



GOVERNING BOARD

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County of Sacramento

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, October 3, 2013

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.

REVISED AGENDA

PAGE NUMBER

- I. **Call to Order/Roll Call/Pledge of Allegiance**
- ✓ **Recognition of Long-Term Employee:** Kristina Smith, Workforce Development Professional III (20 years)
- ✓ **Recognition of Retiring Employee:** Rod Nishi, Administration Department Chief
- ➔ **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**
Pursuant to Government Code Section 54957.6
Agency Negotiator: Dee Contreras
Employee Organization: AFSCME Local 146
- II. **Consent Items**
- A. Minutes of the September 5, 2013 Regular Board Meeting 1-5
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- C. Approval to Adjust Zones in the Broadband/Performance Management Policy 7

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of the Labor Agreements 8-10
2. Approval of 2013-14 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees 11-12

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

1. Approval of Staff Funding Extension Recommendations for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and Discretionary Programs, Program Year (PY) 2013-2014 (Michelle O'Camb) 13-20

One Stop Services: None.

Community Services Block Grant: None.

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

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 - Legal Services of Northern California
 - Los Rios Community College District
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 - Soil Born Farm Urban Agriculture Project
 - Voluntary Legal Services of Northern California
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- D. Dislocated Worker Update (William Walker) 42-43
- E. Unemployment Update/Press Release from the Employment Development Department (Robin Purdy) 44-52

- F. Head Start Reports (Denise Lee) 53-70
- Fiscal Report
 - Policy Council Minutes
 - Program Report

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

VI. **Adjournment**

DISTRIBUTION DATE: THURSDAY, SEPTEMBER 26, 2013

REVISED AGENDA DISTRIBUTION DATE: SEPTEMBER 27, 2013

ITEM II-A - CONSENT

MINUTES OF THE SEPTEMBER 5, 2013 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the September 5, 2013 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, September 5, 2013
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:06 a.m.

Members Present:

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

Member Absent:

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

II. Consent Items

- A. Minutes of the August 1, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency
- D. Approval to Modify Greater Sacramento Urban League's Adult Vendor Services Contract
- E. Acceptance of Donation to the Head Start Program from Congressman Ami Bera

Ms. Kossick stated that a copy of the revised Appendix A was distributed because one position was left off that should have been included. There were no questions or comments.

Moved/Scherman, second/Warren, to approve the consent items as follows:

- A. Approve the August 1, 2013 minutes.
- B. Approve the claims and warrants for the period 7/26/13 through 8/28/13.
- C. Approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.
- D. Approve the recommendation to add the Adult Literacy activity to Greater Sacramento Urban League's Adult VS contract.

- E. Accept the donation of \$1,300 from Congressman Bera to be used for classroom supplies in the Head Start Program.
Voice Vote: Unanimous approval.

III. Action Items

- A. **GENERAL ADMINISTRATION/SETA:** None.

- B. **WORKFORCE DEVELOPMENT DEPARTMENT**

- Refugee Services: None.

- One Stop Services

- 1. Approval to Augment the Sacramento Works Training Centers with WIA 25% Governor's Discretionary Funding

Mr. William Walker stated that staff is requesting augmentation of \$300,000 for four Sacramento Works Training Centers. Funds will be utilized to provide job coaching, case management, and job placement assistance services to an additional 208 dislocated workers. There are 238 individuals currently enrolled; this item will allow the enrollment of an additional 208 customers.

Moved/Scherman, second/Warren, to approve the augmentation of the Sacramento Works Training Centers as outlined in the agenda packet with additional WIA Governor's Discretionary Funding totaling \$312,000 to serve affected workers.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

- Community Services Block Grant

- 2. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2014 Program Year

Ms. Cindy Sherwood-Green stated that the Request for Proposals submitted for approval did not change significantly from the last one done in 2011. Once the final allocation is known, the amount will be modified. The plan is to spend 60% on Safety Net Services. The CAB approved this document at their last meeting.

Moved/Warren, second/Scherman, to approve the CSBG Request For Proposals for the 2014 Fiscal Year.

Voice Vote: Unanimous approval.

- C. **CHILDREN AND FAMILY SERVICES:** None.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Community Services Block Grant Pathways to Employment Program Outcomes: Ms. Sherwood-Green stated that this was a one-year project that ended June 30, 2013. The outcome goals were exceeded with 33 individuals enrolled. Ms. Kossick acknowledged the hard work on behalf of the staff that work with a difficult population.
- C. Employer Success Stories and Activity Report: No comments.
- D. Dislocated Worker Update: No comments.
- E. Unemployment Update/Press Release from the Employment Development Department: No comments.
- F. Head Start Reports:

Ms. Denise Lee invited board members to a reception acknowledging Congressman Ami Bera's donation at Bright Beginnings at 1 p.m.

Ms. Lee reviewed a summary of the successes for the year and what the children have learned over the past year. A short workshop will be scheduled for board members to learn the accomplishments of the Head Start children and the program.

The Quality Assurance report is a new system piloted in early Spring; this provides a thorough in-depth survey of the programs that receive SETA funding. Some of the areas looked at include health service, nutrition services, community partnerships, special education and what comprehensive services are provided. Staff picked a 90% threshold for compliance

Mr. Nottoli arrived at 10:20 a.m.

As more data is received, the 90% threshold may be modified. The home base report was reviewed which includes infant/toddler as well as the preschool program. Staff is currently in the process of writing reports to the delegate agencies.

Two areas of improvement were noted. In the home base model plan, the compliance of health screenings needs to be improved. Staff will continue to work with the families to ensure the health screenings are achieved.

The second area that needs improvement is family partnership agreements. This is an agreement where the family sets goals for their child, themselves and to

identify any immediate needs the family may have. Staff have discussed doing away with the agreement form and utilizing a home visit form.

Mr. Nottoli inquired how many files were reviewed. Ms. Brenda Campos, manager of the Quality Assurance Unit, replied that QA staff reviewed each educator's files. There are 12 educators and three files were reviewed for each educator for a total of 36 files. This information will be included in future reports. Ms. Campos stated that one of the strengths in our program is the relationship staff has with the families. There needs to be more emphasis in writing the follow-up documentation verifying the services provided.

Ms. Lee stated that part of the finding is actually linked to the parents' input. Staff needs to draw out the input of the parents to ensure the parents are engaged in their child's progress.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Ms. Scherman a belated Happy Birthday!
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 10:35 a.m.; Mr. Thatch stated that there would be no report out of closed session.

VII. Adjournment: The meeting was adjourned at 10:57 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 8/29/13 through 9/26/13, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 8/29/13 through 9/26/13.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL TO ADJUST ZONES IN THE BROADBAND/PERFORMANCE
MANAGEMENT POLICY

BACKGROUND:

On October 1, 1998 the SETA Governing Board approved a “Broadbanding Pay and Performance Management” program. The action taken by the Board was to approve the program as well as the adoption of the “Broadbanding Pay and Management Manual: Guidelines, Policies, and Procedures” in order to fully implement its structure and program. The index referenced as a means of adjusting the zones was the American Compensation Association Salary Survey of Compensation Trends. However this index has changed and has not been available for a number of years. Therefore for the past 5 years the Agency has utilized the Consumers Price Index – Urban Consumers (CPI_U).

Each exempt management position is placed in one of two salary zones. The range movement utilizes the Consumer Price Index for Urban Consumers (CPI-U) for 2012 which is 2.1%.

ZONE 1	ZONE 2
Workforce Development Deputy Director Children & Family Services Deputy Director Administrative Services Deputy Director Information Technology Department Chief Fiscal Department Chief Administration Department Chief	Workforce Development Manager Head Start Manager Human Resources Manager Fiscal Manager Public Information Officer Network Engineer

The use of CPI-U will move Zone 1 to \$63,153 - \$136,890 and Zone 2 to \$48,396 - \$96,791.

This action does not result in salary increases for management staff.

RECOMMENDATION:

Staff is recommending a modification to the salary ranges of Zone 1 to \$63,153 - \$136,890 and Zone 2 to \$48,396 - \$96,791.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 1 – ACTION

APPROVAL OF LABOR AGREEMENTS

BACKGROUND:

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have been in negotiations meetings since April 2013. A tentative agreement has been reached with the three (3) bargaining units represented by AFSCME and voted upon. The units of the Agency are Clerical, Technical, and Analytical; Supervisory; and Head Start. The voting was not completed prior to the preparation of this agenda item. Therefore, staff will make a short report identifying the outcome of the vote taken.

The Head Start Policy Council approved the labor agreements at their September 24, 2013 meeting.

The major provisions of the agreements between SETA and AFSCME are outlined on the following page and cover a three year period.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the labor agreements effective October 3, 2013 – June 30, 2016.

STAFF PRESENTER: Rod Nishi

SUMMARY OF MAJOR CONTRACT CHANGES

- 3 year term through June 30, 2016
- Agency to pay 100% of dental pursuant to the Agency agreement with the County at a cost of \$250,000 annually
- Vacation and sick leave accruals apply to less than year round employees
- Favored nations in year 1 giving salary increases to these employees if they are given to other Agency employees except for promotion or assumption of greater duties
- Reopener in each year if the Agency receives increased funding, generally limited to one time per year
- Addition of new employee tier of 2.5% at age 67 in SCERS for new hires
- Reopener to address Affordable Care Act issues as they unfold in the future
- Safe and respectful work environment added to the purpose of the labor agreement
- Increased notice for transfers and layoffs
- Leave of absence limited to 1 year after release from medical provider or 2 years maximum with leave and reinstatement rights
- Pull letters of reprimand after 18 months from 2 years
- Wellness incentive exceptions narrowed to focus on employee wellness

OTHER LESSER CHANGES

- Allow Union use of Agency email
- Allow Union presentation at new employee orientation
- Allow employees to contribute to Union political action fund
- Allow mediation of grievances with agreement of the parties
- Clarify discipline appeal process and appeal to arbitration in writing
- Move personal leave accrual and use deadline to October 1
- Move compensation time cash-out to October 1
- Limit vacation cash-out to twice per year
- Allow temporary assignment for 90 days from 60
- Reduce potential furlough days to 1 per month from 2
- Notify the Union of hiring above entry step for new employees
- Increased representatives to the labor - management committee
- Add the salary schedule to the agreement
- Various language clean-up with no substantive change

RESOLUTON NO.: 2013-05

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

October 3, 2013

**A RESOLUTION ADOPTING AGREEMENTS WITH THE UNITED
SETA EMPLOYEES, AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, LOCAL 146,
DATED OCTOBER 3, 2013**

WHEREAS, this Board pursuant to Government Code Section 3500, et. seq., enacted by resolution on employer-employee relations policy; and,

WHEREAS, under the terms of that policy, the representatives of the Executive Director have met and conferred with representatives of the United SETA Employees, American Federation of State, County and Municipal Employees, Local 146, the recognized employee organization for employees in the Clerical, Technical and Analytical; Head Start; and Supervisory Units as designated in said policy; and,

WHEREAS, these parties have reached agreement on matters relating to the employment conditions of the employees in said Units, as reflected by the written Agreements entered into by them on October 3, 2013, which Agreements are hereto attached and made a part hereof; and,

WHEREAS, this Board finds that the provisions and agreements contained in this Agreement are fair and proper and in the best interests of the Sacramento Employment and Training Agency;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopt in full the terms and conditions contained in the said Agreements.

