISTRATIVE OFFICE SPACE – HEADQUARTERS AS NON-RESPONSIVE

BACKGROUND:

On February 4, 2016, the SETA Governing Board authorized the release of a Request for Proposals (RFP) for office space, soliciting proposals for space to replace its current Administrative Headquarters located at 925 Del Paso Boulevard. On March 23, 2016, the Governing Board extended the deadline until March 30, 2016 and authorized staff to contact four proposers to afford each of them an opportunity to cure deficiencies contained within each of their proposals. One of those proposers, JB Company, submitted a proposal for a lease of vacant property located on Stanford Avenue (APN 275-0060-010), but failed to provide any additional information to cure the deficiencies in its proposal, which had included a proposed initial term of fifteen (15) years, five (5) more than provided for in the RFP and failed to include required Party/Participant forms as required. Because these deficiencies were not corrected prior to expiration of the extended deadline, staff and legal counsel believe that JB Company's proposal should be deemed non-responsive to the RFP.

RECOMMENDATION:

Staff recommends that the Governing Board reject the proposal submitted by JB Company for space located on Stanford Avenue (APN 275-0060-010) as non-responsive because the initial term proposed for its lease was fifteen (15) years, five (5) years more than permitted in the RFP, the proposer failed to provide required Party/Participant forms with its proposal and because the proposer failed to correct these deficiencies prior to expiration of the extended March 30, 2016 deadline.

PRESENTER: Kathy Kossick

ITEM III-B – 1 – ACTION

APPROVAL OF AUGMENTATION RECOMMENDATIONS FOR THE REFUGEE SOCIAL SERVICES (RSS) PROGRAM, PROGRAM YEAR (PY) 2015-2016

BACKGROUND:

On September 3, 2015 the Board approved the funding extensions for SETA's five Refugee Social Services (RSS) providers for the provision of Vocational English-as-a-Second Language combined with Employment Services (VESL/ES) to serve 403 participants for the Program Year (PY) beginning October 1, 2015. In addition, the Board approved funding extensions for two refugee providers for the provision of Social Adjustment and Cultural Orientation (SA&CO).

In February, 2016, the California Department of Social Services, Refugee Programs Bureau (CDSS-RPB) identified unspent RSS state administration funds from Federal Fiscal Years (FFY) 2013 and 2014. As a result, CDSS-RPB issued a notification of award to SETA for additional RSS funds in the amount of \$111,554 for PY 2015-16. The augmentation amount was based on data from the Medi-Cal Eligibility Determination System for November 2015 (MEDS).

In January, 2016, SETA received a formal request from the Hmong Womens' Heritage Association, Inc. to terminate its \$20,000 SA&CO delegate agreement with SETA citing that the organization had suspended all organizational services due to financial hardships. As a result of the termination, SETA has identified \$20,000 in RESS funds available for reallocation.

The purpose of this item is to seek approval to augment the additional RSS funds awarded by CDSS-RPB for PY 2015-16, as well as to approve the reallocation of RSS funds made available as a result of the termination of Hmong Womens' Heritage Association's delegate agreement with SETA. The additional funds available for augmentation total \$114,788 and will provide VESL/ES services to an additional 53 participants.

SETA is recommending augmenting the additional funds to the five RSS funded VESL/ES providers, as reflected in the attached chart. Staff has verified that all providers are significantly exceeding contractual service levels, therefore, funding augmentation recommendations are based proportionately on original funding allocations.

RECOMMENDATION:

Approve the augmentation recommendations for the Refugee Social Services (RSS) program, PY 2015-2016, as reflected in the attached funding chart.

PRESENTER: Michelle O'Camb

**Sacramento Employment and Training Agency
REFUGEE PROGRAM
RSS Augmentation Recommendations, PY 2015 - 2016
Component: VESL/ES**

AGENCY NAME	CURRENT RSS FUNDING, PY 2015-16	# TO SERVE	RSS AUGMENTATION RECOMMENDATIONS, PY 2015-16			
			RSS AUGMENTED AMOUNT	NEW RSS TOTAL FUNDING	AUGMENTED RSS #S TO SERVE	NEW TOTAL RSS #s TO SERVE
Asian Resources, Inc.	\$168,498	66	\$17,871	\$186,369	7	73
Bach Viet Association, Inc.	307,710	117	31,093	338,803	12	129
International Rescue Committee, Inc.	114,664	44	15,636	130,300	6	50
Lao Family Community Development, Inc.	143,022	66	19,503	162,525	9	75
Twin Rivers USD	177,650	110	30,685	208,335	19	129
Totals	\$911,544	403	\$114,788	\$1,026,332	53	456

ITEM III-B - 2 - ACTION

CONCURRENCE WITH THE WORKFORCE DEVELOPMENT BOARD TO APPROVE THE PRIORITY OF SERVICE POLICY UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, ADULT PROGRAM

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA), Section 134(c)(3)(E), with respect to individualized career services and training services funded with WIOA adult funds, requires that priority of service be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient as defined in WIOA Section 3(5)(B).

In contrast to the Workforce Investment Act, which required priority of service to be provided to recipients of public assistance and other low-income individuals only when funds for adult employment and training activities were limited, WIOA expands the priority to include individuals who are basic skills deficient, and requires priority to be given regardless of a local workforce development area's funding levels. In addition, veterans and eligible spouses continue to receive priority of service for all Department of Labor (DOL) funded job training programs. These requirements were not affected by the passage of WIOA and must still be applied in accordance with guidance and policy previously issued by the Department of Labor and by the Workforce Services Division of the State of California's Employment Development Department (EDD).

Under WIOA Section 134(c)(3)(E) and the "WIOA, Notice of Proposed Rule Making" (NPRM) Section 680.600(b), the Governor and local workforce development boards are required to establish criteria by which the one-stop operator will apply priority of service for adult employment and training activities. In California, the Workforce Services Division of the EDD has authority to act on behalf of the Governor in oversight and management of the State's WIOA Title I funded activities. As a result, on January 22, 2016, EDD released Workforce Services Directive #WSD15-14, WIOA Adult Program Priority of Service, which provides guidance and establishes procedures regarding priority of service for local workforce development boards.

In alignment with the State's directive, staff has developed a draft policy on priority of service for adults served under WIOA employment and training activities for this Local Workforce Development Area (LWDA). The draft policy has been sent under separate cover for reference.

The Sacramento Works, Inc. board met on March 23 and approved this policy to be forwarded to the Governing Board.

RECOMMENDATION:

Concur with the Workforce Development Board to approve the Priority of Service Policy under the WIOA, Title I, Adult Program.

ITEM III-B – 3 - ACTION

APPROVAL TO AUGMENT EXISTING WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, YOUTH PROGRAM PROVIDERS TO COVER ADDITIONAL COSTS DUE TO AN INCREASE IN CALIFORNIA'S MINIMUM WAGE

BACKGROUND:

On June 4, 2015, the SETA Governing Board approved the extension of WIOA, Title I, Youth Program provider subgrant agreements for Program Year (PY) 2015-2016. A condition of SETA's Youth Program Subgrant Agreements is that all youth must be provided a paid work experience (WEX) opportunity during the Program Year. On January 1, 2016, California's minimum wage was increased from \$9.00 to \$10.00 per hour. As a result, Youth Program providers are requesting additional funding to cover the wage increase to support youth in paid work experience opportunities for the remainder of the program year.

To address the issue, SETA has identified additional WIOA Youth funding resulting from the PY 14-15 fiscal closeout and seeks approval to augment the affected WIOA Youth providers to cover the costs associated with the increase in the minimum wage. The augmentations are specific to each provider's program design and use of work experience.

SETA is recommending an augmentation of WIOA, Title, Youth funds to the WIOA Youth providers reflected below in the following amounts:

	PY 2015-16 Allocations	Recommended Augmentation	Recommended Revised PY 2015-16 Allocations
Out-of-School Youth			
Asian Resources, Inc.	\$245,728	\$ 4,162	\$249,890
Crossroads Diversified Services	\$180,000	\$ 7,000	\$187,000
Elk Grove Unified School District	\$190,000	\$ 7,200	\$197,200
La Familia Counseling Center	\$293,940	\$ 4,070	\$298,010
North State BIF	\$160,380	\$ 1,900	\$162,280
Sacramento City Unified School District	\$150,800	\$14,817	\$165,617
In-School Youth			
City of Sacramento Department of Parks and Recreation	\$228,000	\$10,263	\$238,263
Sacramento Chinese Community Service Center, Inc.	\$362,880	\$10,364	\$373,244
		\$59,776	

ITEM III-B – 3 – ACTION (continued)

Page 2

Staff will be available to answer questions.

RECOMMENDATIONS:

Approve the augmentation recommendation for the WIOA, Title I, Youth Program providers for PY 2015-16 as reflected in the chart above.

PRESENTER: Terri Carpenter

ITEM III-B – 4 - ACTION

APPROVAL TO SUBMIT AN APPLICATION TO THE EMPLOYMENT DEVELOPMENT DEPARTMENT FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) GOVERNOR'S DISCRETIONARY AND 25% FUNDS FOR A VETERANS' EMPLOYMENT-RELATED ASSISTANCE PROGRAM (VEAP) AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The Employment Development Department (EDD) in coordination with the California Workforce Development Board and the California Labor and Workforce Development Agency issued a Notice of Availability of Funds on March 18, 2016. The goal of the Solicitation of Proposals is to promote the use of regional sector strategies as the framework to help unemployed and underemployed veterans transition from the military careers to rewarding civilians' employment. Successful applicants must use regional sector strategy approaches to meet the workforce and training needs of potential employers within their targeted industries.

Staff is requesting to submit a proposal by April 22, 2016 for \$500,000 to serve 65 veterans. The Sacramento Employment and Training Agency (SETA) will continue to work closely the Los Rios Community College District, the Pacific Gas & Electric (PG&E) and the Sacramento Municipal Utility District (SMUD), the City of Sacramento Utility Department and City of Roseville Electric. In addition, SETA will continue to actively participate in Welding Pre-Apprenticeship Boot Camps with Siemens of Sacramento, and its employer network. SETA will provide the staff and facilities required to conduct orientation, assessment, pre-screening, and interviewing to select 65 veterans for the Power Pathways Program and Welding Pre-Apprenticeship Boot Camp along with case management, supportive services, and follow-up and retention services for trainees. For this proposal, SETA will continue to collaborate with the Veterans Counseling Centers at Community Colleges and the Sacramento Veterans Resource Center for intensive case management services and Post-Traumatic Stress Disorder (PTSD) counseling.

Previous VEAP Projects successes include:

- In June 2012, SETA was awarded \$500,000 to trained 34 utility line workers and 25 pipefitter/pipelayer gas line workers.
- In April 2013, SETA was awarded \$400,000 to train 60 veterans as utility line workers. The primary focus of the program continues to emphasize the recruitment of recently separated veterans (released from duty in the past 48 months) and provide intensive case management along with PTSD assessment as needed.

PRESENTER: William Walker

ITEM III-B – 4 – ACTION (continued)

Page 2

- In June 2015, SETA was awarded \$500,000 to train 60 veterans as welders and utility workers. The Project is currently in operation training veterans for employer partners.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the submission of the Veterans' Employment Assistance Program application to the California Employment Development Department requesting \$500,000 to provide services to 65 veterans, and authorize the SETA Executive Director to execute the agreement, modifications and any other documents required by the funding source.

PRESENTER: William Walker

ITEM III-C - 1 – ACTION

APPROVAL OF BUDGET MODIFICATION
FOR HEAD START PROGRAM YEAR 2015-2016 AND EARLY HEAD
START-CHILD CARE PARTNERHIP PROGRAM YEAR 2015-2016

BACKGROUND:

Head Start Budget Modification:

This agenda item provides the opportunity for the Governing Board to approve a budget modification for the SETA-Operated Program in the amount of \$452,000 to perform deferred maintenance projects and purchase replacement vehicles as needed for aging equipment.

Specifically, the SETA-Operated Program has projected under-spent funds in Head Start Personnel due to various Teacher and Associate Teacher vacancies throughout the year. The program is requesting to move \$452,000 from the Head Start Personnel cost category to Head Start Equipment and Head Start Other, as outlined below:

Cost Item	2015-2016 Original HS Budget	T/TA	Modification Increase (Decrease)	Final Budget
A. Personnel	\$12,328,004	\$102,098	(\$452,000)	\$11,978,102
B. Fringe Benefits	\$6,917,243	\$57,287	0	\$6,974,530
C. Travel		\$12,000	0	\$12,000
D. Equipment	\$67,000	0	\$248,500	\$315,500
E. Supplies	\$441,000	0		\$441,000
F. Contractual	\$18,726,545	\$59,000	0	\$18,785,545
G. Construction	0	0	0	0
H. Other	\$4,356,321	\$152,884	\$203,500	\$4,712,705
Total HS Program	\$42,836,113	\$383,269	0	\$43,219,382
Non-Federal Program	\$10,804,846			\$10,804,846

Deferred maintenance items include, but are not limited to, the following:

Interior paint (\$50,000) – six (6) Early Learning Centers are in need of interior paint. Centers include: Northview, North Avenue, Elkhorn, Norma Johnson, Hillsdale, and Alder Grove EHS.