Jimmie Yee, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM III-A – 2 - ACTION

APPROVAL OF 2013-2014 COMPENSATION RECOMMENDATIONS FOR UNREPRESENTATED CONFIDENTIAL AND MANAGEMENT PERSONNEL AND THE PERSONNEL RESOLUTION COVERING UNREPRESENTED EMPLOYEES

BACKGROUND:

On a periodic basis, the Governing Board reviews a report containing recommendations of the Executive Director for salary and benefit improvements for unrepresented confidential and management personnel. The board last acted on July 5, 2012. The current report is being sent under separate cover.

RECOMMENDATION:

Review and approve the report, and adopt the resolution to authorize the implementation of the proposed 2013-2014 compensation recommendations for unrepresented confidential and management employees on the effective dates given in the report.

STAFF PRESENTER: Kathy Kossick

RESOLUTION NO.: 2013-06

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

October 3, 2013

A RESOLUTION APPROVING THE DIRECTOR'S REPORT DATED SEPTEMBER 26, 2013, RELATING TO 2013-2014 COMPENSATION RECOMMENDATION FOR UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL AND ESTABLISHING A PERSONNEL RESOLUTION COVERING UNREPRESENTED EMPLOYEES

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

The report dated September 26, 2013 relating to 2013-2014 compensation recommendation for the unrepresented confidential and management personnel and establishing a personnel resolution covering unrepresented employees, a copy of which is attached hereto, is hereby approved in full.

Jimmie Yee, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM III-B – 1 – ACTION

APPROVAL OF STAFF FUNDING EXTENSION RECOMMENDATIONS FOR REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS), TARGETED ASSISTANCE (TA) AND DISCRETIONARY PROGRAMS, PROGRAM YEAR (PY) 2013-2014

BACKGROUND

SETA's Refugee Program, operated under Refugee Employment Social Services (RESS), Targeted Assistance (TA), TA Discretionary (TAD), and Older Refugee Discretionary Grant (ORDG) funds received from the United States (U.S.) Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR), provides direct services intended to result in the economic self-sufficiency and reduced public assistance dependency of refugees and asylees through employment and acculturation assistance. Due to the refugee resettlement program and large numbers of secondary migrants, Sacramento County has become the home of an estimated 80,000 Russian-speaking refugees, 30,000 Hmong refugees, over 40,000 other Southeast Asian refugees, and over the last five years, increased numbers of refugees resettling from the Middle East.

Under SETA's Refugee Program, the following services are provided to eligible refugees, asylees, and certified victims of human trafficking:

- Vocational English-as-a-Second Language combined with Employment Services (VESL/ES)
- Employment Services (ES) – Stand Alone
- Social Adjustment and Cultural Orientation (SA&CO) – for all refugees

In May, 2011, the Governing Board approved release of a Request for Proposals (RFP) for these services and Delegate Agreements were awarded beginning in October, 2011. The RFP and the Delegate Agreements permit extensions for two additional years and staff is requesting to extend Delegate Agreements for a second additional year as detailed, below. If approved, these would be the final extensions pursuant to the RFP and the Delegate Agreements.

Funding Information

RESS Formula – ORR determines each state's total RESS allocation based on its refugee arrivals in proportion to total arrivals nationwide for the most recent two-year period. Prior to California receiving its final allocation, ORR allocates funds directly to the Wilson/Fish Alternative Project operated in San Diego County by Catholic Charities. The remaining funds, received by the State of California, Department of Social Services,

STAFF PRESENTER: Michelle O'Camb

ITEM III-B – 1 – ACTION (continued)

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Refugee Programs Bureau (RPB), are then allocated to eligible counties based on the number of refugees on aid in each county, weighted according to the length of time refugees have been in the U.S.

TA Formula – TA allocations are based on the arrival data for the most recent two-year period. The funding methodology supports the service needs of “newly arriving” populations who are entering the country.

Funding Levels –

SETA has received the notification of award for its RESS and TA formula grants for Program Year (PY) 2013-14. Funds available for allocation are:

RESS: \$460,833
TA: \$318,283

SETA has not received notification of award for its TAD and ORD grants for PY 2013-14. Preliminary estimates indicate that funds available for allocation will be:

TAD: \$30,439
ORD: \$19,051

Although SETA anticipates slight decreases in funding for its TAD and ORDG programs for PY 2013-14, based on slight increases in SETA’s RESS and TA formula funding (approximately eight percent), SETA is recommending the reinstatement of funding for its standard SA&CO activity, which was funded for the first year in PY 2011-2012, but was not funded for the second year in PY 2012-13 due to decreased funding levels. SETA’s SA&CO program assists refugees with social and cultural integration. Refugees who are resettled in the U.S. come with little or no knowledge of the resources available to them, and are void of a clear understanding of American culture and practices. SA&CO programs empower refugees to integrate into the community by offering services such as:

- Translation/Interpretation
- Crisis Intervention
- Individual/Group Counseling
- Information/Access to other services:
 - ➔ CalWORKs/SSI, Personal Finance and Financial Literacy, Housing, Health, Education, Legal, Human Relations, Small Business, Citizenship/Naturalization, Sacramento Works Career Center (SWCC) System, and Public Transportation System/Driver Education

STAFF PRESENTER: Michelle O’Camb

ITEM III-B – 1 – ACTION (continued)

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For PY 2013-14, SETA is recommending funding SA&CO service providers procured under the RFP released on May 6, 2011. Of the three providers procured in 2011, Hmong Women's Heritage Association, Inc. and Slavic Assistance Center, Inc. are recommended for the provision of SA&CO services in PY 2013-14. They are current providers of SETA's social adjustment acculturation services for older refugees under the ORD grant, and have higher service levels than the third provider, Southeast Asian Assistance Center, Inc.

The VESL/ES activity is recommended for a slight increase in funding, and staff is recommending the increase be allocated to Lao Family Community Development, Inc. due to the organization's strong performance level in PY 2012-13, as well as its geographic location. The ES (Stand Alone) is recommended for level funding. The VESL/ES and ES (Stand Alone) activities are targeted towards the most recent refugee arrivals and are essential in assisting them in obtaining employment.

Funding for the ORDG program is expected to decrease based on SETA's preliminary PY 2013-14 allocation. As a result, and to ensure sufficient funding for service providers to administer successful programs, SETA is recommending funding only two of the three current providers of social adjustment and acculturation services to older refugees. The two organizations recommended for funding, Hmong Women's Heritage Association, Inc. and Slavic Assistance Center, Inc., have provided the highest service levels to older refugees in PY 2012-13.

Incremental Funding –

On September 16, 2013, TA and social service discretionary funded counties were notified by RPB that ORR will award FFY 2013-14 TA funds to states in two increments to cover a budget shortfall. The first increment will be funded at 58% of the total award for each FFY 2013 grant and will be received October 1, 2013. The second increment will be funded at 42% of the FFY 2013 award and will be received "later" in the FFY. ORR has not indicated when states will be informed of the second increment, nor has ORR given any guarantee that the funds will be available. Although SETA has not received notification that the TAD and ORDG allocations will be awarded incrementally, it is anticipated that incremental funding will apply to the social service discretionary grants as well.

In light of ORR's incremental funding process outlined above, SETA recommends funding TA, TAD, and ORDG providers at 58% of recommended allocations to provide services from October 1, 2013 through April 30, 2014, and the remaining 42% of

STAFF PRESENTER: Michelle O'Camb

recommended allocations, contingent upon receipt of the second increments of funding from ORR, to provide services from May 1, 2014 through September 30, 2014.

Program Performance/Evaluation –

SETA staff routinely monitors and evaluates Refugee Program providers and their services for overall program performance and their ability to meet contractual performance levels. Evaluation criteria reviewed for performance includes, but is not limited to:

- Achievement of planned performance goals (enrollment, entered employment, job retention, average wage at placement, reductions/terminations from aid, service units)
- Ability to enroll and serve the refugee population, with a focus on recipients of public assistance
- Documentation of services and client progress towards goal attainment
- Ability to implement all required program elements and adhere to policies and program guidelines
- Ability to coordinate with Sacramento County, Department of Human Assistance (DHA), as well as Sacramento Works Career Center (SWCC) staff

All employment service providers have met or exceeded contracted goals or service levels in PY 12-13. Program performance through July 31, 2013, compared to end of year goals, was used as the basis for funding extension recommendations. Through July 31, 2013, programs enrolled a total of 673 customers compared to the planned enrollment of 513 customers (131%), with 340 (51%) entering employment, and 233 (69%) retaining employment after 90 days. An additional 26 customers were served in the ORDG program.

Extension Recommendations –

Refugee Program provider delegate agreements entered into in 2011 permit SETA the sole option to extend agreements for additional terms, up to a total of two additional years. Staff is seeking approval to extend the current Refugee Program provider delegate agreements for an additional year effective October 1, 2013, and recommends funding levels as reflected in the attached funding extension recommendations chart. If approved, funding for TAD and ORDG will be subject to SETA's final PY 2013-14 allocations. Additionally, funding for all services will be subject to satisfactory year-end

STAFF PRESENTER: Michelle O'Camb

program performance, as well as satisfactory fiscal reviews. Refugee Program providers that do not meet year-end performance goals or receive satisfactory fiscal reviews may be subject to the deobligation of funds.

RECOMMENDATION

Approve the funding extensions for the Refugee Employment Social Services (RESS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary Grant (ORDG) programs for PY 2013-14 effective October 1, 2013 as indicated in the attached charts with the following stipulations:

1. If final TAD and ORDG allocations are less than anticipated, SETA will reduce the amounts allocated to Refugee Program providers proportionately.
2. TA, TAD, and ORDG funds will be allocated in two increments. The first increment will cover program services from October 1, 2013 through April 30, 2014. The second increment will be allocated contingent upon receipt of funds from ORR and will cover program services from May 1, 2014 through September 30, 2014.
3. PY 2013-14 funding will be subject to satisfactory year-end program performance and satisfactory fiscal reviews.
4. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
5. All VESL/ES and ES Stand Alone budgets must include a minimum of 5% for supportive services.
6. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours a day, from October 1, 2013, through September 30, 2014.

STAFF PRESENTER: Michelle O’Camb

Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Extension Recommendations, PY 2013 - 2014
Component: VESL/ES

AGENCY NAME	CURRENT FUNDING PY 12-13				EXTENSION RECOMMENDATIONS PY 2013-14			
	RESS/TA AMOUNT	TAD AMOUNT	RESS/TA # TO BE SERVED	TAD # TO SERVE	RESS/TA AMOUNT*	TAD AMOUNT**	RESS/TA # TO SERVE*	TAD # TO SERVE**
Twin Rivers USD	\$108,052	\$9,035	49	6	\$108,052	\$7,610	49	5
Bach Viet Association, Inc.	110,871	9,035	43	6	\$110,871	\$7,610	43	5
Lao Family Community Development, Inc.	73,449		37		\$82,708		42	
Asian Resources, Inc.	84,600	9,034	79	6	\$84,600	\$7,609	79	5
SOAR, Inc.	87,885	9,034	47	6	\$87,885	\$7,610	47	5
	\$464,857	\$36,138	255	24	\$474,116	\$30,439	260	20
<p>*Subject to the availability and award of the second allocation of 2013-14 TA funds from ORR.</p> <p>**Subject to availability and awarding of the first and second allocations of 2013-14 TAD funds from ORR.</p>								

Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Extension Recommendations, PY 2013 - 2014
Component: ES Stand Alone

AGENCY NAME	CURRENT FUNDING PY 12-13		EXTENSION RECOMMENDATIONS PY 2013-14	
	TA AMOUNT	TA # TO BE SERVED	TA AMOUNT*	TA # TO SERVE*
Twin Rivers USD	\$69,000	58	\$69,000	58
Bach Viet Association, Inc.	67,000	48	67,000	48
Asian Resources, Inc.	67,000	75	67,000	75
SOAR, Inc.	52,000	55	52,000	55
Totals	\$255,000	236	\$255,000	236
*Subject to the availability and awarding of the second allocation of 2013-14 TA funds from ORR.				

Sacramento Employment and Training Agency
REFUGEE PROGRAM
 Staff Funding Extension Recommendations, PY 2013 - 2014
Component: SA and CO

AGENCY NAME	CURRENT FUNDING PY 12-13				EXTENSION RECOMMENDATIONS PY 2013-14			
	RESS AMOUNTS	ORD AMOUNTS	RESS # TO SERVE	ORD # TO SERVE	RESS AMOUNTS	ORD AMOUNTS*	RESS # TO SERVE	ORD # TO SERVE*
Hmong Women's Heritage Association, Inc.	\$0	\$ 5,782	0	16	\$ 25,000	\$ 8,096	90	23
Southeast Asian Assistance Center, Inc.	\$0	5,782	0	16		-	0	0
Slavic Assistance Center, Inc.	\$0	5,782	0	17	25,000	8,097	100	23
Totals	\$0	\$17,346	0	49	\$50,000	\$16,193	190	46

*Subject to availability and awarding of the first and second allocations of 2013-14 ORDG funds from ORR.

ITEM IV-A - INFORMATION

CALIFORNIA WORKFORCE INVESTMENT BOARD
ADDITIONAL PERFORMANCE MEASURES

BACKGROUND:

On August 13, 2013, the California Workforce Investment Board, through the work of an ad hoc subcommittee of the Issues and Policy Committee, approved seven “additional” performance measures for use in evaluating customer and system progress. These measures complement and further define the WIA common measures that are standard for the California system (these include job placement, job retention, and income increases for adult and dislocated workers, and placement in employment or education, skills increases, and certificate or degree attainment for youth).

In selecting these measures, it was the State Board’s intention to create measurements that are directly tied to the goals of the State and local strategic plans, and tailored to reflect meaningful outcomes for jobseekers, workers, and employers. The additional performance measures are attached for your review.

Sacramento Works, Inc. Board member Bill Camp and Deputy Director Robin Purdy have participated in the development of the additional performance measures and will be working with the CWIB to implement and test the effectiveness of the measures.

STAFF PRESENTER: Robin Purdy

Sacramento LWIA Performance Comparison Chart (past, proposed, final negotiated)

	2010-11 Actual*	2011-12 Actual*	2012-13 Actual*	3-year Avg.	2013-14 Proposed Plan Goals	State 2013- 14 Proposed Goals	Proposed (State) increase from 2012-13	Proposed (State) Increase from 3-year Avg.	Plan Goal Increases compared to 3 Year Avg.	Final Negotiated PY 2013-14 Goals
Exiters (Adult)	11,153		2413							
Served (Adult)	9,486		3384							
num Adult EER	5,418	1792	1417	8,627						
den Adult EER	13,362	4071	2682	20,115						
Adult Entered Employment	40.5%	44.0%	52.8%	42.9%	52%	58.1%	5.3%	15.2%	9.1%	51%
num Adult Retention	4,629	3832	1767	10,228						
den Adult Retention	6,131	5078	2291	13,500						
Adult Retention	75.5%	75.5%	77.1%	75.8%	80%	84.8%	7.7%	9.0%	4.2%	78%
num Adult Avg Earnings	\$54,949,548	44203798	22277649	121430995						
den Adult Avg Earnings	4,629	3831	1761	10,221						
Adult Avg Earnings	\$11,871	\$ 11,538	\$ 12,651	\$ 11,881	\$ 11,500	\$ 13,081	\$ 430	\$ 1,200	\$ (381)	\$ 12,177
Exiters (DW)	3,672		1088							
Served (DW)	3,919		1574							
num DW EER	2,076	1041	860	3,977						
den DW EER	4,655	1866	1370	7,891						
DW Entered Employment	44.6%	55.8%	62.8%	50.4%	55%	69.1%	6.3%	18.7%	4.6%	57.6%
num DW Retention	1,030	1367	893	3,290						
den DW Retention	1,353	1776	1080	4,209						
DW Retention	76.1%	77.0%	82.7%	78.2%	81%	91.0%	8.3%	12.8%	2.8%	79.7%
num DW Avg Earnings	\$14,375,374	20595175	15200230	\$50,170,779						
den DW Avg Earnings	1,030	1367	893	3,290						
DW Avg Earnings	\$13,957	\$ 15,066	\$ 17,022	\$ 15,249	\$ 15,500	\$ 17,600	\$ 578	\$ 2,351	\$ 251	\$ 15,500
Exiters (Youth)	685		449							
Served (Youth)	748		991							
num Youth Placement	321	282	269	872						
den Youth Placement	701	531	522	1,754						
Youth Placement	45.8%	53.1%	51.5%	49.7%	72%	56.7%	5.2%	7.0%	22.3%	64.3%
num Youth Degree	304	205	213	722						
den Youth Degree	522	342	330	1,194						
Youth Attain Degree	58.2%	59.9%	64.5%	60.5%	60%	71.1%	6.6%	10.6%	-0.5%	60.5%
num Lit Num	68	19	92	179						
den Lit Num	91	30	141	262						
Literacy Numeracy	74.7%	63.3%	65.2%	68.3%	54%	71.8%	6.6%	3.5%	-14.3%	55%

*FutureWorks--Performance Matters Quarterly (PMQ)

ITEM IV-B - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

Program Operator: Legal Services of Northern California

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

MEMORANDUM

TO: Theresa Matista, Associate Vice Chancellor, Finance
DATE: August 21, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Los Rios Community College District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	Alternative Vehicle & Fuel	\$147,222	7/1/11-12/31/12	7/1/12-12/31/12
WIA	Utility Line Worker & Pipe Line Worker Programs	\$242,000	7/1/12-3/31/14	7/1/12-5/31/13

Monitoring Purpose: Initial Follow-up Special Final
 Date of review: 8/20/2013

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

Program Operator: Los Rios Community College District

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2012 to May 31, 2013 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

Program Operator: River City Food Bank

Findings and General Observations:

1. The total costs as reported to SETA for the contract year of January 1, 2012 to December 31, 2012 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA WIA 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

MEMORANDUM

TO: Mr. Shawn Harrison **DATE:** September 26, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 Soil Born Farm Urban Agriculture Project

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	In-School Youth	\$130,000	7/1/12-6/30/13	7/1/12-3/31/13

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 8/12/13

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

Program Operator: Soil Born Farm Urban Agriculture Project

Findings and General Observations:

1. The total costs as reported to SETA from July 1, 2012 to March 31, 2013 for the WIA In-School Youth program have been traced to the delegate agency records. The records were verified and appear to be in order.
2. During the course of this review it was observed that multiple staff timesheets were not reviewed, signed or dated by a supervisor or authorized personnel.