PRESENTER: Denise Lee

ITEM III-C - 1- ACTION (continued)

Page 2

Artificial grass (\$105,000) – with the on-going water shortage, natural grass is not in good repair in the play yards where infant/toddlers play. Artificial grass will be installed in place of natural grass at four (4) EHS center locations – Elkhorn, Northview, Job Corps, and Alder Grove.

Flooring (\$25,000) – flooring in two (2) classrooms and 2 bathrooms at the North Avenue Early Learning Center are old and heavily worn. Carpet will be replaced in the classrooms with Vinyl Composite Tile (VCT) and carpet. Bathroom floors will be replaced with VCT. Pricing includes wood sub-floor repair as well.

Replacement shade canvas (\$23,500) – due to inclement weather, five (5) centers have torn/ripped canvas on the shade structure in need of repair/replacement. Centers include: Hillsdale, Grizzly Hollow, Marina Vista, Mather, and Crossroads.

Equipment purchases include the following:

Vehicle replacement (\$70,000) – two (2) new vehicles are in need of replacement, including one truck for the facilities unit due to extensive mileage and aging parts and one cargo van for the food services unit due to a recent accident which totaled the vehicle. Old vehicles will be disposed of in accordance with SETA and County policies and procedures.

New shade structures (\$15,500) – two (2) centers are in the need of shade structures in the outdoor play yard where limited shade is available during the hot weather. Centers include: Walnut Grove and Hopkins.

Play structure replacement (\$38,000) – the current infant/toddler yard at the Job Corp Early Learning Center contains an outdated play structure that offers limited gross motor activities and is also not exciting for children to play and explore. The play structure and existing rubber surface will be replaced with a more up-to-date, age-appropriate structure for infant/toddlers.

Install new infant/toddler play yard (\$125,000) – in anticipation of serving infant/toddlers at the North Avenue Early Learning Center, SETA will install an infant/toddler play yard which will include a dividing fence, a play structure, concrete pathways, artificial grass, and a DSA-approved shade structure.

PRESENTER: Denise Lee

Early Head Start-Child Care Partnership Budget Modification

In addition to the Head Start budget modification outlined above, SETA also proposes a budget modification in the Early Head Start-Child Care Partnership grant (EHS-CCP) for 2015-2016.

Specifically, SETA will transfer \$12,000 from the Other category to the Contractual category in the EHS-CCP Start-up budget. Funds in the amount of \$12,000 will be allocated to KinderWorld Inc., an Early Head Start-Child Care partner, to expand the current electrical panel at the center. The expansion of the current electrical panel is needed to add additional electrical connections which will support the new modular office space used by staff assigned to the EHS-CCP project on campus.

The start-up budget is outlined below:

Cost Item	2015-2016 EHS-CCP Start- up Budget	Modification Increase (Decrease)	Final Budget
A. Personnel	0	0	0
B. Fringe Benefits	0	0	0
C. Travel	0	0	0
D. Equipment	0	0	0
E. Supplies	\$40,700	0	\$40,700
F. Contractual			
a. Sac City USD @ \$30,700	\$35,000	\$12,000	\$47,000
b. KinderWorld @\$4,300			
G. Construction	0	0	0
H. Other	\$15,000	(\$12,000)	\$3,000
Total EHS-CCP Start-up	\$90,700		\$90,700

SETA staff will be available to answer questions.

RECOMMENDATION:

Approve a Head Start budget modification in the amount of \$452,000 from Personnel to Equipment and Other for the SETA Operated Program for the 2015-2016 Head Start program year and a budget modification in the amount of \$12,000 from Other to Contractual for the EHS-CCP Start-up grant for 2015-2016.

PRESENTER: Denise Lee

ITEM IV-A - INFORMATION

PRESENTATION OF WORKFORCE AND HEAD START COLLABORATIVES

BACKGROUND:

Since late 2015, SETA staff have made a concerted effort to collaborate to bring workforce opportunities to the parents in the Head Start and Early Head Start programs. Staff will provide a brief presentation on two of the efforts underway and the progress to date.

PRESENTERS: William Walker, Lisa Carr, Julie Davis-Jaffe

ITEM IV-B - INFORMATION

UPDATE ON THE WIOA YOUTH PROGRAM REQUEST
FOR PROPOSALS PROCESS

BACKGROUND

On December 3, the SETA Governing Board approved the Request for Proposals (RFP) for the WIOA Youth Program Services for the fiscal year beginning July 1, 2016. The RFP was released to the public on Friday, December 4, 2015 at 1:00 p.m. Proposals were due to SETA on Thursday, March 17, 2016 by 4:00 p.m. SETA has received 21 proposals from the following organizations:

Sacramento City USD	Out of School Youth
City of Sacramento Dept of Parks and Rec	In-School Youth
Asian Resources, Inc.	Out of School Youth
Folsom Cordova Community Partnership	In School Youth
Folsom Cordova Community Partnership	Out of School Youth
La Familia Counseling Center, Inc.	In School Youth
La Familia Counseling Center, Inc.	Out of School Youth
Arbor E&T, LLC, dba ResCare Workforce Services	In School Youth
Arbor E&T, LLC, dba ResCare Workforce Services	Out of School Youth
North State Building Industry Foundation	Out of School Youth
Gateway Community Charters	In School Youth
Galt Joint Union High School District	Out of School Youth
Galt Joint Union High School District	In School Youth
Elk Grove Unified School District	Out of School Youth
Meristem, Inc.	Out of School Youth
Goodwill Industries	Out of School Youth
Sacramento Chinese Community Service Center	Out of School Youth
Sacramento Chinese Community Service Center	In School Youth
Greater Sacramento Urban League	Out of School Youth
Crossroads Diversified	Out of School Youth
Crossroads Diversified	In School Youth

On Friday, April 29, 2016 (1:00 p.m.), SETA will publish staff funding recommendations on the SETA website. A proposal evaluation team will be selected by April 1 to begin reading proposals. The evaluation team represents SETA staff from Employer Services, Fiscal, Monitoring, and WIOA Youth Services. The

PRESENTER: Terri Carpenter

ITEM IV-B – INFORMATION (continued)

Page 2

evaluation team also includes members of the Youth Committee and a representative from Department of Human Assistance. Volunteers are needed from the Youth Committee to participate on the proposal evaluation team. April 20 and 21 has been selected as the dates for the evaluation team to meet and complete the final scoring of the proposals here at SETA. The meeting time will be determined based on team member availability.

The Sacramento Works Youth Committee will meet to hear Presentations of Bidders on Wednesday, May 11 at 8:30 a.m. The Sacramento Works Youth Committee will review staff recommendations and make funding recommendation to the Sacramento Works, Inc. for approval on Wednesday, May 25, 2016 with final approval of the WIOA Youth funding recommendations by the SETA Governing Board on June 2, 2016. The 2016-2017 WIOA Youth Program will begin July 1, 2016.

PRESENTER: Terri Carpenter

ITEM IV-C - INFORMATION

SACRAMENTO WORKS PERFORMANCE REPORT

BACKGROUND:

Attached for your review is the performance dashboard for the second quarter of the Sacramento Works system.


Staff will be available to answer questions.

STAFF PRESENTER: Ralph Giddings

Sacramento Works System 2nd Quarter (7/1/2015- 12/31/2015) Report

Dashboard Question	Answer											
<p>Sacramento Works Job & Training Center Universal Access: Is the Sacramento Works system meeting the goal of providing universal access services to job seekers this quarter?</p>	<p style="text-align: center;">Percentage of Benchmark: 139%</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>20,263</td> </tr> <tr> <td>Benchmark</td> <td>14,571</td> </tr> </table>	Reporting Quarter	20,263	Benchmark	14,571							
Reporting Quarter	20,263											
Benchmark	14,571											
<p>Intensive & Training Services Adult/Dislocated Worker: Is the Sacramento Works system meeting the enrollment goal?</p>	<p style="text-align: center;">Percentage of Benchmark: 102%</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>2,105</td> </tr> <tr> <td>Benchmark</td> <td>2,063</td> </tr> </table>	Reporting Quarter	2,105	Benchmark	2,063							
Reporting Quarter	2,105											
Benchmark	2,063											
<p>Adult and Dislocated Worker Measure: Is the Sacramento Works system meeting its performance measures for the Adult/Dislocated Worker program?</p>	<p>Adult % Entered Employment</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>66%</td> </tr> <tr> <td>Benchmark</td> <td>55%</td> </tr> </table> <p>DW % Entered Employment</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>75%</td> </tr> <tr> <td>Benchmark</td> <td>63%</td> </tr> </table>	Reporting Quarter	66%	Benchmark	55%	Reporting Quarter	75%	Benchmark	63%			
	Reporting Quarter	66%										
	Benchmark	55%										
Reporting Quarter	75%											
Benchmark	63%											
<p>Adult % Employment Retention</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>79%</td> </tr> <tr> <td>Benchmark</td> <td>79%</td> </tr> </table> <p>DW % Employment Retention</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>88%</td> </tr> <tr> <td>Benchmark</td> <td>83%</td> </tr> </table>	Reporting Quarter	79%	Benchmark	79%	Reporting Quarter	88%	Benchmark	83%				
Reporting Quarter	79%											
Benchmark	79%											
Reporting Quarter	88%											
Benchmark	83%											
<p>Adult Average Six-Months Earnings</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>\$12,745</td> </tr> <tr> <td>Benchmark</td> <td>\$13,450</td> </tr> </table> <p>DW Average Six-Months Earnings</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>\$19,055</td> </tr> <tr> <td>Benchmark</td> <td>\$17,800</td> </tr> </table>	Reporting Quarter	\$12,745	Benchmark	\$13,450	Reporting Quarter	\$19,055	Benchmark	\$17,800				
Reporting Quarter	\$12,745											
Benchmark	\$13,450											
Reporting Quarter	\$19,055											
Benchmark	\$17,800											
<p>Youth Measures Is the Sacramento Works system meeting its performance measures for the Youth Worker program?</p>	<p># of New Enrollments Quarter 2 Goal (Out of School Youth)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>237</td> </tr> <tr> <td>Benchmark</td> <td>291</td> </tr> </table> <p># of New Enrollments Quarter 2 Goal (In School Youth)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>107</td> </tr> <tr> <td>Benchmark</td> <td>125</td> </tr> </table>	Reporting Quarter	237	Benchmark	291	Reporting Quarter	107	Benchmark	125			
	Reporting Quarter	237										
	Benchmark	291										
Reporting Quarter	107											
Benchmark	125											
<p>Literacy/Numeracy Gains</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>71%</td> </tr> <tr> <td>Benchmark</td> <td>60%</td> </tr> </table> <p>Youth % Attained Degree/Certificate</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>68%</td> </tr> <tr> <td>Benchmark</td> <td>64%</td> </tr> </table> <p>Youth % Entered Employment or Education</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Reporting Quarter</td> <td>81%</td> </tr> <tr> <td>Benchmark</td> <td>65%</td> </tr> </table>	Reporting Quarter	71%	Benchmark	60%	Reporting Quarter	68%	Benchmark	64%	Reporting Quarter	81%	Benchmark	65%
Reporting Quarter	71%											
Benchmark	60%											
Reporting Quarter	68%											
Benchmark	64%											
Reporting Quarter	81%											
Benchmark	65%											

Job Seeker Customer Satisfaction Survey:
 Are customers satisfied with the services received? (On a scale from 1-5 with 5 being the highest. Cumulative total from Q1 2015-2016 year.)



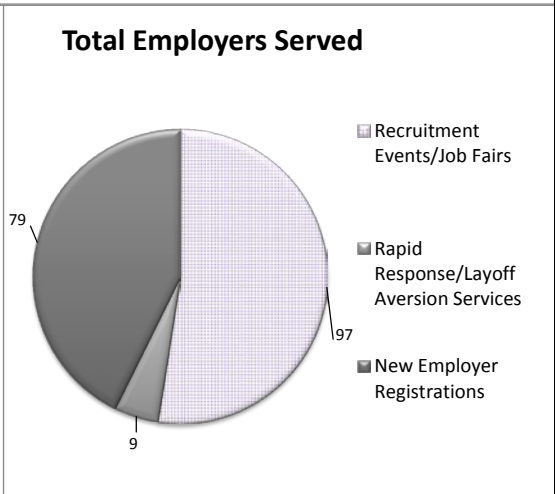
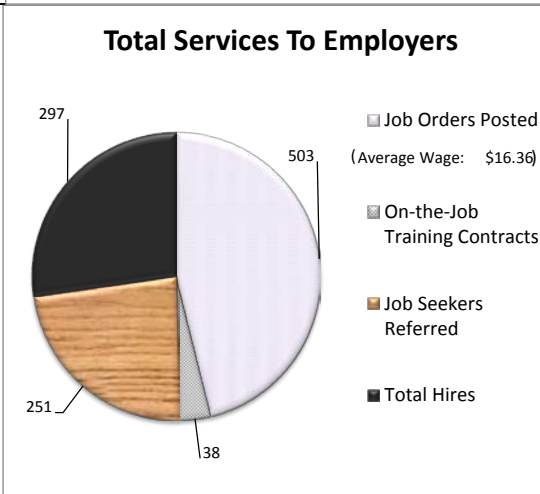
150



4.20

- Number of Surveys Completed
- Collective Job Center Average Satisfaction Rating

Employer Services:
 Is the Sacramento Works system meeting the needs of the region's employers?