Recommendations for Corrective Action:

- 1) We recommend that all staff timesheets be reviewed, signed and dated by a supervisor or authorized personnel. Submit an action plan detailing the steps that will be taken to ensure staff timesheets are completed correctly and that all signatures and dates are present.

cc: Kathy Kossick
Governing Board

Program Operator: Voluntary Legal Services of Northern California

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

ITEM IV-C - INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

**Employer Activity Report
July 1 - September 18, 2013**

EMPLOYER	CRITICAL CLUSTERS	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			
ADT Security	1	High Volume Residential Installer	2
	1	Small Business Security System Installer	2
Allied Custom Upholsterers	10	Furniture Upholsterer	1
AlSCO, Inc.	1	Account Sales Consultant (ASC)	1
	7	Maintenance Technician	1
	8	Utility Laundry Worker	10
Alternatives Unlimited	1	Enrollment Team Member	5
American Council of Engineering Companies	1	Office Assistant	1
Atlas Disposal Industries	7	Diesel Mechanic	1
Babe's Famous for Ribs	8	Cashier Host/Hostess	2
Bath Fitter Northern California	10	Canvasser	3
California Association for Health Services at Home	1	Registration Assistant	1
California Association of School Business Officials	1	Bookkeeper	1
California Association of Winegrape Growers	1	Administrative Assistant	1
California Department of Fish & Wildlife	10	Fish and Wildlife Seasonal Aide	1
California Primary Care Association	1	Senior Administrative Assistant	1
Center for Employment Training	1	Business Office Technology Instructor/Advisor	1
	1	Medical Assistant Instructor/Advisor	1
Cenveo	1	Adjuster	2
	1	Adjuster Trainee	2
	7	Machine Operator	1
Certified Employment Group	1	Customer Service Representative (CSR)	30
Child Action	5	Bi-lingual Case Manager (Vietnamese)	1
Community Link Capital Region	10	Chief Executive Officer (CEO)	1
CPC Logistics, Inc.	9	Class A Driver	10
Crossroads Diversified Services	1	Adult Education Instructor	1
Daniel B. Dunleuy, M.D., Inc.	1	Receptionist	1
Direct Marketing Specialists (DMS)	1	Residential Account Executive	15
Donor Development Strategies	1	Grassroots Canvassing and Field Managers in Training	5
DuctTesters, Inc.	7	HERS II Rater	1
Elk Grove Food Bank Services	1	Administrative Assistant	1
Fairytale Town	1	Education & Program Assistant	1
	1	Part-Time Grounds Keeper	1
Francis House Center	1	Job Development Center Manager	1
General Produce Company	1	Accounting Assistant	1
	9	Commercial Drivers	4
	9	Delivery Route Truck Driver	3
	9	Order Selector	5
Gold Country Water	1	Customer Service/ Driver and Delivery	1
Golden State Overnight	1	Customer Service Representatives	5
Hobby Town USA Folsom	1	Retail Hobby Sales Clerk & Cashier	2
Hupp Draft Services, Inc.	7	Beer Line Cleaning Technician	1
International Homestay America	10	Homestay Host Family	25
Kyle's Rock & Redi-Mix, Inc.	10	Yard Laborer	1
L-3 Narda Microwave-West	9	Process Engineer	1
LCA SERVICES	5	Program Monitor	1

**Employer Activity Report
July 1 - September 18, 2013**

EMPLOYER	CRITICAL CLUSTERS	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	Account Clerk II	1
	1	Account Clerk III	1
	1	Administrative Assistant I	2
	1	Administrative Assistant II	1
	1	Assistant Financial Aid Officer	
	1	Associate Vice Chancellor of Information Technology	1
	1	Associate Vice President of Instruction and Student Learning	1
	1	Automotive Collision Technology Adjunct Professor Pool	1
	1	Clerk II	1
	1	Clerk III	1
	1	College Police Sergeant (2 Positions)	1
	1	Confidential Human Resources Specialist I	1
	1	Custodian	2
	1	Dean of Student Services	1
	1	Educational Media Design Specialist	1
	1	Facilities Management Operations Supervisor	1
	1	Dean of Student Services	1
	1	Grant Coordination Clerk	1
	1	Groundskeeper	3
	1	Instructional Assistant - Math	1
	1	Instructional Assistant - Mechanical/Electrical Technology	1
	1	Instructional Services Assistant I	1
	1	Instructional Services Assistant II	1
	1	Interpreter, American Sign Language (ASL)	1
	1	Instructional Assistant - Learning Resources (TEMPOARY)	1
	1	Occupational Therapy Assistant (OTA) Assistant Professor	1
	1	Outreach Clerk	1
	1	Payroll Clerk I	1
	1	Persian Adjunct Assistant Professor Pool	1
	10	President, American River College	1
	1	Special Projects - Human Resources Training (Temporary)	1
1	Student Personnel Assistant - Student Services	1	
1	Vice President, Administrative Services and Student Support	1	
Matrix Absence Management	1	Clerical Assistant	1
	1	Workers' Compensation Claims Assistant	1
Mid Valley Funding	1	Mortgage Loan Processor	1
NAMI California	1	Programs Administrative Assistant	1
	1	Program Coordinator	1
Nonprofit Resource Center	1	Administrative Assistant Part Time/Temporary	1
Northern Sheets LLC	1	Customer Service Representative (CSR)	1

**Employer Activity Report
July 1 - September 18, 2013**

EMPLOYER	CRITICAL CLUSTERS	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			
Pacific Crest Trail Association	1	Volunteer Programs Assistant	1
Pacific Protection INC	1	Unarmed Security Officer	4
Premier Healthcare Services	4	Licensed Vocational Nurse	1
Prime Flight Aviation Services	10	Cabin Service Cleaner	3
Relationship Skills Center	1	Flourishing Families Program Instructor	6
	10	REact Coordinator	1
Rim Hospitality	8	Bistro Server	1
	8	Housekeeping Inspector	1
Sacramento Covered	1	Community Outreach Workers	8
Sacramento Employment and Training Agency	1	Associate Teacher III	1
	1	CFS Administration Program Officer	1
	1	Head Start Coordinator	1
	6	Information Technology Engineering Analyst	1
	1	Site Supervisor	1
Sacramento Housing Alliance	1	Executive Director	1
Sacramento Loaves & Fishes	1	Part-Time Student Resource Specialist	1
Sacramento Regional Transit District	1	Clerk II	1
	1	Customer Service Supervisor	1
	4	Facilities Maintenance Mechanic	1
	7	Service Worker (Bus and/or Light Rail)	2
Safety Center Incorporated	1	Program Staff III Marketing Coordinator	1
Sentinel Fire Equipment Company	1	Shop Helper	1
Sheet Metal Workers Local 104	1	Executive Secretary	1
Society for the Blind	1	Part-Time Administrative Assistant	1
Southgate Recreation & Park District	7	Maintenance Assistant (Seasonal)	1
Staffing Network LLC	9	Production Workers	10
Stroppini Enterprises	7	Machinists	3
Support For Home	4	Home Care Aide	1
SVS Group, Inc.	3	Construction Laborer in El Dorado Hills	2
	7	Electrical Technician	5
	10	General Laborer	50
	1	Landscape Laborer	2
The Fresh Market	10	Assistant Deli Manager	1
	10	Assistant Front End Manager	1
	10	Assistant Grocery Specialist	2
	10	Assistant Produce Manager	2
	10	Baker	4
	10	Bulk Specialist	4
	10	Candy/Coffee Specialist	4
	10	Cheese Specialist	4
	10	Gift/Floral Specialist	4
	10	Meat Cutter	4
	10	Seafood Specialist	4
Transglobal Solutions, LLC.	9	Class A Commercial Truck Driver	20
Tony's Fine Foods, Inc.	10	Order Selector - Truckee	1
	10	Order Selector - West Sacramento	4
	9	Regional Route Driver	1
Visiting Angels Senior Home Care	1	Appointment Scheduler/Office Assistant	1
Two Star Personnel	1	Accounting Assistant	1
Walt's Auto Service	7	Heavy Duty Mechanic	1
Western Propane Gas Association	1	Part-Time Administrative Assistant	1
Wind Youth Services	5	Director of Development	1

**Employer Activity Report
July 1 - September 18, 2013**

EMPLOYER	CRITICAL CLUSTERS	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			
Windwalker Security Patrol, Inc.	1	Security Guard	4
Youth Development Network	5	Youth Development Trainer Specialist	1
TOTAL			389

ITEM IV-D – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

This report covers the fiscal year beginning July 1, 2013.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2013/2014

The following is an update of information as of September 18, 2013 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	7/1/2013	AT&T 7405 Greenhaven Drive Sacramento, CA 95831	9/1/2013	97	8/26/2013
Official	7/9/2013	Point Walker, Inc. dba Lucky Derby Casino 7433 Greenback Lane Citrus Heights, CA 95610	7/29/2013	113	7/25/2013
Unofficial	8/5/2013	Orchard Supply Hardware 6124 San Juan Ave. Citrus Heights, CA 95610	8/31/2013	48	8/11/2013
Unofficial	8/9/2013	Sears 1200 Blumfeld Dr. Sacramento, CA 95815	8/30/2013	20	8/21/2013
Unofficial	9/6/2013	Fresh & Easy 2540 Watt Ave. Sacramento, CA 95821	9/6/2013	72	9/16 - 19/2013
Official	9/6/2013	Bimbo Bakery 7125 Governors Cir. Sacramento, CA 95823	9/6/2013	100	9/24/2013
			Total # of Affected Workers	450	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month August was 8.5%.

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

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**
Trade, Transportation, and Utilities led year-over growth

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 8.5 percent in August 2013, down from a revised 8.9 percent in July 2013, and below the year-ago estimate of 10.4 percent. This compares with an unadjusted unemployment rate of 8.8 percent for California and 7.3 percent for the nation during the same period. The unemployment rate was 7.9 percent in El Dorado County, 7.4 percent in Placer County, 8.9 percent in Sacramento County, and 8.1 percent in Yolo County.

Between July 2013 and August 2013, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 1,800 to total 838,400 jobs.

- Other services added 900 jobs over the month, all in the residual sector.
- Manufacturing expanded by 600 jobs. The 800-job gain in food manufacturing was slightly offset by the 200-job loss in the non-durable goods residual category.
- Farm picked up 500 jobs between July and August.
- Professional and business services lost 800 jobs, reversing a seven-month growth trend.

Between August 2012 and August 2013, total jobs in the region increased by 2,500, or 0.3 percent.

- Trade, transportation, and utilities gained 4,100 jobs. Retail trade (up 2,600 jobs), wholesale trade (up 900 jobs), and transportation, warehousing, and utilities (up 600 jobs) all contributed to the expansion.
- Leisure and hospitality expanded by 3,800 jobs. Accommodation and food services (up 3,600 jobs) accounted for the majority of the gains.
- Education and health services added 3,100 jobs over-the-year. Growth in health care and social assistance (up 1,700 jobs), and education services (up 1,400 jobs) accounted for the improvement.
- Construction cut 4,900 jobs. Losses were scattered among residual construction (down 2,700 jobs), specialty trade contractors (down 1,400 jobs), and construction of buildings (down 800 jobs).

REPORT 400 C
Monthly Labor Force Data for Counties
August 2013 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,655,700	17,005,900	1,649,900	8.8%
ALAMEDA	14	777,400	719,600	57,800	7.4%
ALPINE	41	410	370	50	10.9%
AMADOR	29	16,380	14,840	1,540	9.4%
BUTTE	34	101,000	90,900	10,100	10.0%
CALAVERAS	33	19,360	17,450	1,910	9.9%
COLUSA	54	12,210	10,630	1,590	13.0%
CONTRA COSTA	12	536,100	497,100	38,900	7.3%
DEL NORTE	44	10,870	9,660	1,210	11.1%
EL DORADO	21	89,500	82,500	7,000	7.9%
FRESNO	48	441,200	388,700	52,400	11.9%
GLENN	48	12,530	11,030	1,500	11.9%
HUMBOLDT	25	58,700	53,700	5,000	8.5%
IMPERIAL	58	75,700	55,800	19,900	26.3%
INYO	14	9,300	8,610	690	7.4%
KERN	41	396,200	352,900	43,300	10.9%
KINGS	51	60,900	53,600	7,300	12.0%
LAKE	47	25,550	22,590	2,960	11.6%
LASSEN	32	12,470	11,260	1,210	9.7%
LOS ANGELES	36	4,996,600	4,486,400	510,200	10.2%
MADERA	38	69,000	61,800	7,100	10.4%
MARIN	1	142,800	135,700	7,200	5.0%
MARIPOSA	10	10,210	9,500	720	7.0%
MENDOCINO	12	42,870	39,720	3,150	7.3%
MERCED	56	110,000	95,400	14,600	13.3%
MODOC	30	4,010	3,630	390	9.6%
MONO	18	8,340	7,690	650	7.7%
MONTEREY	19	234,300	216,000	18,300	7.8%
NAPA	4	80,000	75,400	4,600	5.8%
NEVADA	11	50,820	47,150	3,670	7.2%
ORANGE	5	1,633,900	1,532,900	101,000	6.2%
PLACER	14	177,800	164,600	13,200	7.4%
PLUMAS	30	9,940	8,980	960	9.6%
RIVERSIDE	40	937,100	835,600	101,600	10.8%
SACRAMENTO	28	678,600	618,500	60,100	8.9%
SAN BENITO	25	26,100	23,800	2,200	8.5%
SAN BERNARDINO	34	849,100	764,100	85,000	10.0%
SAN DIEGO	14	1,608,300	1,488,700	119,500	7.4%
SAN FRANCISCO	3	484,400	457,100	27,300	5.6%
SAN JOAQUIN	52	298,000	261,700	36,300	12.2%
SAN LUIS OBISPO	7	143,700	134,200	9,500	6.6%
SAN MATEO	2	401,100	379,700	21,500	5.3%
SANTA BARBARA	6	232,900	218,100	14,800	6.3%
SANTA CLARA	9	931,000	868,300	62,600	6.7%
SANTA CRUZ	21	155,700	143,400	12,300	7.9%
SHASTA	36	80,400	72,200	8,200	10.2%
SIERRA	39	1,540	1,380	160	10.5%
SISKIYOU	43	18,840	16,770	2,070	11.0%
SOLANO	24	218,400	200,600	17,800	8.2%
SONOMA	7	258,100	241,200	16,900	6.6%
STANISLAUS	48	240,300	211,800	28,500	11.9%
SUTTER	52	43,200	38,000	5,300	12.2%
TEHAMA	45	24,490	21,740	2,750	11.2%
TRINITY	45	5,000	4,440	560	11.2%
TULARE	55	204,200	177,400	26,800	13.1%
TUOLUMNE	27	25,730	23,500	2,230	8.7%
VENTURA	19	438,200	404,100	34,100	7.8%
YOLO	23	96,400	88,600	7,800	8.1%
YUBA	56	28,700	24,800	3,800	13.3%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2012 benchmark and Census 2010 population controls at the state level.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 August 2013 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	678,600	618,500	60,100	8.9%	1.000000	1.000000
Arden Arcade CDP	56,500	51,500	5,000	8.8%	0.083249	0.082638
Carmichael CDP	29,300	27,300	2,000	6.8%	0.044196	0.033389
Citrus Heights city	50,700	47,500	3,100	6.2%	0.076838	0.052031
Elk Grove CDP	35,300	32,800	2,500	7.2%	0.052995	0.042014
Fair Oaks CDP	17,300	16,500	800	4.7%	0.026690	0.013634
Florin CDP	12,500	10,800	1,800	14.0%	0.017414	0.029215
Folsom city	27,400	26,300	1,100	4.0%	0.042525	0.018086
Foothill Farms CDP	9,600	8,400	1,200	12.2%	0.013648	0.019477
Galt city	10,700	9,100	1,600	14.5%	0.014787	0.025876
Gold River CDP	4,900	4,800	100	1.7%	0.007807	0.001391
Isleton city	400	400	100	11.8%	0.000606	0.000835
La Riviera CDP	7,000	6,700	400	5.2%	0.010764	0.006121
Laguna CDP	20,700	19,700	1,000	4.8%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	5,000	300	6.3%	0.008082	0.005565
North Highlands CDP	22,200	19,100	3,100	13.9%	0.030952	0.051475
Orangevale CDP	15,900	15,000	1,000	6.0%	0.024229	0.015860
Parkway South Sacramento CD	15,700	13,200	2,500	15.8%	0.021400	0.041180
Rancho Cordova City	30,700	27,600	3,100	10.2%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	2.9%	0.003619	0.001113
Rio Linda CDP	5,700	4,900	800	14.1%	0.007917	0.013356
Rosemont CDP	13,900	12,900	1,000	7.4%	0.020867	0.017251
Sacramento city	214,500	192,100	22,300	10.4%	0.310678	0.371731
Vineyard CDP	5,900	5,700	300	4.5%	0.009185	0.004452
Walnut Grove CDP	500	400	100	22.1%	0.000569	0.001669
Wilton CDP	2,800	2,600	200	6.0%	0.004225	0.002782

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

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

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

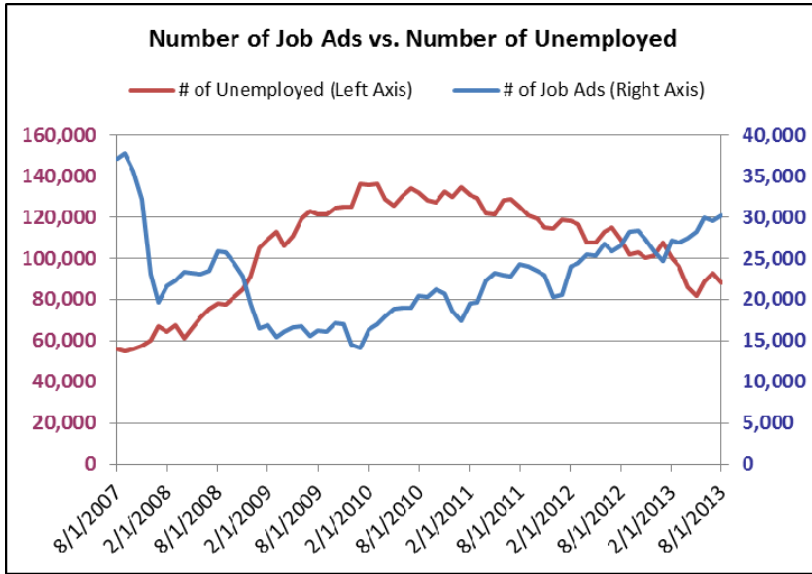
each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

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

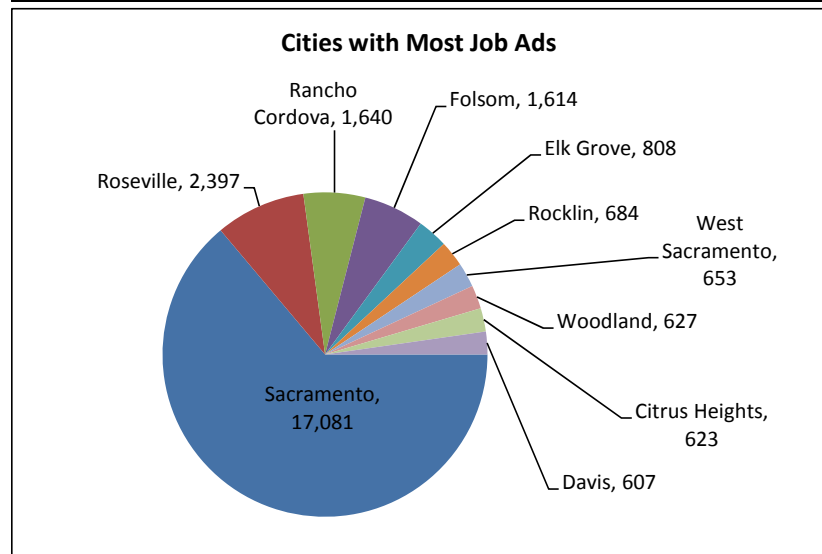
Recent Job Ads for Sacramento Arden Arcade Roseville MSA