ITEM IV-D - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

MEMORANDUM

TO: Ms. Mary Breeding DATE: February 29, 2016

FROM: Mayxay Xiong, SETA Fiscal Monitor

**RE: On-Site Fiscal Monitoring of
Kinder World, Inc.**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	CCP	\$261,000	2/1/15-1/31/16	2/1/15-10/31/15

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 12/2/15

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

Program Operator: Kinder World, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start program from February 1, 2015 to October 31, 2015 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

Program Operator: Lao Family Community Development

Findings and General Observations:

- 1) The total costs as reported to SETA from February 1, 2015 to November 30, 2015 for the WIA OJT programs, and from February 1, 2015 to December 31, 2015 for the RESS VESL/TA programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Legal Services of Northern California, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start programs from February 1, 2015 to November 30, 2015 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Marylou Powers **DATE:** March 9, 2016
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of South County Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u>
			<u>PERIOD</u>	<u>COVERED</u>
CSBG	SN	\$ 206,805	1/1/15-12/31/15	3/1/15-12/31/15

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 7, 2016

	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	Tuition Payments	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: South County Services, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-E – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Training Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

EMPLOYER	CRITICAL CLUSTERS	ONET CODE	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations				
A1 Heating & Air	3	49902101	HVAC Technician	1
	3	47215202	Journeyman Plumber	1
Adecco Employment Services	1	43405100	Customer Service Representative, Bi-lingual Spanish	10
Advanced Call Center Technologies	1	43405100	Customer Service Representatives	50
	1	13107100	Human Resources - Recruiting Admin	1
Alhambra	9	51919300	Production Operator	5
All For You Home Care	4	33903200	Caregiver	1
All Seasons Burial & Cremation	9	53304100	Mortuary Transport Driver	1
All State Insurance-Alain Ionescu Office	1	41302100	Insurance Sales Representative	1
Allied Barton	1	33903200	Security Officer	8
Amazon	10	43508103	Part -Time Seasonal Associate	1
American Guard Services	1	33903200	Security Officer	5
AmeriGas	1	43405100	Customer Care Agent	24
Anware Pallet Services	3	49909900	Pallet Repairman	4
Andy Nguyen's	8	35202100	Kitchen Helper	1
Anton Building Company	3	47206100	Construction Laborer/Project Administrator	1
Arby's GH Restaurants	10	41201100	Team Member	7
Avis Budget Group	7	49302300	Truck Technician I - Mobile	1
	1	11102100	Operations Manager Trainee	1
Badger Daylighting Corporation	7	53303200	Hydrovac CDL Operator	1
Barnes & Noble	1	41101100	Assistant Store Manager	1
	1	35302200	Barista/Cafe Server	2
	1	41203100	Bookseller	2
	1	41101100	Community Business Development Manager	1
	1	41201100	Head Cashier	1
	1	41101100	Merchandise Manager	1
BBC Services, Inc.	3	47203101	Carpenter	10
Behavioral Education for Children with Autism	4	21102100	Behavior Technician	1
Big Brothers Big Sisters of Greater Sacramento	1	21101200	Match Support Specialist	1
Boys & Girls Clubs of Greater Sacramento	1	39903200	Program Assistant	10
Bozzuto Insurance Agency	1	41302100	Insurance Sales Agent	1
Brasher's Sacramento Auto Auction	9	53303100	Auction Driver	1
	1	13105100	Auto Body Condition Report Writer	1
		13103200	Auto Lot Worker - Fleet & Lease	1
	7	49302302	Auto Mechanic	1
	1	43405100	Dealer Registration Clerk-Front Counter Customer Service	1
	7	49302100	Lot Access Agent/Shift Lead	1
	1	43902100	Transportation Billing/Data Entry Clerk	1
California Energy Commission	1	11904101	Deputy Director, Fuels and Transportation Division	1
California Human Development	1	21101200	Education Coordinator	1
Castle House Distributors	1	53303200	Driver/Service Tech	1
CBS13/CW31	1	43601400	Administrative Assistant	1
CEPS	1	11915100	Account Manager/Assistant Manager	2
Child Action	5	21109300	Assessment Unit Clerk (Bilingual)	1
	1	43416100	Human Resources Analyst	1
Children's Law Center of California	1	43906100	Scanning Clerk	1
	1	43601200	Secretary	1
Cintas Corporation	10	41309900	Route Service Sales Representative	5
Citizen Corporation	3	47211100	Journeyman Electrician	1
City of Sacramento	1	21109900	Out of School Time Leader	29
Cokeva, Inc.	9	43507100	Logistic Operator	5
	10	41101200	Sales Executive	1
	3	17302400	Technician II	1
College of Continuing Education, Sacramento State	1	49101100	Facilities and Logistics Management Specialist	1
Comcast	10	41909100	Individual Direct Sales	1
	1	41309900	Xfinity Sales Associates	9

EMPLOYER	CRITICAL CLUSTERS	ONET CODE	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations				
Comfort Systems Construction	7	49909900	Apartment Renovator	2
Common Ground Business Brokers	1	41902200	Business Broker	4
Cooper & Associates Realty	1	41902200	Inside Sales Agent	3
Core Commercial	1	13116100	Marketing/Graphic Design/Office	1
Cornerstone Staffing Solutions, Inc.	1	41201100	Cashier or Checker Stock Clerk	2
	9	43508103	Warehouse Clerk	20
Corporate Care	1	51609900	Technician	2
Craig Cares	4	31101100	Caregiver/Home Health Aide/CNA	1
Crossroads Facility Services	1	13201101	Senior Accountant	1
	1	21109900	Youth Specialist	1
Culinary Staffing America	1	35101200	Food Service Workers	40
Davis Food Co-Op	1	41101100	Night Manager	1
Dayles Diesel & Generator Repair	7	49209200	Generator Mechanic	1
Denio's Farmers Market and Swap Meet	1	41201100	Cashier	5
Denton's Custom Woodworks, Inc.	3	51701100	Cabinet Maker & Apprentice/Entry Level	2
Diamond Foods Inc.	9	51101100	Engineering Intern	1
	7	49907100	Engineering Manager	1
	2	17219904	Maintenance Engineer/Supervisor	2
	2	17219904	Maintenance Mechanic I 3rd Shift	1
	1	51101100	Operations Manager	1
	1	29901100	Production Supervisor	1
	7	49904100	Safety Manager	1
Dollar General	1	41101100	Assistant Store Manager	20
	1	41101100	DG Market Sales Associate	20
	1	41101100	Sales Associate	20
Dr. Pepper Snapple Group	9	43508163	Warehouse Loader	1
E3 CA INC	1	43601400	Administrative Assistant	1
Electrofreeze of Northern California	1	43601400	Office Administrator	1
Elevate Learning	1	25309902	English and/or Math Tutors	50
Empower Efficiency, LLC	1	21109900	Local Community Outreach Specialist, Energy Efficiency	1
Environmental Quality Management, Inc.	1	37201100	Clean-up Technician Nevada	1
	9	53705100	Equipment Operator - Nevada	1
	9	53303200	Truck Driver - Nevada	1
Ephraim Williams Family Life Center	1	43417100	Receptionist	1
Evergreen Industries Cleaning Services, LLC	1	37201100	Cleaning Laborer	2
eVerlife	1	43101100	Team Manger	4
Exact Staff Inc.	9	51209200	Assembly Line Worker	50
	9	51911100	Packaging Associate	25
	9	53706200	Warehouse Worker	50
Express Employment Professionals	1	43303100	Accounts Payable Clerk	2
	1	43303100	Accounts Receivable Assistant	1
	1	43303100	Accounts Receivable Specialist	1
	1	39903200	Activities Assistant	1
	1	43601400	Administrative Assistant	1
	1	41902200	Apartment Leasing Agent	1
	10	53706100	Car Wash Technicians	5
	8	35201200	Cook	1
	1	43405100	Customer Service Representative	1
	1	43503200	Dispatcher	5
	1	43601100	Executive Administrative Assistant, Academics/Higher Education	1
	1	43601100	Executive Administrative Assistant, Fundraising	1
	1	43601400	Front Office & Marketing Administrative Assistant	1
	3	53706200	General Laborer	15

EMPLOYER	CRITICAL CLUSTERS	ONET CODE	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations				
Express Employment Professionals	7	49902101	HVAC Maintenance Technician	5
	1	41309900	Inside Sales Representative	2
	7	49907100	Maintenance Technician	2
	1	43601300	Medical Records Administrative Assistant	1
	1	43417100	Medical Scheduler	1
	1	11301100	Office Manager	1
	1	41401200	Outside Sales Representative (Internal Express Team)	1
	1	43417100	Receptionist	1
	10	41203100	Retail Pricing Collector	5
	1	41302100	Sales & Marketing Manager (Salesforce)	1
Fair Oaks Recreation & Park District	1	39903200	Recreation Leader I-Camp Counselor	10
	1	25904100	Recreation Leader II (Assistant Preschool Teacher)	1
	1	39903200	Recreation Leader III-Lead Camp Counselor	2
	1	39903200	Senior Recreation Leader (Camp Director)	1
Faneuil/InSync Consulting Services LLC	1	43405100	Customer Service Representative	500
Farmers Insurance - Stacy Cronican Insurance Agency	1	43405100	Customer Service Representative	2
	1	41302100	Sales Representative	4
Fish Window Cleaning	10	37201100	Window Cleaner	2
First Security Services	1	33903200	Security Officer	10
Frito-Lay	9	41401100	Carton Handler	5
	10	41401100	Detailer	1
	10	27102600	Merchandiser	1
	9	53303100	Route Sales Representative - General	1
Greater Sacramento Urban League	1	11915100	Youth Specialist	1
GRID Alternatives North Valley	1	11915100	Outreach Coordinator	1
	3	47409900	SolarCorps Construction Fellows	2
	1	41401107	SolarCorps Outreach Fellow	1
Grindco, Inc.	3	47205100	Concrete Grinding Specialist	1
H&R Block	1	11301100	Office Manager/Lead	20
	1	13208200	Tax Professional	20
Headway Workforce Solutions	1	41909900	Seasonal Assistant Manager	1
Horizon Personnel Services	9	43508104	Order Puller	10
Hunter Douglas Fabrication	7	51209200	Production Associate/Assembler	9
Infinity Energy	1	41401107	Appointment Scheduler	5
	1	41401107	Solar Sales Representative	10
J's Communications	1	41401100	Outside Sales Representative, B2B	1
J. Powers Recruiting Inc.	1	41303102	Account Executive	1
Jani-King of California	1	41303102	Account Executive	1
Jerico	3	49209300	Lighting Installer	1
John Jackson Masonry	9	49303100	Fleet Mechanic	1
Kair In-Home Social Svc	1	21102100	Foster Family Agency Administrator	1
Kelly Services	7	43505300	Machine Operator/Mail Handler	40
Ken's Bike-Ski-Board, Inc.	1	41203100	Bicycle, Ski & Snowboard Sales	1
Lamonica's Pizza Dough	9	59911100	Packaging Associate	10
Leukemia & Lymphoma Society	1	43202100	Part Time Outreach Assistant	15
LG Electronics	7	49902102	Field Service Technician-Appliances and HVAC	1
Liberty Tax Service #8097	1	13208200	Tax Preparer	1
Liqui-Box Corporation	9	53706400	Inspector/Packers	20
Lofings Lighting Inc.	9	43508103	Warehouse and Delivery	1

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Los Rios Community College District	1	43303100	Account Clerk I	1
	1	43303100	Account Clerk II	2
	1	43303100	Account Clerk III	1
	1	13201101	Accountant	1
	1	25101100	Accounting Adjunct Assistant Professor	1
	1	11903300	Accounting Assistant Professor	1
	1	43303100	Accounting Specialist	1
	1	11903300	Administrative Assistant I	3
	1	43601400	Administrative Assistant II	5
	1	11903900	Administrative Secretary I	1
	1	43919900	Admissions/Record Clerk II	1
	1	43919900	Admissions/Records Clerk III	2
	1	25102200	Aeronautics Assistant Professor	1
	1	11903300	American Apprenticeship Initiative Grant Project Director	1
	1	25112100	Art Assistant Professor (Studio Art)	1
	1	25112100	Art History/Humanities Assistant Professor	1
	1	11903300	Assistant Financial Aid Officer	1
	1	11903300	Associate Vice President of Student Services	1
	7	27401100	Audio/Visual Production and Maintenance Technician I	1
	1	25101100	Business Assistant Professor	1
	1	11102100	Campus Operations Director - Sutter County Center	1
	1	25105200	Chemistry Assistant Professor	2
	1	43906100	Clerical Assistant	1
	1	43906100	Clerk II	1
	1	43906100	Clerk III	3
	1	25112100	Commercial Music & Sound Recording Technology Assistant Professor	1
	1	25102100	Computer Information Science Assistant Professor (Programming)	4
	1	43919900	Confidential Executive Assistant	1
	1	43906100	Control Center Technician	1
	1	43919900	Counseling Clerk II	1
	1	21101200	Counseling Supervisor	1
	1	21101900	Counselor	1
	1	21101200	Counselor Articulation Officer	1
	1	21101200	Counselor/Coordinator-Workability III Program	1
	1	37101100	Custodial Supervisor	1
	1	37101100	Custodian	2
	1	25119900	Deaf Culture and American Sign Language (ASL) Studies Assistant Professor	1
	1	21101200	Dean of Communication, Visual and Performing Arts	1
	1	21101200	Dean of Distance Education, Virtual Education Center	1
	1	21101200	Dean of Fine and Applied Arts	1
	1	11903300	Dean of Kinesiology and Athletics	1
1	21101200	Dean, Kinesiology and Athletics	1	
1	25107100	Diagnostic Medical Sonography (DMS) Assistant Professor / Program Coordinator	1	
1	11903300	Director, Administrative Services	1	
1	11903901	Distance Education Coordinator Adjunct Pool	1	
1	25108100	Early Childhood Education Assistant Professor	1	
1	25103200	Engineering Assistant Professor	1	
1	25112300	English Assistant Professor	4	

EMPLOYER	CRITICAL CLUSTERS	ONET CODE	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations				
Los Rios Community College District	1	11903200	Extended Opportunity Programs and Services Coordinator	1
	1	1732100	Facilities Planning and Engineering Specialist	1
	1	21119900	Faculty Diversity Internship Program Pool	1
	1	25119200	Fashion Assistant Professor	1
	1	43309900	Financial Aid Clerk II	1
	1	1329900	Financial Aid Officer	1
	1	25106700	Gerontology Assistant Professor	1
	7	37301900	Head Grounds Maintenance Technician	1
	1	21109100	Healthcare Interpreting Assistant Professor	1
	1	25104100	Horticulture Assistant Professor	1
	1	25119400	Hospitality Management/Culinary Arts Assistant Professor	1
	1	43416100	Human Resources Assistant III	1
	6	15114200	Information Technology Application Systems Supervisor(Student Administration Systems)	1
	6	15112100	Information Technology Systems/Database Administrator Analyst II	1
	1	25909900	Instructional Assistant - Learning Resources	1
	1	25102200	Instructional Assistant - Mathematics	1
	1	25904100	Instructional Assistant - Phlebotomy Laboratory	1
	1	25119100	Instructional Assistant - Photography	1
	1	25904100	Instructional Assistant - Sign Language Studies	1
	1	25904100	Instructional Assistant - Writing/English/Reading	1
	1	25102200	Instructional Assistant -Foreign Language	1
	1	25119900	Instructional Assistant-Campus Computer Laboratory	1
	1	25904100	Instructional Assistant-Costuming and Makeup	1
	1	25904100	Instructional Assistant-Medical Laboratory Technician	1
	1	25104200	Instructional Science Laboratory Supervisor	1
	1	25104200	Instructional Services Assistant I	1
	6	15112100	IT Business/Technical Analyst I	1
	6	15112100	IT Specialist II - Microcomputer Support	1
	6	15114100	IT Systems/Database Analyst II	1
	1	25119300	Kinesiology and Athletics Assistant Professor/Women's Head Volleyball Coach	1
	1	19403100	Laboratory Technician - Science	1
	1	37101100	Lead Custodian	1
	3	49902101	Lead HVAC Mechanic	1
	1	25403100	Lead Library Media Technical Assistant	1
	1	25403100	Library/Media Technical Assistant	1
	7	49909400	Locksmith/Glazier	1
	7	47214100	Maintenance Painter-Special Projects	1
	1	25102200	Mathematics Assistant Professor	5
	1	25119900	Mechanical Electrical Technology Assistant Professor	1
	1	25112100	Music (Vocal) Assistant Professor	1
1	25107200	Nursing Assistant Professor	1	
7	43906100	Operations Technician	1	
1	21109300	Outreach Clerk	1	
1	11903300	Outreach Specialist	2	
1	25112600	Philosophy Instructor	1	
1	25119300	Physical Education/Athletic Attendant	1	
1	33101200	Police Captain	1	
1	33305101	Police Communication Dispatcher	1	
1	33305101	Police Officer	1	

EMPLOYER	CRITICAL CLUSTERS	ONET CODE	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations				
Los Rios Community College District	1	43903100	Printing Services Operator II	1
	1	51511200	Printing Services Operator III	1
	1	25106600	Psychology Assistant Professor	1
	1	27303100	Public Relations Technician	1
	1	25402100	Public Services Librarian	1
	1	25101100	Real Estate Assistant Professor	1
	1	25111100	Recruit Training Officer	1
	4	25107200	Registered Nurse	1
	6	11302100	Senior Information Technology Systems/Database Administrator Analyst	1
	6	11302100	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	6	15112100	Senior IT Technician - Lab/Area Microcomputer Support	1
	1	25106700	Sociology Assistant Professor	1
	1	21109100	Special Project - Student Personnel Assistant - Health and Wellness Services	1
	1	25903100	Special Projects- Inmate Education Specialist	1
	1	29209900	Special Projects- Laboratory Technical Support Assistant - Health and Education Labs	1
	1	25903100	Special Projects- Work-based Learning Specialist	1
	1	25112200	Speech Communication Assistant Professor	1
	1	31909901	Speech Language Pathology Program Assistant Professor	1
	1	11903300	Student Affairs Specialist	1
	1	25309900	Student Personnel Assistant - Assessment/Testing	1
	1	43601100	Student Personnel Assistant - Career & Job Opportunity Services	1
	1	25904100	Student Personnel Assistant Disabled Student Programs and Services (DSP&S)	1
	1	43601100	Student Personnel Assistant - Outreach Services	1
	1	11903300	Student Personnel Assistant - Student Life	1
	1	11903300	Student Personnel Assistant - Student Services	3
	1	25904100	Student Personnel Assistant - Student Services - Athletic Program & Transfer Services Program	1
	1	21101200	Student Personnel Assistant - TANF	1
	1	21101200	Student Success and Support Program Faculty Coordinator	3
	1	21101200	Student Success and Support Program Specialist	3
	1	25112100	Studio Art Assistant Professor (Sculpture/3-Dimensional Art)	1
	7	49907100	Utility Worker	1
	1	11903300	Vice President of Student Services	1
Loss Prevention Specialist LLC	1	13209902	Agricultural Loss Control Consultant	1
	1	13209902	Construction Loss Control Consultant	1
Marathon Health	4	29107100	Family Nurse Practitioner/Physician Assistant	1
	4	31909200	Medical Assistant	1
MAXIMUS	1	43405100	Enrollment Service Representative	1
Merryhill School	1	25201100	Preschool Teacher	2
Metropolitan Van and Storage, Inc.	1	43601400	Administrative Assistant/Move Coordinator	1
MGA Healthcare Inc.	1	13107100	Recruiter	2
Modis IT Staffing	6	43405100	Group Level Processor	20
ModSquad, Inc.	6	15115100	Technical Support Specialist	1
Motivational Systems Inc.	1	27102400	Sign Wavers - El Dorado Hills	4
Mutual Assistance Network	1	21109300	AmeriCorps Parent Educator	1
	1	21102900	Team Leader	1

EMPLOYER	CRITICAL CLUSTERS	ONET CODE	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations				
MV TRANSPORTATION	9	53303100	Driver	1
National Audubon Society	1	11919900	Contracts and Government Grants Manager	1
Northcentral Pizza, LLC. dba Domino's Pizza	1	35101200	Assistant Manager	1
Northern Sheets LLC	9	51919900	Production Workers	3
Orepac Building Products	9	53303200	Driver	4
Pacific Health & Home	3	47202200	Masonry Installer	2
	3	47203101	Skilled Tradesman/Craftsman	2
Pacific Protection INC	1	33903200	Unarmed Security Officer	10
Pacific Staffing	1	11919900	Call Center Manager - Bilingual Spanish	1
	1	15115100	Technical Support Agent	1
Package One	9	53303200	Class A Truck Driver	1
Payroll on the Web	1	43601400	Administrative Assistant	1
	1	43305100	Payroll Specialist	1
	1	43303100	Payroll Tax Specialist	1
Paradise Oaks Youth Services	4	53303200	Residential Counselor	1
Pep Boys	7	49302301	Technicians and Mechanics	10
Pilkington North America Inc.	1	43405100	Service Center Administrator	1
Pirtek Power Inn	7	41309900	Field Service Technician	1
Powerhouse Science Center	1	11303102	Director of Finance & Operations	1
PowerSchool Group LLC	1	13201100	Accountant	1
	2	11302100	Associate Performance Test Engineer	1
	2	15119901	Associate QA Test Engineer	1
	6	15113300	Associate Software Engineer	1
	1	15114200	Associate Systems Administrator	1
	1	43301100	Billing Associate	1
	1	43301100	Collections Associate	1
	6	15113300	Compliance Application Software Engineer	1
	6	15113200	Compliance Database Software Engineer	1
	1	13102300	Contracts Administrator	1
	1	13115100	Corporate Trainer	1
	1	15115100	Customer Support Representative (Tier 1)	1
	6	15115100	Desktop Technician	1
	1	43303100	Entry Level Accounts Payable Specialist	1
	1	13119900	Entry Level Corporate Development Analyst	1
	1	13105100	Entry Level Pricing Analyst	1
	1	15119909	Entry-Level Project Manager	1
	1	13205100	Financial Analyst	1
	1	41909900	Inside Sales Account Representative	1
	1	11202100	Marketing Campaign Coordinator	1
	1	11201100	Product Manager-Consumer	1
	1	13116100	Product Marketing and Competitive Intelligence Manager	1
	1	13116100	Product Marketing Manager	1
	1	11312100	Recruiting Manager	1
	1	43405100	Renewals Associate	1
	1	11302100	Salesforce Administrator	1
	1	13107100	Senior Corporate Recruiter	1
	1	11312100	Senior Manager of Human Resources	1
	6	15113300	Senior Network Engineer	1
	1	15119909	Senior Project Manager	1
	6	15114200	Senior Systems Engineer	1
	6	17206100	Senior UI Interface Designer	1
	6	15113300	Systems Engineer II	1
	1	11102100	Vice President of Customer Operations- School Systems Group	1
PrideStaff	3	47409900	Machine Operator and Woodworking Craftsman	10
	9	51209900	Production and Manufacturing Technician	10
Progressive Insurance	1	43405100	Customer Service Call Center Representative-Bilingual Spanish	4

EMPLOYER	CRITICAL CLUSTERS	ONET CODE	JOBS	NO OF POSITIONS
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Quality Driver Solutions	9	53303200	Class A Driver	15
	9	53303200	Commercial Truck Drivers	20
Ready-Set-Go Children's Center	1	25201100	Preschool Teacher	3
Restoration Hardware	1	43101100	Client Service Center Supervisor	2
	1	11919900	Project Leader	2
Sacramento Employment and Training Agency	1	25201100	Associate Teacher Infant Toddler	1
	1	25201100	Associate Teacher- Tier I	1
	1	25201100	Associate Teacher Tier III	1
	1	11903900	CFS Education Program Officer	1
	1	25201100	Early Head Start Educator	1
	1	21102100	Family Services Worker Range I	1
	1	21102100	Family Services Worker Range III	1
	9	53303300	Head Start Courier/Maintenance	1
	1	11903100	Head Start Education Coordinator	1
	1	35201900	Head Start On-Call Cook/Driver	1
	1	25201100	Head Start Substitute Child Care Teacher	1
	1	25904100	Head Start Substitute Teacher Assistant	1
	1	11903100	Site Supervisor	1
	1	21102900	Workforce Development Professional Range 2	1
Sacramento Home Care	4	31101100	Care Giver	6
Sacramento Metro Chamber-Commerce	1	43303100	Accounting Clerk	1
Sacramento Regional Transit District	1	11301100	Assistant General Manager - Administration	1
	1	43906100	Clerk II	1
	1	43503200	Community Bus Services (CBS) Dispatcher/Supervisor	1
	7	49909800	Facilities Maintenance Mechanic	1
	1	43601200	Legal Secretary	1
	7	49907100	Light Rail Vehicle Technician	1
	7	13116100	Maintenance Supervisor - Wayside	1
	1	13116100	Marketing and Communications Specialist	1
	7	49303100	Mechanic A	1
	7	49303100	Mechanic A - Body and Fender (Bus Maintenance)	2
	3	15114200	Network Operations Engineer	1
	1	43906100	Revenue Clerk	1
	1	29901100	Safety Specialist II	1
	1	13107100	Senior Human Resources Analyst	1
Sacramento Regional Transit District	6	11302100	Senior Information Technology Business Systems Analyst	2
	1	37201100	Service Worker - Bus and/or Light Rail	1
Safari Kid	1	25201100	Toddler Teacher	1
SANA Accounting & Tax Services	1	53309900	Accounting Assistant	1
Security Tech Protective Services	1	33903200	Armed Security Officer	10
Serenity Respite	4	39901100	Respite Care Provider	10
Serve All Contracting	3	47206100	Construction / Maintenance Technician	1
	1	43601400	Receptionist / Office Assistant	1
Slingshot Connections	10	41401100	Outside Sales	5
Smartguard	1	33903200	Security Officer/Patrol Officer	6
Softsol Technologies Inc.	1	13111100	Business Analyst	1
	1	25401100	Document Prep/Scan Technician	8
SolarCity	1	43405100	Call Center Concierge	20
	3	47211100	Electrician	20
	1	41401107	Energy Consultant (Inside Sales)	15
	7	47223100	PV Installer	20
Southeast Asian Assistance Center	1	11101100	Executive Director	1
South Side Art Center	1	27101200	Ceramic Lead Artist Instructor	1
Stanford Youth Solutions	1	29112900	Therapist	4
Staff Management	1	11305100	Area Manager	30
STAR, Inc.	10	33903200	Armed Private Security	5