August 2013



- ### Employers with Most Job Ads
- Sutter Health - 1056
 - Dignity Health - 683
 - Intel - 364
 - Kaiser Permanente - 295
 - Sears Holdings Corporation - 291
 - Randstad - 166
 - Quest Diagnostics - 155
 - Robert Half International - 152
 - San Juan Unified School District - 151
 - Hewlett-Packard Company - 146

- ### Occupations with Most Job Ads
- Registered Nurses - 1181
 - Retail Salespersons - 924
 - First-Line Supervisors of Retail Sales Workers - 675
 - Customer Service Representatives - 610
 - Heavy and Tractor-Trailer Truck Drivers - 559
 - Computer Systems Analysts - 555
 - First-Line Supervisors of Office and Administrative Support - 540
 - Software Developers, Applications - 497
 - Web Developers - 479
 - Computer User Support Specialists - 430



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

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2012 Benchmark

Data Not Seasonally Adjusted

	Aug 12	Jun 13	Jul 13	Aug 13	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,050,200	1,051,900	1,046,800	1,042,300	-0.4%	-0.8%
Civilian Employment	941,100	963,200	954,000	954,200	0.0%	1.4%
Civilian Unemployment	109,100	88,700	92,800	88,100	-5.1%	-19.2%
Civilian Unemployment Rate	10.4%	8.4%	8.9%	8.5%		
(CA Unemployment Rate)	10.5%	8.9%	9.3%	8.8%		
(U.S. Unemployment Rate)	8.2%	7.8%	7.7%	7.3%		

Total, All Industries (2)	835,900	850,800	836,600	838,400	0.2%	0.3%
Total Farm	10,300	9,600	9,700	10,200	5.2%	-1.0%
Total Nonfarm	825,600	841,200	826,900	828,200	0.2%	0.3%
Total Private	612,800	615,900	615,200	616,200	0.2%	0.6%
Goods Producing	76,600	72,000	72,400	72,800	0.6%	-5.0%
Mining and Logging	400	400	400	400	0.0%	0.0%
Construction	41,200	37,000	36,500	36,300	-0.5%	-11.9%
Construction of Buildings	10,000	8,900	9,000	9,200	2.2%	-8.0%
Specialty Trade Contractors	26,200	24,900	25,000	24,800	-0.8%	-5.3%
Building Foundation & Exterior Contractors	6,400	5,100	5,200	5,300	1.9%	-17.2%
Building Equipment Contractors	10,300	10,900	10,900	11,000	0.9%	6.8%
Building Finishing Contractors	6,000	5,200	5,100	5,200	2.0%	-13.3%
Manufacturing	35,000	34,600	35,500	36,100	1.7%	3.1%
Durable Goods	23,400	23,600	23,900	23,900	0.0%	2.1%
Computer & Electronic Product Manufacturing	7,900	8,300	8,600	8,700	1.2%	10.1%
Nondurable Goods	11,600	11,000	11,600	12,200	5.2%	5.2%
Food Manufacturing	5,300	4,800	5,200	6,000	15.4%	13.2%
Service Providing	749,000	769,200	754,500	755,400	0.1%	0.9%
Private Service Providing	536,200	543,900	542,800	543,400	0.1%	1.3%
Trade, Transportation & Utilities	138,800	143,100	143,000	142,900	-0.1%	3.0%
Wholesale Trade	25,300	26,100	26,200	26,200	0.0%	3.6%
Merchant Wholesalers, Durable Goods	13,800	14,100	14,200	14,200	0.0%	2.9%
Merchant Wholesalers, Nondurable Goods	8,700	8,700	8,800	8,800	0.0%	1.1%
Retail Trade	91,300	94,300	94,200	93,900	-0.3%	2.8%
Motor Vehicle & Parts Dealer	12,200	12,500	12,600	12,600	0.0%	3.3%
Building Material & Garden Equipment Stores	7,500	7,700	7,700	7,600	-1.3%	1.3%
Grocery Stores	17,100	17,600	17,600	17,700	0.6%	3.5%
Health & Personal Care Stores	5,400	5,500	5,400	5,400	0.0%	0.0%
Clothing & Clothing Accessories Stores	7,400	7,300	7,400	7,500	1.4%	1.4%
Sporting Goods, Hobby, Book & Music Stores	4,200	4,000	4,000	4,000	0.0%	-4.8%
General Merchandise Stores	18,700	18,400	18,600	18,500	-0.5%	-1.1%
Transportation, Warehousing & Utilities	22,200	22,700	22,600	22,800	0.9%	2.7%
Information	15,200	14,500	14,500	14,500	0.0%	-4.6%
Publishing Industries (except Internet)	2,800	2,700	2,700	2,700	0.0%	-3.6%
Telecommunications	7,400	7,200	7,200	7,100	-1.4%	-4.1%
Financial Activities	48,200	47,300	47,300	47,600	0.6%	-1.2%
Finance & Insurance	35,400	34,500	34,500	34,700	0.6%	-2.0%
Credit Intermediation & Related Activities	12,600	12,700	12,700	12,700	0.0%	0.8%
Depository Credit Intermediation	8,400	8,200	8,200	8,200	0.0%	-2.4%
Nondepository Credit Intermediation	2,300	2,500	2,500	2,500	0.0%	8.7%
Insurance Carriers & Related	18,600	18,600	18,600	18,600	0.0%	0.0%
Real Estate & Rental & Leasing	12,800	12,800	12,800	12,900	0.8%	0.8%
Real Estate	9,500	9,400	9,400	9,400	0.0%	-1.1%
Professional & Business Services	115,200	115,100	115,100	114,300	-0.7%	-0.8%
Professional, Scientific & Technical Services	52,700	54,400	54,100	53,200	-1.7%	0.9%
Architectural, Engineering & Related Services	9,100	9,100	9,200	9,300	1.1%	2.2%
Management of Companies & Enterprises	9,500	9,800	9,800	9,900	1.0%	4.2%
Administrative & Support & Waste Services	53,000	50,900	51,200	51,200	0.0%	-3.4%
Administrative & Support Services	50,700	48,500	48,400	48,800	0.8%	-3.7%
Employment Services	21,600	20,700	20,700	20,900	1.0%	-3.2%

Data Not Seasonally Adjusted

	Aug 12	Jun 13	Jul 13	Aug 13	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	12,100	12,200	12,400	12,500	0.8%	3.3%
Educational & Health Services	103,700	107,500	106,400	106,800	0.4%	3.0%
Education Services	11,900	14,200	13,400	13,300	-0.7%	11.8%
Health Care & Social Assistance	91,800	93,300	93,000	93,500	0.5%	1.9%
Ambulatory Health Care Services	40,000	40,700	40,700	40,800	0.2%	2.0%
Hospitals	23,100	22,800	22,900	22,900	0.0%	-0.9%
Nursing & Residential Care Facilities	14,700	15,100	15,100	15,100	0.0%	2.7%
Leisure & Hospitality	86,300	89,700	90,200	90,100	-0.1%	4.4%
Arts, Entertainment & Recreation	15,000	15,200	15,500	15,200	-1.9%	1.3%
Accommodation & Food Services	71,300	74,500	74,700	74,900	0.3%	5.0%
Accommodation	8,400	8,300	8,500	8,500	0.0%	1.2%
Food Services & Drinking Places	62,900	66,200	66,200	66,400	0.3%	5.6%
Full-Service Restaurants	29,900	30,200	30,700	30,400	-1.0%	1.7%
Limited-Service Eating Places	30,100	31,000	31,200	31,100	-0.3%	3.3%
Other Services	28,800	26,700	26,300	27,200	3.4%	-5.6%
Repair & Maintenance	8,300	8,300	8,300	8,300	0.0%	0.0%
Government	212,800	225,300	211,700	212,000	0.1%	-0.4%
Federal Government	13,700	13,600	13,800	13,600	-1.4%	-0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	199,100	211,700	197,900	198,400	0.3%	-0.4%
State Government	105,100	110,600	107,500	107,100	-0.4%	1.9%
State Government Education	24,700	28,500	25,300	24,500	-3.2%	-0.8%
State Government Excluding Education	80,400	82,100	82,200	82,600	0.5%	2.7%
Local Government	94,000	101,100	90,400	91,300	1.0%	-2.9%
Local Government Education	50,400	56,900	46,300	47,400	2.4%	-6.0%
Local Government Excluding Education	43,600	44,200	44,100	43,900	-0.5%	0.7%
County	18,000	18,000	18,000	17,900	-0.6%	-0.6%
City	10,100	10,300	10,300	10,200	-1.0%	1.0%
Special Districts plus Indian Tribes	15,500	15,900	15,800	15,800	0.0%	1.9%

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.

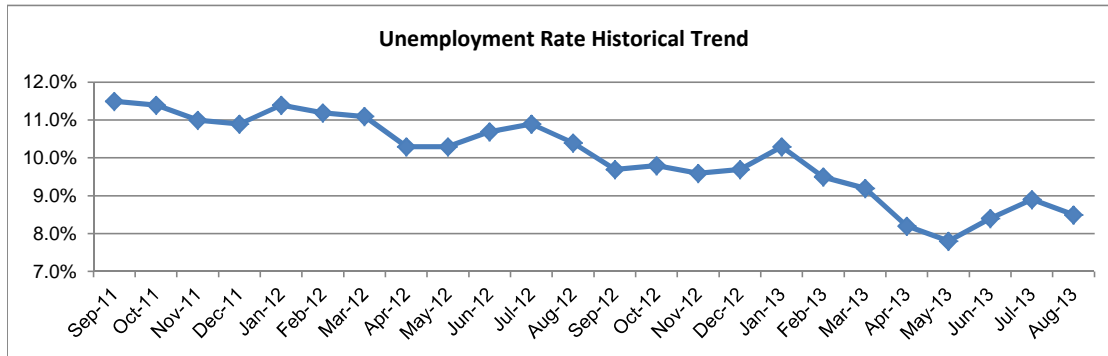
These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Heather Chamizo 530/741-5467 or Diane Patterson 916/865-2453

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

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

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 8.5 percent in August 2013, down from a revised 8.9 percent in July 2013, and below the year-ago estimate of 10.4 percent. This compares with an unadjusted unemployment rate of 8.8 percent for California and 7.3 percent for the nation during the same period. The unemployment rate was 7.9 percent in El Dorado County, 7.4 percent in Placer County, 8.9 percent in Sacramento County, and 8.1 percent in Yolo County.