EMPLOYER	CRITICAL CLUSTERS	ONET CODE	JOBS	NO OF POSITIONS
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Starbucks Corporation	1	35302201	Barista	7
Stations	9	49909900	Installer	4
STC Netcom	2	17207201	Civil Hand	2
	7	49202100	RF Technician	2
Stericycle	1	43405100	Customer Service Representative	6
Strategies To Empower People (STEP)	1	21109300	American Sign Language Interpreter (ASL Interpreter)	1
	1	21109300	Case Supervisor/Facilitator for Supported Living Services	2
	1	21109300	Direct Support Professionals	20
	1	21109300	Instructor for Supported Living Services	1
	1	13107100	Staffing and Scheduling Coordinator for Human Resources Department	1
Sub Sea Systems Inc.	9	11201100	Product Manager--Marine Recreation	1
Sun City Roseville Community Association	1	37201100	Custodial Worker	1
	10	35201400	Line Cook	2
	10	39903100	PT Personal Trainer	1
SVS Group, Inc.	1	33903200	Event Staff & Security Guards	30
Swing Cushion Covers & More	1	43906100	General Office Assistant	1
Teledyne Microwave Solutions	9	51919900	Assembler 1	3
	7	17302301	Calibration Lab Technician	1
	1	11919900	Contracts Administrator	1
	1	11919900	Contracts/Pricing Manager 4	1
	1	43906100	Data Analyst	1
	3	17207200	Electrical Engineer 4	1
	3	17302700	Electronic Engineer 2	1
	7	17302700	Electronic Technician	1
	7	51404100	Machinist 4	1
	9	51902200	Product Finisher	1
	1	13119903	Senior Contracts Administrator	1
	7	43906100	Technical Support 2	1
	7	17302301	Technician 1	1
	1	13119903	Trade Compliance Support Administrator 1	1
	The Firehouse Restaurant	1	35201400	Fine Dining Line Cook
The Paver Company	3	47101100	Construction Foreman	2
The Wheeler Company	1	43417100	Office Assistant	1
Therapeutic Pathways	4	25309900	Behavior Technician	20
Thoughtful Food Inc.	10	35902100	Dishwasher	2
Timco Construction Inc.	3	13105100	General Construction Estimator	1
Trinity Fresh	9	53303200	Class B Truck Driver	4
	9	43508103	Warehouse Loader	2
	9	43508103	Warehouse Loader/Selector	4
True Transport Inc.	9	53303200	CDL A Truck Driver	4
UC Davis Health System	1	43601400	Administrative Support Assistant	10
	1	21109400	Care Coordinator/ ED Analyst	1
	1	37201100	Custodian/Senior Custodian	11
United Cerebral Palsy	1	39902100	Direct Support Professional	5
Utiliqwest LLC	3	49905100	Utility Line Locator	5

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Villara Building Systems	9	53303300	Class A and Class C Driver	1
	9	53303300	Driver	1
	7	49902100	Duct Blaster	1
	7	47215201	Fire Sprinkler Installer	1
	1	43417100	Human Resources Bilingual Receptionist	1
	7	49902100	HVAC Apartments Installer	1
	7	49902100	HVAC Commercial Installer	1
	7	49902100	HVAC Retro-Fit Lead	1
	7	49902100	HVAC Sheet Metal Installer	1
	7	49902100	HVAC Start-Up Technician	1
	7	49902100	HVAC Warranty and Paid Service Technician	1
	3	49909900	Installers (Solar, Plumbing, HVAC, Sheet Metal)	1
	9	43508103	Inventory Control Clerk	1
	1	43601400	Manufacturing Administrative Assistant	1
	7	47215201	Plumbing Finish/Service	1
7	47215201	Plumbing Installer	1	
7	43511100	Quality Control Lead Master/Inspector	2	
Vision Service Plan	1	43405100	Customer Care Representative (CCR)	1
Visiting Angels Senior Home Care	4	31101100	Caregiver	10
Western States Fire Protection	7	49209800	Alarm & Detection Technician	1
	1	43601400	Division Administrative Assistant	1
	7	49209800	Fire Alarm/Fire Sprinkler Inspector	1
	7	27102100	Fire Sprinkler Designer	3
	1	43919900	Service Administrator	
9	49101100	Shop Foreman	1	
Westlake Charter School	1	25904100	Instructional Aide - Substitute	5
Wholesale Outlet, Inc.	9	53303300	Delivery Driver	1
	1	35302200	Front Counter/Will Call	1
	9	43507100	Receiving	1
Woodmack Products, Inc.	9	51909900	Entry-Level Production Machine Operator	1
	9	51412106	Entry Level Production Welder	1
	9	37201100	Janitor & Machine Operator	1
	1	37201100	Manufacturing Industrial Janitor	1
	9	51919900	Machine Operator	3
Yuba Community College District	1	43303100	Accounting Assistant	1
	1	25119900	Adjunct Instructors	1
	1	41201100	Cashier	1
	1	37201100	Custodial Maintenance Worker	1
	1	37201100	Custodian	1
	1	11903900	Director of Financial Aid	1
	1	11903900	Director of TRiO Programs	1
	1	43309900	Financial Aid Technician	1
	1	25119900	Human Resources Analyst/Academic	1
	1	33101200	Interim Chief of Police	1
	1	25403100	Library Technical Assistant	1
	1	25107200	Nursing Instructor	1
	1	25119900	Philosophy Instructor	1
	1	43101100	Site Supervisor - Child Development Center	1
	1	51906100	Testing Technician	1
1	25119900	X-Ray Technology Instructor	1	
Zebra Restoration Services	7	49909900	Property Damage Restoration Technician	3
Total				2121

Entry Level Positions
July , 2015 - March 9, 2016

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Advanced Call Center Technologies	1	Customer Service Representatives	50
Allied Barton	1	Security Officer	8
Amerigas	1	Customer Care Agent	24
Barnes & Noble	1	Barista/Cafe Server	2
	1	Bookseller	2
Boys & Girls Clubs of Greater Sacramento	1	Program Assistant	10
Bozzuto Insurance Agency	1	Insurance Sales Agent	1
Brashers Sacramento Auto Actn	1	Dealer Registration Clerk-Front Counter Customer Service	1
	1	Transportation Billing/Data Entry Clerk	1
Castle House Distributors	1	Driver/Service Tech	1
Children's Law Center of California	1	Scanning Clerk	1
Comcast	1	Xfinity Sales Associates	9
Cornerstone Staffing Solutions, Inc.	1	Cashier or Checker Stock Clerk	2
Culinary Staffing America	1	Food Service Workers	40
Denio's Farmers Market and Swap Meet	1	Cashier	5
Dolar General	1	Sales Associate	20
Elevate Learning	1	English and/or Math Tutors	50
Ephraim Williams Family Life Center	1	Receptionist	1
Evergreen Industries Cleaning Services, LLC	1	Cleaning Laborer	2
Express Employment Professionals	1	Customer Service Representative	1
	1	Receptionist	1
	1	Activities Assistant	1
	1	Sales & Marketing Manager (Salesforce)	1
	1	Inside Sales Representative	2
Fair Oaks Recreation & Park District	1	Recreation Leader I-Camp Counselor	10
Faneuil/InSync Consulting Services LLC	1	Customer Service Representative	500
Farmers Insurance - Stacy Cronican Insurance Agency	1	Customer Service Representative	2
	1	Sales Representative	4
First Security Services	1	Security Officer	10
H&R Block	1	Tax Professional	20
Infinity Energy	1	Appointment Scheduler	5
	1	Solar Sales Representative	10
J's Communications	1	Outside Sales Representative, B2B	1
Leukemia & Lymphoma Society	1	Part Time Outreach Assistant	15
Liberty Tax Service #8097	1	Tax Preparer	1

Entry Level Positions
July , 2015 - March 9, 2016

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Los Rios Community College District	1	Account Clerk I	1
	1	Clerical Assistant	1
	1	Instructional Assistant - Foreign Language	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Phlebotomy Laboratory	1
	1	Instructional Assistant - Photography	1
	1	Instructional Assistant - Sign Language Studies	1
	1	Instructional Assistant-Writing/English/Reading	1
	1	Instructional Assistant- Costuming and Makeup	1
	1	Instructional Assistant-Medical Laboratory Technician	1
	1	Special Project - Student Personnel Assistant - Health and Wellness Services	1
	1	Student Personnel Assistant-Assessment/Testing	1
	1	Student Personnel Assistant - Career & Job Opportunity Services	1
	1	Student Personnel Assistant Disabled Student Programs and Services (DSP&S)	1
	1	Student Personnel Assistant - Outreach Services	1
	1	Student Personnel Assistant - Student Life	1
	1	Student Personnel Assistant - Student Services	1
	1	Student Personnel Assistant - Student Services - Athletic Program & Transfer Services Program	1
	1	Student Personnel Assistant - TANF	1
	1	Student Personnel Assistant- Student Services	1
1	Custodian	2	

Entry Level Positions
July , 2015 - March 9, 2016

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Markstein Beverage Co.	1	Merchandiser	1
MAXIMUS	1	Enrollment Service Representative	1
PowerSchool Group LLC	1	Customer Support Representative (Tier 1)	1
	1	Entry Level Accounts Payable Specialist	1
	1	Entry Level Corporate Development Analyst	1
	1	Entry Level Pricing Analyst	1
	1	Entry-Level Project Manager	1
	1	Inside Sales Account Representative	1
Progressive Insurance	1	Customer Service Call Center Representative-Bilingual Spanish	4
Sacramento Employment and Training Agency	1	Associate Teacher- Tier I	1
	1	Workforce Development Professional Range 2	1
Sacramento Metro Chamber-Commerce	1	Accounting Clerk	1
SANA Accounting & Tax Services	1	Accounting Assistant	1
	1	Receptionist / Office Assistant	1
Security Tech Protective Services	1	Armed Security Officer	10
Smartguard	1	Security Officer/Patrol Officer	6
Softsol Technologies Inc.	1	Document Prep/Scan Technician	8
Starbucks Corporation	1	Barista	7
Stericycle	1	Customer Service Representative	6
Sun City Roseville Community Association	1	Custodial Worker	1
SVS GroupP, Inc.	1	Event Staff & Security Guards	30
Swing Cushion Covers & More	1	General Office Assistant	1
Strategies To Empower People STEP	1	Instructor for Supported Living Services	1
The Wheeler Company	1	Office Assistant	1
Villara Building Systems	1	Human Resources Bilingual Receptionist	1
Westlake Charter School	1	Instructional Aide - Substitute	5
Wholesale Outlet, Inc.	1	Will Call/Front Counter	1
Woodmack Products, Inc.	1	Manufacturing Industrial Janitor	1
Yuba Community College District	1	Accounting Assistant	1
	1	Cashier	1
	1	Custodial Maintenance Worker	1
	1	Custodian	1

Entry Level Positions
July , 2015 - March 9, 2016

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Amware Pallet Services	3	Pallet Repairman	4
Express Employment Professionals	3	General Laborer	15
Jerico	3	Lighting Installer	1
Villara Building Systems	3	Installers (Solar, Plumbing, HVAC, Sheet Metal)	1

All For You Home Care	4	Caregiver	1
Behavioral Education for Children with Autism (BECA)	4	Behavior Technician	1
Craig Cares	4	Caregiver/Home Health Aide/CNA	1
Sacramento Home Care	4	Care Giver	6
Serenity Respite	4	Respite Care Provider	10
Visiting Angels Senior Home Care	4	Caregiver	10

Villara Building Systems	7	Fire Sprinkler Installer	1
	7	HVAC Apartments Installer	1
	7	HVAC Commercial Installer	1
	7	HVAC Sheet Metal Installer	1
	7	Plumbing Installer	1

Andy Nguyen's	8	Kitchen Helper	1
The Firehouse Restaurant	8	Fine Dining Line Cook	1

Entry Level Positions
July , 2015 - March 9, 2016

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Alhambra	9	Production Operator	5
All Seasons Burial & Cremation	9	Mortuary Transport Driver	1
Brashers Sacramento Auto Actn	9	Auction Driver	1
Cornerstone Staffing Solutions, Inc.	9	Warehouse Clerk	20
Dr. Pepper Snapple Group	9	Warehouse Loader	1
Exact Staff Inc	9	Assembly Line Worker	50
	9	Packaging Associate	25
	9	Warehouse Worker	50
Express Employment Professionals	9	Production Fabrication	1
Frito-Lay	9	Route Sales Representative - General	1
Horizon Personnel Services	9	Order Puller	10
John Jackson Masonry	9	Fleet Mechanic	1
Lamonica's Pizza Dough	9	Packaging Associate	10
Liqui-Box Corporation	9	Inspector/Packers	20
Lofings Lighting Inc	9	Warehouse and Delivery	1
Markstein Beverage Co.	9	Night Warehouse Associate	1
MV TRANSPORTATION	9	Driver	1
Northern Sheets LLC	9	Production Workers	3
Package One	9	Class A Truck Driver	1
Stations	9	Installer	4
Teledyne Microwave Solutions	9	Assembler 1	3
	9	Warehouse Loader	4
Trinity Fresh	9	Warehouse Loader	2
	9	Warehouse Loader/Selector	4
Villara Building Systems	9	Inventory Control Clerk	1
Wholesale Outlet, Inc.	9	Receiving	1
Woodmack Products, Inc.	9	Entry-Level Production Machine Operator	1
	9	Entry Level Production Welder	1
	9	Janitor & Machine Operator	1

Amazon	10	Part -Time Seasonal Associate	1
Arby's GH Restaurants	10	Team Member	7
Cintas Corporation	10	Route Service Sales Representative	5
Comcast	10	Individual Direct Sales	1
Fish Window Cleaning	10	Window Cleaner	2
Frito-Lay	10	Detailer	1
	10	Merchandiser	1
Slingshot Connections	10	Outside Sales	5
Sun City Roseville Community Association	10	Line Cook	2
Thoughtful Food Inc.	10	Dishwasher	2
Total			1245

ITEM IV-F – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2015/2016

The following is an update of information as of March 14, 2016 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
Official	5/8/2015	Sutter Medical Foundation 8170 Laguna Blvd Elk Grove, CA 95758	7/1/2015	15	6/25/2015
Unofficial	6/4/2015	Bank of America 10850 White Rock Rd. Rancho Cordova, CA 95670	10/30/2015	35	9/30/2015
Official	6/11/2015	Intel 1900 Prairie City Rd. Folsom, CA 95630	7/15/2015	152	Declined
Official	6/26/2015	Raley's 4551 Mack Road Sacramento, CA 95823	9/12/2015	60	Declined
Official	6/15/2015	Insync 3712 Douglas Blvd. Roseville, CA 95661	9/30/2015	148	7/1/2015 8/14/15
Official	7/27/2015	Hank Fisher Properties, Inc. 610 Fulton Avenue Suite 100 Sacramento, CA 95825	9/30/2015	243	10//15/15
Official	10/27/2015	Isola USA Corporation 233 Dwight Rd. Elk Grove, CA 95758	12/28/2015	72	12/8 & 12/9/15
Unofficial	11/9/2015	L3 Narda 107 Woodmere Folsom, CA 95630	11/18/2015	20	11/18/2015
Unofficial	11/16/2015	Cegment 9738 Lincoln Village Dr Sacramento, CA 95827	12/31/2015	25	12/11/2015 2/16/16
Official	12/4/2015	Philips Electronics North America 2870 Kilgore Rd. Rancho Cordova, CA 95670	2/16/2016	60	4/4/2016
Official	12/11/2015	The Collective 13000 Folsom Blvd. Folsom, CA 95630	1/7/2016	20	Packets Delivered
Official	1/6/2016	Macy's (Country Club Mall) 3500 El Camino Avenue Sacramento, CA 95821	3/14/2016	111	3/2/16 & 3/4/16 3/9/16 & 3/11/16
Official	1/12/2016	Kmart 8501 Auburn Blvd Citrus Heights, CA 95610	4/3/2016	86	2/3/16 & 2/5/16 2/10/16 & 2/13/16
Official	1/25/2016	Cardinal Health 3238 Dwight Rd. Elk Grove, CA 95158	3/31/2016	58	3/15 /16 & 3-16-16
Official	1/28/2016	BlueShield of California 3300 Zinfandel Dr. Rancho Cordova, CA 95670	4/28/2016	58	Pending
Unofficial	2/17/2016	Save Mart 2735 Marconi Ave Sacramento, CA 95821	3/3/2016	50	Pending

Dislocated Worker Information PY 2015/2016

The following is an update of information as of March 14, 2016 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	3/10/2016	Orchard Supply Hardware 905 E. Bidwell St. Folsom, CA 95630	6/1/2016	40	Pending
			Total # of Affected Workers	1,253	

ITEM IV-G – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of February was 5.4%.

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

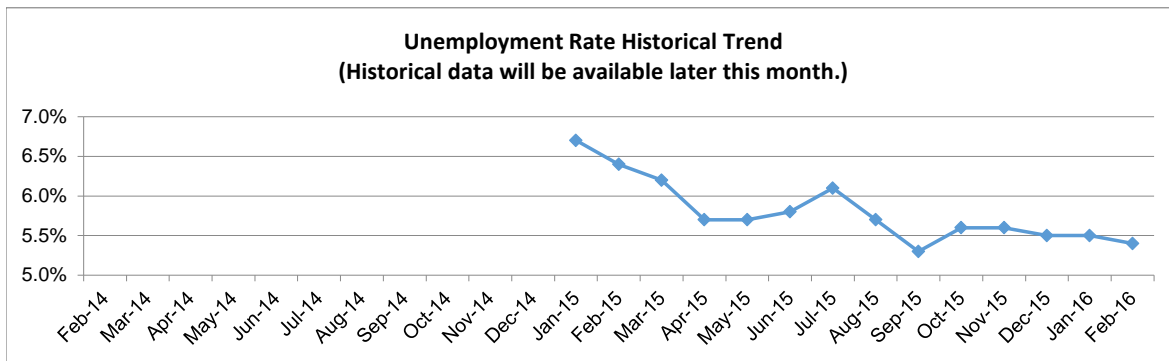
Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

IMMEDIATE RELEASE

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.4 percent in February 2016, down from a revised 5.5 percent in January 2016, and below the year-ago estimate of 6.4 percent. This compares with an unadjusted unemployment rate of 5.7 percent for California and 5.2 percent for the nation during the same period. The unemployment rate was 5.4 percent in El Dorado County, 4.6 percent in Placer County, 5.5 percent in Sacramento County, and 6.6 percent in Yolo County.



Industry	Jan-2016	Feb-2016	Change		Feb-2015	Feb-2016	Change
	Revised	Prelim				Prelim	
Total, All Industries	928,100	930,100	2,000		906,800	930,100	23,300
Total Farm	7,600	7,900	300		8,000	7,900	(100)
Total Nonfarm	920,500	922,200	1,700		898,800	922,200	23,400
Mining, Logging, and Construction	50,300	50,300	0		45,600	50,300	4,700
Mining and Logging	500	500	0		500	500	0
Construction	49,800	49,800	0		45,100	49,800	4,700
Manufacturing	36,300	36,300	0		35,500	36,300	800
Trade, Transportation & Utilities	146,500	144,100	(2,400)		142,900	144,100	1,200
Information	14,000	14,000	0		14,200	14,000	(200)
Financial Activities	51,400	51,600	200		50,100	51,600	1,500
Professional & Business Services	119,500	119,200	(300)		117,500	119,200	1,700
Educational & Health Services	142,900	144,300	1,400		137,400	144,300	6,900
Leisure & Hospitality	94,700	96,800	2,100		94,000	96,800	2,800
Other Services	30,600	30,700	100		30,000	30,700	700
Government	234,300	234,900	600		231,600	234,900	3,300

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

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA
(MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Most major industries added jobs over the year**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.4 percent in February 2016, down from a revised 5.5 percent in January 2016, and below the year-ago estimate of 6.4 percent. This compares with an unadjusted unemployment rate of 5.7 percent for California and 5.2 percent for the nation during the same period. The unemployment rate was 5.4 percent in El Dorado County, 4.6 percent in Placer County, 5.5 percent in Sacramento County, and 6.6 percent in Yolo County.

Between January 2016 and February 2016, combined employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 2,000 to total 930,100 jobs.

- Leisure and hospitality led month-over job gains by adding 2,100 jobs. Food services and drinking places (up 2,000 jobs) accounted for 95 percent of the gain.
- Education and health services advanced by 1,400 jobs from January to February. Health care and social assistance accounted for a majority of the increase, adding 1,000 jobs. Educational services grew by 400 jobs.
- Government added 600 jobs over the month. Local government (up 300 jobs) accounted for 50 percent of the increase.
- Two industries experienced month-over declines. Trade, transportation, and utilities was down 2,400 jobs. Professional and business services cut back 300 jobs.

Between February 2015 and February 2016, total jobs in the region increased by 23,300, or 2.6 percent.

- Education and health services led year-over job growth, adding 6,900 jobs. Health care and social assistance increased by 7,100 jobs. This gain offset a decline in educational services (down 200 jobs).
- Construction grew by 4,700 jobs from last year. Specialty trade contractors accounted for 72 percent of the increase, adding 3,400 jobs.
- Government expanded by 3,300 jobs from last February. State government grew by 1,600 jobs; local government added 1,300 jobs; and federal government was up 400 jobs.
- Information (down 200 jobs) and farm (down 100 jobs) were the only two industries to experience year-over declines.

March 18, 2016

Employment Development Department
 Labor Market Information Division
 (916) 262-2162

Sacramento--Roseville--Arden-Arcade MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
 Industry Employment & Labor Force
 March 2015 Benchmark

Data Not Seasonally Adjusted

	Feb 15	Dec 15	Jan 16 Revised	Feb 16 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,057,300	1,058,400	1,060,000	1,061,100	0.1%	0.4%
Civilian Employment	989,800	1,000,700	1,001,900	1,003,600	0.2%	1.4%
Civilian Unemployment	67,600	57,700	58,000	57,400	-1.0%	-15.1%
Civilian Unemployment Rate	6.4%	5.5%	5.5%	5.4%		
(CA Unemployment Rate)	6.9%	5.7%	5.8%	5.7%		
(U.S. Unemployment Rate)	5.8%	4.8%	5.3%	5.2%		
Total, All Industries (2)	906,800	937,000	928,100	930,100	0.2%	2.6%
Total Farm	8,000	7,800	7,600	7,900	3.9%	-1.3%
Total Nonfarm	898,800	929,200	920,500	922,200	0.2%	2.6%
Total Private	667,200	696,600	686,200	687,300	0.2%	3.0%
Goods Producing	81,100	89,400	86,600	86,600	0.0%	6.8%
Mining, Logging, and Construction	45,600	52,900	50,300	50,300	0.0%	10.3%
Mining and Logging	500	600	500	500	0.0%	0.0%
Construction	45,100	52,300	49,800	49,800	0.0%	10.4%
Construction of Buildings	9,900	10,600	10,400	10,400	0.0%	5.1%
Specialty Trade Contractors	30,100	35,500	33,700	33,500	-0.6%	11.3%
Building Foundation & Exterior Contractors	8,000	10,000	9,300	9,400	1.1%	17.5%
Building Equipment Contractors	11,900	13,700	13,200	13,200	0.0%	10.9%
Building Finishing Contractors	6,700	7,500	7,200	7,300	1.4%	9.0%
Manufacturing	35,500	36,500	36,300	36,300	0.0%	2.3%
Durable Goods	24,400	25,400	25,300	25,300	0.0%	3.7%
Computer & Electronic Product Manufacturing	6,400	6,600	6,700	6,700	0.0%	4.7%
Nondurable Goods	11,100	11,100	11,000	11,000	0.0%	-0.9%
Food Manufacturing	3,900	3,300	3,300	3,300	0.0%	-15.4%
Service Providing	817,700	839,800	833,900	835,600	0.2%	2.2%
Private Service Providing	586,100	607,200	599,600	600,700	0.2%	2.5%
Trade, Transportation & Utilities	142,900	153,600	146,500	144,100	-1.6%	0.8%
Wholesale Trade	24,200	25,100	24,900	24,800	-0.4%	2.5%
Merchant Wholesalers, Durable Goods	12,900	13,400	13,400	13,500	0.7%	4.7%
Merchant Wholesalers, Nondurable Goods	9,000	9,100	9,000	8,900	-1.1%	-1.1%
Retail Trade	94,900	102,600	97,300	95,100	-2.3%	0.2%
Motor Vehicle & Parts Dealer	13,100	13,500	13,500	13,600	0.7%	3.8%
Building Material & Garden Equipment Stores	7,600	7,600	7,500	7,600	1.3%	0.0%
Grocery Stores	18,700	18,400	18,100	18,200	0.6%	-2.7%
Health & Personal Care Stores	5,300	5,400	5,300	5,300	0.0%	0.0%
Clothing & Clothing Accessories Stores	7,100	8,000	7,100	6,700	-5.6%	-5.6%
Sporting Goods, Hobby, Book & Music Stores	4,000	4,800	4,600	4,400	-4.3%	10.0%
General Merchandise Stores	19,800	24,300	21,700	20,800	-4.1%	5.1%
Transportation, Warehousing & Utilities	23,800	25,900	24,300	24,200	-0.4%	1.7%
Information	14,200	14,100	14,000	14,000	0.0%	-1.4%
Publishing Industries (except Internet)	2,400	2,400	2,400	2,400	0.0%	0.0%
Telecommunications	6,400	6,100	6,100	6,100	0.0%	-4.7%
Financial Activities	50,100	51,800	51,400	51,600	0.4%	3.0%
Finance & Insurance	36,700	37,400	37,300	37,500	0.5%	2.2%
Credit Intermediation & Related Activities	11,900	12,000	11,900	12,000	0.8%	0.8%
Depository Credit Intermediation	7,000	6,400	6,400	6,400	0.0%	-8.6%
Nondepository Credit Intermediation	2,800	3,000	2,900	3,000	3.4%	7.1%
Insurance Carriers & Related	20,900	21,800	21,800	21,800	0.0%	4.3%
Real Estate & Rental & Leasing	13,400	14,400	14,100	14,100	0.0%	5.2%
Real Estate	10,500	11,200	11,000	11,100	0.9%	5.7%
Professional & Business Services	117,500	120,600	119,500	119,200	-0.3%	1.4%
Professional, Scientific & Technical Services	53,000	52,500	52,500	53,100	1.1%	0.2%
Architectural, Engineering & Related Services	8,500	9,000	8,900	8,900	0.0%	4.7%
Management of Companies & Enterprises	10,400	10,200	10,300	10,300	0.0%	-1.0%
Administrative & Support & Waste Services	54,100	57,900	56,700	55,800	-1.6%	3.1%
Administrative & Support Services	51,100	54,900	53,700	52,900	-1.5%	3.5%
Employment Services	20,100	22,000	20,100	20,500	2.0%	2.0%