Industry	Jul-2013	Aug-2013	Change		Aug-2012	Aug-2013	Change
	Revised	Prelim				Prelim	
Total, All Industries	836,600	838,400	1,800		835,900	838,400	2,500
Total Farm	9,700	10,200	500		10,300	10,200	(100)
Total Nonfarm	826,900	828,200	1,300		825,600	828,200	2,600
Mining and Logging	400	400	0		400	400	0
Construction	36,500	36,300	(200)		41,200	36,300	(4,900)
Manufacturing	35,500	36,100	600		35,000	36,100	1,100
Trade, Transportation & Utilities	143,000	142,900	(100)		138,800	142,900	4,100
Information	14,500	14,500	0		15,200	14,500	(700)
Financial Activities	47,300	47,600	300		48,200	47,600	(600)
Professional & Business Services	115,100	114,300	(800)		115,200	114,300	(900)
Educational & Health Services	106,400	106,800	400		103,700	106,800	3,100
Leisure & Hospitality	90,200	90,100	(100)		86,300	90,100	3,800
Other Services	26,300	27,200	900		28,800	27,200	(1,600)
Government	211,700	212,000	300		212,800	212,000	(800)

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

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, July 30, 2013
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:08 a.m. and read the Thought of the Day. Ms. Colleen Fietzek was asked to serve as Secretary and called the roll; a quorum was established.

Members Present:

Dominique Rios Farias, Sacramento City Unified School Dist. (arrived at 9:14 a.m.)
Steven Wormley, Sacramento City Unified School District (arrived at 9:12 a.m.)
Sarah Proteau, San Juan Unified School District (arrived at 9:44 a.m.)
Carolyn Wilson, Twin Rivers Unified School District
Annette Duran, WCIC/Playmate (arrived at 9:10 a.m.)
Teresa Jay, SETA-Operated Program
Mayra Partida, SETA-Operated Program
Alicia Kafka, SETA-Operated Program
Marshaun Tate, SETA-Operated Program (arrived at 9:16 a.m.)
Colleen Fietzek, Home Base Option
Ana Calderon, Early Head Start (SETA)
Nse Akang, Foster Parent Representative

Members Absent:

Jonathan White, Male Involvement Committee (unexcused)
LaTasha Windham, SETA-Operated Program (excused)
Toni Espinoza, Home Base Option (excused)

II. Consent Item

A. Approval of the Minutes of the June 25, 2013 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Wilson, second/Jay, to approve the June 25, 2013 minutes.
Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Akang)

III. Action Items

A. Election of Policy Council Secretary

Ms. Desha stated that due to bylaws limitations, only representatives from San Juan and Sacramento City USD could be considered for the Secretary position.

Moved/Duran, second/Wormley, to elect Ms. Dominique Rios-Farias to serve as Secretary.

Show of hands vote: Aye: 10, Nay: 0, Abstention: 1 (Akang)

Ms. Rios-Farias was congratulated and she took her seat with the Executive Officers.

B. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Job Specifications for Children and Family Services Deputy Director and Administrative Services Deputy Director

Mr. Rod Nishi reviewed this item. The Agency is proposing to create two job specifications. The Children and Family Services Deputy Director is currently held by Denise Lee. The modifications to her job classification are essentially a 'clean up' of duties. The Administration Services Deputy Director is a new job specification, currently being done by Mr. Roy Kim, Mr. Edward Proctor, and himself. Mr. Nishi is planning to retire in October. The Management Team has looked at the job specs and this allows the Executive Team to create three deputy director positions. Administrative Services Deputy Director would have the oversight of those three major components of the agency which are support services to the operational side of the Agency. This creates efficiency in the operational side but also provides the Agency an opportunity to save a few dollars.

Moved/Tate, second/Duran, to close the public hearing and approve the job specifications for Children and Family Services Deputy Director and Administrative Services Deputy Director

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 2 (Akang and Kafka)

C. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Wellness Specialist Classification and Adoption of the Related Salary Range

Mr. Akang opened a public hearing.

Mr. Nishi stated that 18-20 months ago, the Agency embarked on a wellness program which has become very successful. Originally the Training/Staff Development Officer had the responsibility of the wellness program and a Head Start Health Nutrition Specialist was assigned to assist in this department. Over the last 18 months, the success of this program encourages the Agency to continue to develop and enhance this program. The Agency recognizes this involvement with a Wellness Specialist classification. It is not solely a Head Start position because responsibilities go across the entire agency. A large part of her duties will be in Head Start which means the Policy Council needs to approve

this. Mr. Nishi reported that he met with the union and achieved consensus on the position. The salary is exactly the same as the current Health/Nutrition Specialist. It is a represented position and will be assigned to clerical technical analytical bargaining unit. This position will focus on the wellness activities Agency wide.

This job specification allows for the continuation of the position if the current person leaves. It is a broader based position. This position is specific to the Agency's needs.

Ms. Lee stated that this position changes the primary duties to supporting all SETA staff rather than supporting only Children and Family Services.

Moved/Wormley, second/Tate, to close the public hearing and approve the Wellness Specialist classification and adoption of the related salary range. Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (Akang)

Ms. Sarah Proteau arrived at 9:44 a.m.

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

CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957

The board went into closed session at 9:45 a.m. The Policy Council went back into open session at 10:00 a.m. Mr. Akang reported out of closed session that the board approved the eligible lists for Associate Teacher/Infant Toddler, and 2) Early Head Start Educator, and terminated one employee.

IV. **Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Akang reviewed the calendar of events.
- Parent/Family Support Unit Events and Activities: No additional report.
- Parent/Staff Recognition: No additional report.
- Community Resources: Mr. Akang asked all board members to refrain from bringing food into the board room.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reported on the last fiscal report dated June 30. The administrative costs are 9.4% which is lower than what is allowed by ACF. The non-federal share is 25% which is very good. The budget should be about 92% spent; the SOP is at 92.42% and staff is watching expenditures very carefully.

B. Governing Board Minutes of May 23, 2013: No questions or corrections.

V. Committee Reports

- A. Executive Committee: Ms. Mayra Partida reviewed the critique
- B. Budget/Planning Committee: Ms. Duran reported that the meeting was very short.
- C. Personnel/Bylaws Committee: Ms. Partida reported that the PC bylaws were reviewed during the most recent meeting. It is expected that the first reading of the bylaws will be presented to the PC in September.
- D. Social/Hospitality Committee: Ms. Ana Calderon reported that the Committee is reviewing Evan's Kitchen and Catering as well as the Hilton Hotel. The menu selection for Evans kitchen includes Mediterranean pasta and lemon chicken. Committee members are still working on the speaker and entertainment.

Ms. Duran reported that the keynote speaker will be WCIC's Executive Director, Ms. Edenaugseyboye Davis. Entertainment will be provided by Ms. Zenobia Henderson.

- E. Early Child Development and Health Services & Parent/Family Support Committee: Ms. Rios-Farias reported that the Committee discussed home visits for next year's preschoolers. Committee members developed a booklet with a checklist for after preschool to see if your child is ready for kindergarten. The packets will go out to incoming preschoolers.
- F. Parent Ambassador Committee: Ms. Fietzek reported that photos were taken for recruitment flyers for this year and next year.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick stated that the Agency has recently transitioned from 11 career centers and now funds five career centers and eight training centers. Ms. Kossick distributed a flyer with information on the hours of operation and types of services provided. This information is on the web site.

Mr. Tate reported that he went to a career center to get a typing certificate; Mr. Tate recommends going to a career center because it is free and it helped him get a job.

- B. Head Start Deputy Director's Report: Ms. Lee reported that the Agency received the Head Start award letter for August 1, 2013 through July 31, 2014. The Office of Head Start accepted SETA's reduced enrollment and the sequestration reductions. It is hoped that if sequestration is remedied or reinstated, staff can reinstate the reductions. Contracts staff is in the process of getting contracts out to the delegate agencies. Ms. Lee reviewed the new Quality Assurance monitoring summary report. This report is from a new unit that visits all of the delegate agencies and will be reporting each month. This team does on-going monitoring. The report is summary of the trials we had and the corrective action. It is not a comprehensive report but indicates the most critical issues to address.

Board members should be receiving a detailed report from the delegate agencies with a plan of action. With 2000 performance standards, there will always be challenges and there is always room for improvement.

Mr. Akang stated that in the QA report, there is a lot issues due to inadequate recordkeeping; is this a result of increased paperwork? Ms. Lee replied that staff has been doing on-going monitoring since the beginning; the unit's job is to do monitoring to ensure the performance standards are going to be met. The files have to be 90% complete to be 'in compliance;' any less than 90% would be considered a finding and that would result in a corrective plan of action. A program may be at 80% today and monitored later when they are 85% which indicates improvement. There has to be consistency in the program to ensure high quality services is provided. The QA team is looking at systems and program performance not individual performance.

C. Head Start Managers' Reports

✓ Brenda Campos: Ms. Campos reported that the Quality Assurance Team recently reviewed Sacramento City, San Juan, and the home base program. As of tomorrow, the team will have completed all five delegates and the SOP program. In August, the team will begin doing program design and management. This will include all governance issues to ensure board members are receiving all of the required reports. The team will be looking at systems and how services are provided. In September, the Team will begin again with the delegates. The Quality Assurance Team has five staff supervised by Ms. Melanie Nicolas. There is a QA team liaison for each delegate. A report is given to the delegate agency and they have 30 days to reply to the findings. In September and October, QA team members will follow up with delegates to ensure findings have been dealt with.