Data Not Seasonally Adjusted

	Feb 15	Dec 15	Jan 16 Revised	Feb 16 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	10,500	11,500	11,300	11,300	0.0%	7.6%
Educational & Health Services	137,400	142,500	142,900	144,300	1.0%	5.0%
Education Services	12,500	11,800	11,900	12,300	3.4%	-1.6%
Health Care & Social Assistance	124,900	130,700	131,000	132,000	0.8%	5.7%
Ambulatory Health Care Services	42,500	46,500	46,300	46,600	0.6%	9.6%
Hospitals	23,900	24,200	24,300	24,300	0.0%	1.7%
Nursing & Residential Care Facilities	16,400	16,700	16,700	16,800	0.6%	2.4%
Leisure & Hospitality	94,000	94,600	94,700	96,800	2.2%	3.0%
Arts, Entertainment & Recreation	15,900	15,000	14,900	15,000	0.7%	-5.7%
Accommodation & Food Services	78,100	79,600	79,800	81,800	2.5%	4.7%
Accommodation	8,900	8,600	8,600	8,600	0.0%	-3.4%
Food Services & Drinking Places	69,200	71,000	71,200	73,200	2.8%	5.8%
Restaurants	65,100	66,600	66,300	67,100	1.2%	3.1%
Full-Service Restaurants	31,100	31,900	32,400	32,600	0.6%	4.8%
Limited-Service Eating Places	34,000	34,700	33,900	34,500	1.8%	1.5%
Other Services	30,000	30,000	30,600	30,700	0.3%	2.3%
Repair & Maintenance	8,600	8,700	8,600	8,700	1.2%	1.2%
Government	231,600	232,600	234,300	234,900	0.3%	1.4%
Federal Government	13,400	14,100	13,700	13,800	0.7%	3.0%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	218,200	218,500	220,600	221,100	0.2%	1.3%
State Government	115,200	116,200	116,600	116,800	0.2%	1.4%
State Government Education	29,200	29,500	29,800	29,700	-0.3%	1.7%
State Government Excluding Education	86,000	86,700	86,800	87,100	0.3%	1.3%
Local Government	103,000	102,300	104,000	104,300	0.3%	1.3%
Local Government Education	58,300	57,100	58,900	59,000	0.2%	1.2%
Local Government Excluding Education	44,700	45,200	45,100	45,300	0.4%	1.3%
County	18,200	18,600	18,700	18,700	0.0%	2.7%
City	9,900	9,800	9,700	9,900	2.1%	0.0%
Special Districts plus Indian Tribes	16,600	16,800	16,700	16,700	0.0%	0.6%

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: Cara Welch 916/227-0298 or Nati Martinez 209/941-6551

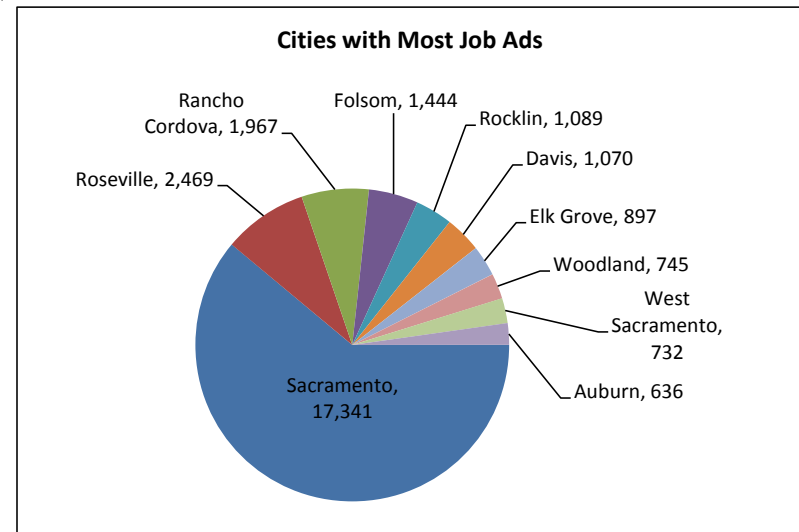
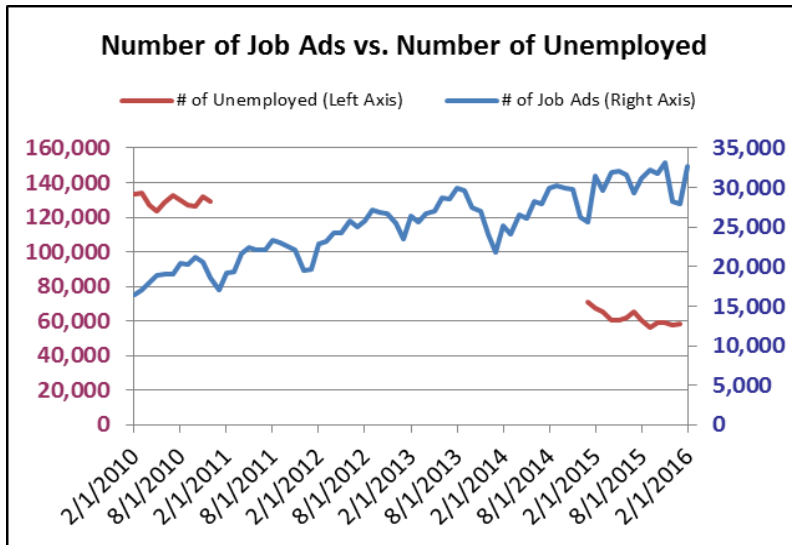
These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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Recent Job Ads for Sacramento Roseville Arden Arcade MSA

Not Seasonally Adjusted - February 2016

“Unemployment data for the years 2011 – 2014 are unavailable due to the annual [benchmarking](#) process. Data will be added as it is released by the Bureau of Labor Statistics.”



ITEM IV-H – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

- Fiscal Report (sent under separate cover)
- Policy Council Minutes
- Quality Assurance Report: Sacramento City Unified School District
- Mid-Year SOP and Delegate Data Report

Staff will be available to answer questions.

PRESENTER: Denise Lee

**MINUTES OF THE SPECIAL MEETING OF THE
HEAD STARTPOLICY COUNCIL**
(Minutes reflect the actual progress of the meeting.)

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

Tuesday, January 26, 2016
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Amanda Self called the roll and a quorum was established.

PC Members Present:

Lydia Razo, Elk Grove Unified School District
Phoua Lee, Sacramento City Unified School District
Linda Litka, San Juan Unified School District
Reginald Castex, WCIC/Playmate Child Development Center
Brian Short, WCIC/Playmate Child Development Center
Natalie Craig, SETA-Operated Program
Penelope Scott, SETA-Operated Program
Amanda Self, Early Head Start, SETA Operated Program
Stacey Webster, Home Base Option
Kenneth Tate, Past Parent Representative
Nicole Chilton, Birth and Beyond
Robin Blanks, Grandparent Representative
Monica Reynoso, SETA-Operated Program (seated at 9:13 a.m.)

PC Members Absent:

Victoria Ruiz, Sacramento City Unified School District (unexcused)
Heart Bell, San Juan Unified School District (resigned)
Georgina Schroeder, SETA-Operated Program (unexcused)
Calvin Sheppard, MAACC (unexcused)
Jasmine Jamison, Past Parent Representative (excused)

New Members to be Seated but Absent:

Tyrone Broxton, Elk Grove USD (excused)

Ms. Amanda Robinson, San Juan Unified School District, was seated.

Mr. Tate stated that he selected Ms. Lydia Razo to serve as an interim Parliamentarian.

II. Consent Item

A. Approval of the Minutes of the December 16, 2015 Special Meeting

Minutes were reviewed; no questions/corrections.

Moved/Blanks, second/Litka, to approve the minutes of the December 16, 2015 meeting.

Show of hands vote:

Aye: 12 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Robinson, Scott, Self, Short, Webster)

Nay: 0

Abstentions: 1 (Tate)

Ms. Monica Reynoso was seated at 9:13 a.m.

III. Action Items

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

Went into closed session at 9:14 a.m.; back into open session at 9:25 a.m.

The board approved eligible lists for Site Supervisor and Associate Teacher I; two will be continued to the February PC meeting: Teacher III, Associate Teacher/Infant Toddler.

B. TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING: Approval of Revised Salary Schedules for Head Start Parent Intern, Head Start Substitute Assistant, Head Start Childcare Teacher Assistant, Head Start Student Intern, and Bilingual Aide

Mr. John Allen, HR Chief, thanked the board for their participation in the personnel screening process and stated that there will be more coming in the near future. This board item approves the creation of indexed raises if/when the minimum pay rate increases. It will make the Agency legally compliant. Mr. Allen stated that the union has reviewed and recommends the approval of this item.

Ms. Lee stated that the Parent Intern job specs have been around for years. They actually are a classification for the organization and have a five-step pay scale. When it was designed, it was based on the reasonable hours needed for a person to be trained in a trade and be hired at an entry-level position. A person in the Parent Intern job spec probably will not get to the next pay step because of the 600 hour per year limit.

Mr. Tate opened a public hearing; no questions or comments.

Moved/Craig, second/Castex, to close the public hearing and approve the new pay ranges for Head Start Parent Intern, Head Start Substitute Assistant, Head Start Child Care Teacher Assistant, Head Start Student Intern, and Bilingual Aide.

Show of hands vote:

Aye: 13 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Reynoso, Robinson, Scott, Self, Short, Webster)

Nay: 0

Abstentions: 1 (Tate)

C. Approval of Budget Modification for Head Start Fiscal Year 2015-2016

Ms. D'et Saurbourne reviewed the board item which is a budget modification request for Elk Grove. This requests the movement of funds into the equipment line item to allow for the purchase of two shade structures. In addition, some playground structures will be modified to better accommodate Head Start children. The amount is an estimate based on quotes received by contractors.

Moved/Blanks, second/Razo, to approve a budget modification in the amount of \$60,000 from Personnel and Fringe Benefits to Equipment for the Elk Grove Unified School District, a SETA delegate agency for the 2015-2016 Head Start fiscal year.

Show of hands vote:

Aye: 11 (Blanks, Chilton, Craig, Lee, Litka, Razo, Reynoso, Robinson, Self, Short, Webster)

Nay: 0

Abstentions: 2 (Castex and Tate)

Ms. Scott out of the room during the vote.

D. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs

Ms. Lee stated that the Selection Criteria is the order in which an enrollment is done when there is room in a classroom. This provides an established criteria in order to determine who will be called first, second or third. The eligibility lists specific to sites tends to work better so families are drawn to their closest Head Start site.

Ms. Self inquired where disabled children are on the list and Ms. Lee stated that they are in a high risk category. SETA Head Start continuously recruits to serve disabled children.

Mr. Brian Short left at 9:53 a.m.

Moved/Scott, second/Blanks, to approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County as presented.

Show of hands vote:

Aye: 12 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Reynoso, Robinson, Scott, Self, Webster)

Nay: 0

Abstentions: 1 (Tate)

E. Selection of Committee Representatives for Program Year 2015-2016

- 1) Head Start Personnel/Bylaws Committee Representatives; Ms. Lydia Razo will be included in this committee since she is the interim Parliamentarian. Those interested in serving: Reginald Castex, Linda Litka, Amanda Self, Robin Blanks, and Kenneth Tate.
- 2) Head Start Budget/Planning Committee Representatives: Those interested: Monica Reynoso, Amanda Self, Robin Blanks, Linda Litka, and Kenneth Tate.
- 3) Head Start Social/Hospitality Committee: Ms. Self and Mr. Castex are already members of this committee. Those interested in serving: Robin Blanks, Linda Litka, and Lydia Razo.
- 4) Head Start Parent Ambassador Committee: Those interested: Natalie Craig, Robin Blanks, Stacey Webster, Linda Litka, Amanda Self, and Reginald Castex.
- 5) Program Area Committees
 - a) Early Child Development and Health Services and Parent, Family and Community Engagement Committee: Those interested: Amanda Robinson, Penelope Scott, Robin Blanks, Phoua Lee, Linda Litka, Amanda Self, Natalie Craig
 - b) Monitoring & Evaluation (aka: Self-Assessment) Committee: This will be a committee of the whole.

Ms. Razo excused at 10:15 a.m.

- c) Male Involvement Committee: Mr. Tate reviewed the MAACC and the variety of activities they have. He reminded the board that this committee is open to both male and female board members. Those interested: Monica Reynoso, Reginald Castex, Linda Litka, Robin Blanks, and Kenneth Tate.

Moved/Craig, second/Blanks, to approve the committee membership.

Show of hands vote:

Aye: 11 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Reynoso, Scott, Self, Webster)

Nay: 0

Abstentions: 1 (Tate)

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

Mr. Tate reviewed this item and additional information was provided regarding the purpose of the Community Action Board.

Those interested: Amanda Self, Reginald Castex, Penelope Scott, and Phoua Lee. Nominees spoke of their interest in this board. Ms. Scott declined the nomination prior to the vote.

Votes:

Amanda: 2

Phoua: 6

Reginald: 3

Ms. Self withdrew as a candidate for the CAB. Ms. Lee indicated her interest in serving only as the alternate; Mr. Castex will serve as representative.

Moved/Self, second/Litka, to approve Mr. Reginald Castex as representative and Ms. Phoua Lee as alternate to serve on the Community Action Board.

Show of hands vote:

Aye: 11 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Reynoso, Scott, Self, Webster)

Nay: 0

Abstentions: 1 (Tate)

G. Selection of Representatives to the SETA Head Start Health Services Advisory Committee (HSAC)

Ms. Martha Cisneros reviewed this board item. Ms. Self asked how many people could participate and Ms. Cisneros replied that as many as are interested. The meetings are in the evening because it best suits the medical professionals that attend. This committee meets twice per year and dinner is provided.

Ms. Reynoso excused at 10:32 a.m.

Those interested: Natalie Craig, Reginald Castex, Amanda Self, Linda Litka, Robin Blanks, Penelope Scott, Amanda Robinson, Stacy Webster

Moved/Scott, second/Self, to approve the representatives to serve on the SETA Head Start Health Services Advisory Committee.

Show of hands vote:

Aye: 10 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Scott, Self, Webster)

Nay: 0

Abstentions: 1 (Tate)

H. Ratification of Representative to Serve on the Sacramento Medi-Cal Dental Advisory Committee

Mr. Tate reviewed this item; meetings are held 3:00 p.m. – 5:00 p.m.

Ms. Amanda Self has been the representative for this committee and this board item seeks ratification of that appointment.

Moved/Scott, second/Castex, to ratify the appointment of Ms. Amanda Self to serve on the Medi-Cal Dental Advisory Committee.

Show of hands vote:

Aye: 10 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Scott, Self, Webster)

Nay: 0

Abstentions: 1 (Tate)

I. Selection of Maternal, Child & Adolescent Advisory Board Representative and Alternate

Ms. Cisneros reviewed this committee and provided additional details. Ms. Cisneros will be attending as well as the PC representative.

Those interested: Amanda Self, Robin Blanks

Vote:

Amanda: 7

Robin: 3

Ms. Self is the new representative and Ms. Blanks will be the alternate.

Moved/Castex, second/Scott, to confirm the appointment of Amanda Self as representative and Robin Blanks as alternate to serve on the Maternal, Child & Adolescent Advisory Board.

Show of hands vote:

Aye: 10 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Scott, Self, Webster)

Nay: 0

Abstentions: 1 (Tate)

J. Election of Community Agency Representatives

Mr. Tate reviewed this item. One application was received in response to the solicitation of community agencies. Ms. Nicole Chilton spoke of how she enjoyed her tenure on the board. Their services are free to anyone in Sacramento County. They provide in-home visitation, parenting workshops, crisis intervention, and school readiness programs.

Ms. Self stated that she has attended several of their events and they are a great asset to the community. She urged all board members to approve their continued service on the board.

Moved/Lee, second/Self, to approve Birth and Beyond as the Community Agency representative.

Show of hands vote:

Aye: 10 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Scott, Self, Webster)

Nay: 0

Abstentions: 1 (Tate)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Mr. Tate reviewed the calendar of events.
- Parent/Staff Recognitions – None.
- Community Resources-Parents/Staff – Mr. Tate spoke of a flyer from SMUD offering low cost internet at home.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne reviewed the monthly report for the month ending December 31; the expenditures are at 39.9% of budget. The Child Care Partnership Program will be greatly underspent and staff in the process of talking with the delegates on how to utilize the funds. Mr. Tate inquired whether there were a contingency plan in place to move the funds around. Ms. Saurbourne replied that there is no way to move around; staff is looking at facility repairs and making equipment purchases and whatever else can be done for the program.
- PC/PAC Orientation & Officer Training Reports – Mr. Tate thanked those that attended this very enlightening training.

B. Governing Board Minutes for December 3, 2015: No questions.

C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Self reviewed the critique.

VI. Other Reports

A. Executive Director’s Report: No report.

B. Head Start Deputy Director’s Report: Ms. Lee reviewed the annual report which is cumulative and represents delegate agencies as well. Mr. Tate congratulated Ms. Lee and the team for coming up with the new formatting.

- Information and Resources – Ms. Marie Desha (Parent Resource Information: Performance Standards, bylaws, the Brown Act, and Roberts Rules of Order. Additional parent resources are available on the web: www.headstart.seta.net). Information briefly referenced due to the time.
- Jeopardy: The Head Start Way – Ms. Alma Walton Hawkins took the board through a short Jeopardy game.

C. Chair’s Report: Mr. Tate stated that anyone having information on community resources that can be distributed to the board to submit the suggestions to Ms. Desha.

D. Open Discussion and Comments: No comments.

E. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:35 a.m.



SETA Head Start Food Service Operations Monthly Report *February 2016

February 1st - Morning class children limited at Illa Collin due to no substitute available.

February 5th - Minimum day Preschool & EHS Full Day (C) Classes. Teacher training Hopkins & Fruitridge closed.

February 8th - Vineland stopped children at 10 AM due to staffing shortage.

February 15th - Presidents Day Holiday.

February 22nd - Northview 1224A Class stopped at 10 children due to staffing shortage.

Meetings & Trainings:

Head Cook Cheryl Engeldinger attended AB1825 at Plaza Del Paso on 2/5/16

Cook/Driver Beatrice Chavis attended a SERV Safe Training on 2/22/16

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
38,596	22,670	24,888	240

Total Amount of Meals and Snacks Prepared 86,394

Purchases:

Food	\$66,557.42
Non - Food	\$16,334.68

Building Maintenance and Repair: \$4,190.78

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$45.30

Vehicle Maintenance and Repair : \$812.41

Vehicle Gas / Fuel: \$1,109.50
 Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	2028	215	11%	369	98	27%
Twin Rivers USD	233	26	11%			
Elk Grove USD	440	49	11%			
Sac City USD	1211	135	11%	144	18	13%
San Juan USD	668	88	13%	160	21	13%
WCIC	120	14	12%			
EHS CCP				84	5	6%
COUNTY TOTAL	4700	527	11%	757	142	19%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
February 2016**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	500	114	86
Sacramento City USD	1,211	1,215	101	86
SETA	2,028	2,053	101	76
San Juan USD	668	681	102	85
Twin Rivers USD	233	233	100	84
WCIC/Playmate	120	120	100	82
Total	4,700	4,802		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	146	101	76
SETA	369	387	105	79
San Juan USD	160	171	107	89
Total	673	704		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	35	97	72
Sacramento City USD	40	38	95	81
Unspecified Partner	8	0	0	N/A
Total	84	73		

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 day allowable period.
- (b) If enrollment is less than 100%, agency includes corrective plan of action.
- (c) Average Daily Attendance for month, excluding Home Based



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – March 2016

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Sacramento City Unified School District	CP Huntington HS Edward Kemble HS Ethel Philips HS Freeport HS John Bidwell HS Susan B. Anthony HS John Sloat HS Charles A. Jones HS Lisbon HS ML King HS Bowling Green/McCoy	11 centers 14 classrooms 14 in Head Start 0 in Early Head Start	39	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- All classes reviewed had a minimum of 3 adults for child supervision.
- Systematic and uniform use of classroom information for substitute teachers.
- Coaching program for itinerant aides working with children who need extra support
- Good staff team work in many classes

Areas Reviewed	Percentage Of Compliance *	Issues/Concerns
Health (Screenings, Tracking, Follow-up, Procedures, Hygiene)	84%	1- Not all screenings/exams were completed within required time lines 2- Limited or infrequent follow-up on failed screenings noted in the child's file 2- No all files contained current blood lead and/or Hct/Hgb results 3 – Not all first year dental exams and subsequent exams are on file 4 – ChildPlus did not match all contents of children's files 5 – Exclusion procedure not utilized effectively (no time lines) for obtaining required physical exams

Nutrition (<i>Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets</i>)	95%	No significant noted findings
Safe Environments (<i>Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness</i>)	93%	No significant noted findings
Family , Parent and Community Engagement (<i>Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition</i>))	76%	1-Not all Family Partnership Agreements (FPAs) contain clear goals, strategies and timelines 2- Limited documentation/evidence of parent meetings 3 – Inconsistent documentation of pedestrian safety training for parents
Adult Mental Health (<i>Parent/Guardian Mental Health</i>)	85%	1-No evidence of follow-up on requested information on counseling
Education (<i>Screenings, Referrals, Follow-up, Individual Education Plans</i>)	88%	1-Screenings had inconsistent dates between the file and ChildPlus 2- No copies of IEPs in the child's file
Written Individualization (<i>Assessments, Individual Development Plans, Transition</i>)	63%	1-Not all files had available samples, portfolios or other evidence that linked to DRDP results. 2- Not all Individual Development Plans (IDPs) were completed within required time lines
Curriculum/Implementation of Individualization (<i>Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments</i>)	92%	No significant noted findings
ERSEA (<i>Eligibility, Recruitment, Selection, Enrollment, Attendance</i>)	75%	1-Limited recruitment information available on site and/or not available in other languages 2-Not all enrollment information is completed and/or in child's file

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits by the SETA Quality Assurance team will be scheduled within 120 days or less.

Preschool

Total # of Children with disabilities	441
Primary Disability:	
Health Impairment	1%
Speech/Language	87%
Intellectual Disability	3%
Hearing Impairment	1%
Orthopedic Impairment	1%
Learning Disabilities	1%
Autism	4%
Non-categorical/developmental delay	2%
Deaf-blind	0%

Preschool

Medical and Dental Services completed:

Physical exams	93%
Hearing screens	91%
Vision Screens	92%
Blood Pressure screens	90%
Developmental screens	91%
Speech screens	94%
Behavioral screens	90%
Dental exams	77%

Preschool

Children enrolled to-date	5666
Of those, total in Center-based	99%
Of those, total in full-day	32%
Total in Home-Based	1%
Children who left program & did not re-enroll	17%
Children in Foster Care	4%

Early Head Start: 0-3 Years of Age

Infants/toddlers enrolled to-date	906
Of those, total in Center-based	35%
Of those, total in full day services	78%
Total in Home-Based	65%

Children up-to-date on:*

Well Child Check/Physical	56%
Hearing Observation	86%
Vision Observation	85%
Behavioral/Developmental screens	79%
Age-appropriate preventive and primary oral health care	56%

*SJUSD not included, data unavailable

Children with disabilities	97
Of those, identified prior to enrollment	77%
Of those, identified during current enrollment year (2015-16)	23%

Services to Pregnant Women

# of Pregnant women enrolled to-date	39
.....who received prenatal care	79%
.....with medical insurance	76%
.....who received professional dental exam	21%
.....who have been medically identified as high risk pregnancy	46%



ITEM VI - 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.