QA team members with their assigned delegate:

- San Juan Unified School District: Cami Sailing
- Twin Rivers Unified School District: Monica Barber
- Women's Civic Improvement Club: Judy Weber
- Sacramento City Unified School District: Heather McClellan-Brandusa
- Elk Grove Unified School District: Monica Avila

Ms. Campos will do a brief presentation on Covered California next month; she is hoping that all of the 'bugs' will be worked out by then. She will also have information on where to go for assistance and where to sign up.

✓ Lisa Carr: Parent/Family Support Unit: Grizzly Hollow and Auberry are moving to the traditional track. These two centers will open on August 12. SOP is working on enrollment because all of slots have to be filled to capacity on Thursday, August 1. The best advertisement is word of mouth. The MAAC is making a concerted effort to get dads in the classrooms. There is something about what men gives to boys and girls; they play differently and interact differently with children. It is important to get some positive male role models into the classroom to show that dads are important and what it is like

to be a loving man. Ms. Jay suggests grandparents be tapped for coming into the classrooms.

- ✓ Karen Gonzales: Child Development & Education Services: No report.
- D. Chair's Report: Ms. Akang asked the board to respect the Agency's policy regarding no food allowed in the board room.
- E. Open Discussion and Comments: Ms. Mayra Partida spoke of the free summer food program serving the Elk Grove/South Sacramento area. Ms. Partida urged parents to utilize this program and spread the word about the program.

Ms. Desha reported that the Quality Assurance team will be doing a Governance review. Ms. Desha asked for parents willing to be interviewed by the QA team. The interview will be held Friday, August 16.

- F. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 10:45 a.m.



Head Start Monthly Report

September 2013

SETA Operated Program

Family Engagement Unit

The SETA Operating Program was pleased to be fully enrolled on the first day of the new program year, and on the last day of the same month had also maintained full enrollment. Staff is in the process of completing all 45 day screenings, and ensuring that children who need referrals for any health concerns are being followed up.

County wide, all of the Family Outcomes surveys have been disseminated and are due back by the middle of October. There will be a spring survey to assess the amount of knowledge and information that families feel they received over the school year. This data will be used to provide feedback to staff on ways to improve systems, and to assess whether or not changes need to be made in the manner in which information is given to parents. The hope is that over a school year, families will be educated on ways it is important to be involved in children's schooling, how to prepare their child for transitions, including the transition into Kindergarten, and how to access job training and education for themselves if needed. Data will be shared in the spring about the percentage of change in the county for families receiving Head Start and Early Head Start services.

Program Support Services Unit

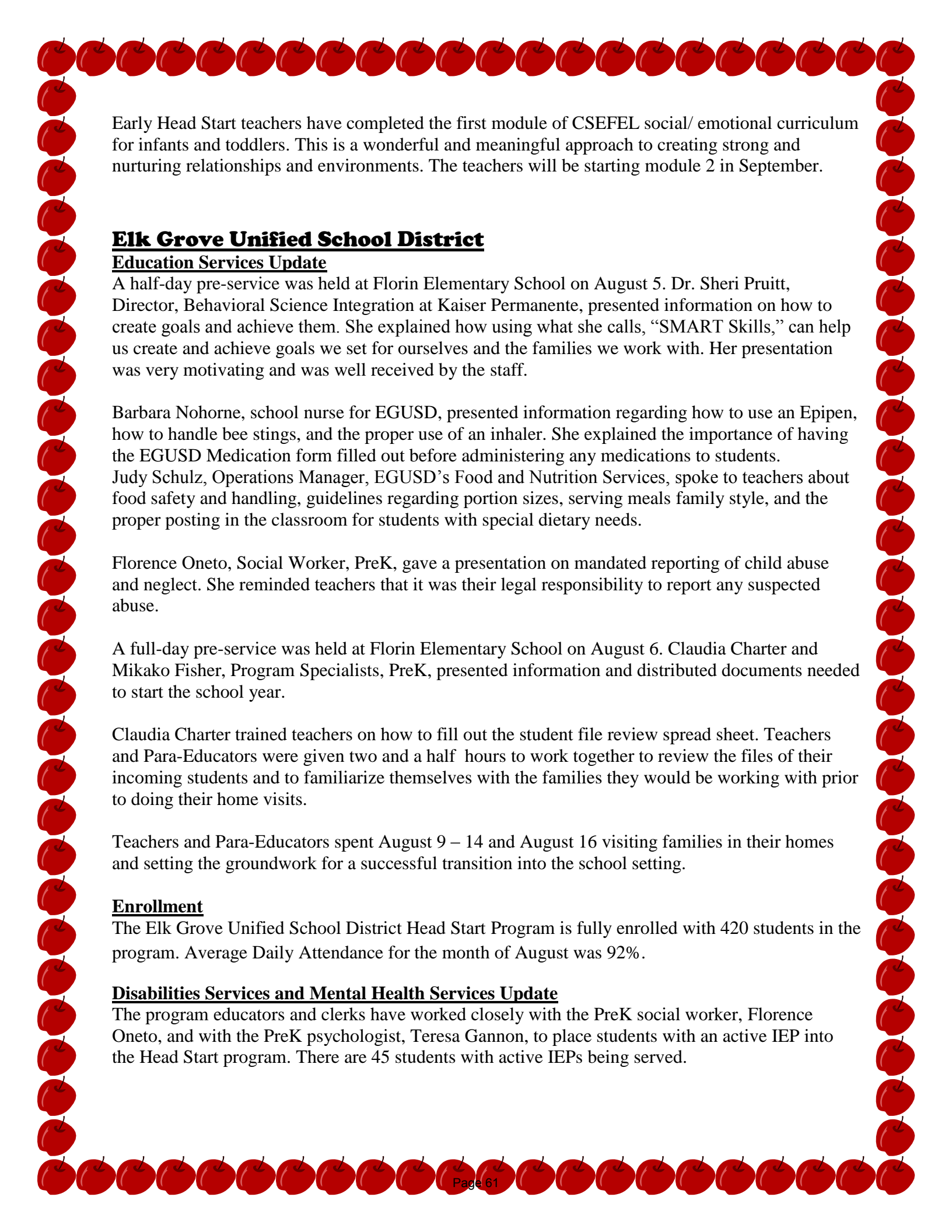
Quality Assurance Unit SETA-Operated Program (SOP) Head Start Center-Based Program (Phoenix Park, New Helvetia, Bright Beginnings, Hopkins, Northview and Norma Johnson centers) was monitored for the month of August. Delegates and SOP were monitored for the Governance and Human Resource program areas. QA Reports will be available later in the month.

Program Information Report (PIR) This annual report describing countywide enrollment demographics, services and performance indicators was submitted to ACF by August 30, 2013. Individual delegate agency reports are available upon request.

New Program Year 2013-2014 Program year 2013-2014 commenced on August 1, 2013. Program Support Services staff has been communicating closely with delegates to support changes for the new school year.

Program Operations Unit

August is a month of celebrating children moving on to their next educational adventure-kindergarten! It is also a time for new children to start preschool. Teachers and families are meeting for orientation to learn about each other. This is a great opportunity for sharing information such as the importance of regular attendance, the family's hopes for their child's preschool experience, and the classroom learning goals.



Early Head Start teachers have completed the first module of CSEFEL social/ emotional curriculum for infants and toddlers. This is a wonderful and meaningful approach to creating strong and nurturing relationships and environments. The teachers will be starting module 2 in September.

Elk Grove Unified School District

Education Services Update

A half-day pre-service was held at Florin Elementary School on August 5. Dr. Sheri Pruitt, Director, Behavioral Science Integration at Kaiser Permanente, presented information on how to create goals and achieve them. She explained how using what she calls, “SMART Skills,” can help us create and achieve goals we set for ourselves and the families we work with. Her presentation was very motivating and was well received by the staff.

Barbara Nohorne, school nurse for EGUSD, presented information regarding how to use an EpiPen, how to handle bee stings, and the proper use of an inhaler. She explained the importance of having the EGUSD Medication form filled out before administering any medications to students. Judy Schulz, Operations Manager, EGUSD’s Food and Nutrition Services, spoke to teachers about food safety and handling, guidelines regarding portion sizes, serving meals family style, and the proper posting in the classroom for students with special dietary needs.

Florence Oneto, Social Worker, PreK, gave a presentation on mandated reporting of child abuse and neglect. She reminded teachers that it was their legal responsibility to report any suspected abuse.

A full-day pre-service was held at Florin Elementary School on August 6. Claudia Charter and Mikako Fisher, Program Specialists, PreK, presented information and distributed documents needed to start the school year.

Claudia Charter trained teachers on how to fill out the student file review spread sheet. Teachers and Para-Educators were given two and a half hours to work together to review the files of their incoming students and to familiarize themselves with the families they would be working with prior to doing their home visits.

Teachers and Para-Educators spent August 9 – 14 and August 16 visiting families in their homes and setting the groundwork for a successful transition into the school setting.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of August was 92%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK social worker, Florence Oneto, and with the PreK psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 45 students with active IEPs being served.



Health Services Update

Height and Weight measurements for each student were completed by or Para-educators. Program educators are in the process of graphing each child's information and contacting the parents with health concerns related to underweight or overweight issues.

In August, 6,976 meals were served to our Head Start students. This month's Elk Grove meals/Snack calendars are attached.

Fiscal Update

This month's fiscal report is attached.

Recruitment

EGUSD's Pre-K Team has been focused on filling our classes and compiling waiting lists. Individual registrations have been held at all sites to increase the number of students on our waiting lists.

Sacramento City Unified School District

Teaching and Learning

In August, staff received two days of training for pre-service and orientation. The pre-service topics included CLASS updates and CSEFEL strategies. During orientation, staff received the annual training for Universal Precautions and Mandated Child Abuse Reporting. Individuals were also updated on procedures for Family Partnership Agreements, Community Resources, and the Individual Development Plan Orientation/Home Visits process.

Balanced Literacy implementation training was provided to our 15 teachers who are participating in our pilot program. They received in-depth training on the components of the literacy program, i.e., units of study, schedules, workshop structures.

All of our classrooms received a thorough cleaning over the summer months. Child Development (CHDV) children, parents and staff will be welcomed to bright and shiny classrooms this Fall.

Health and Nutrition

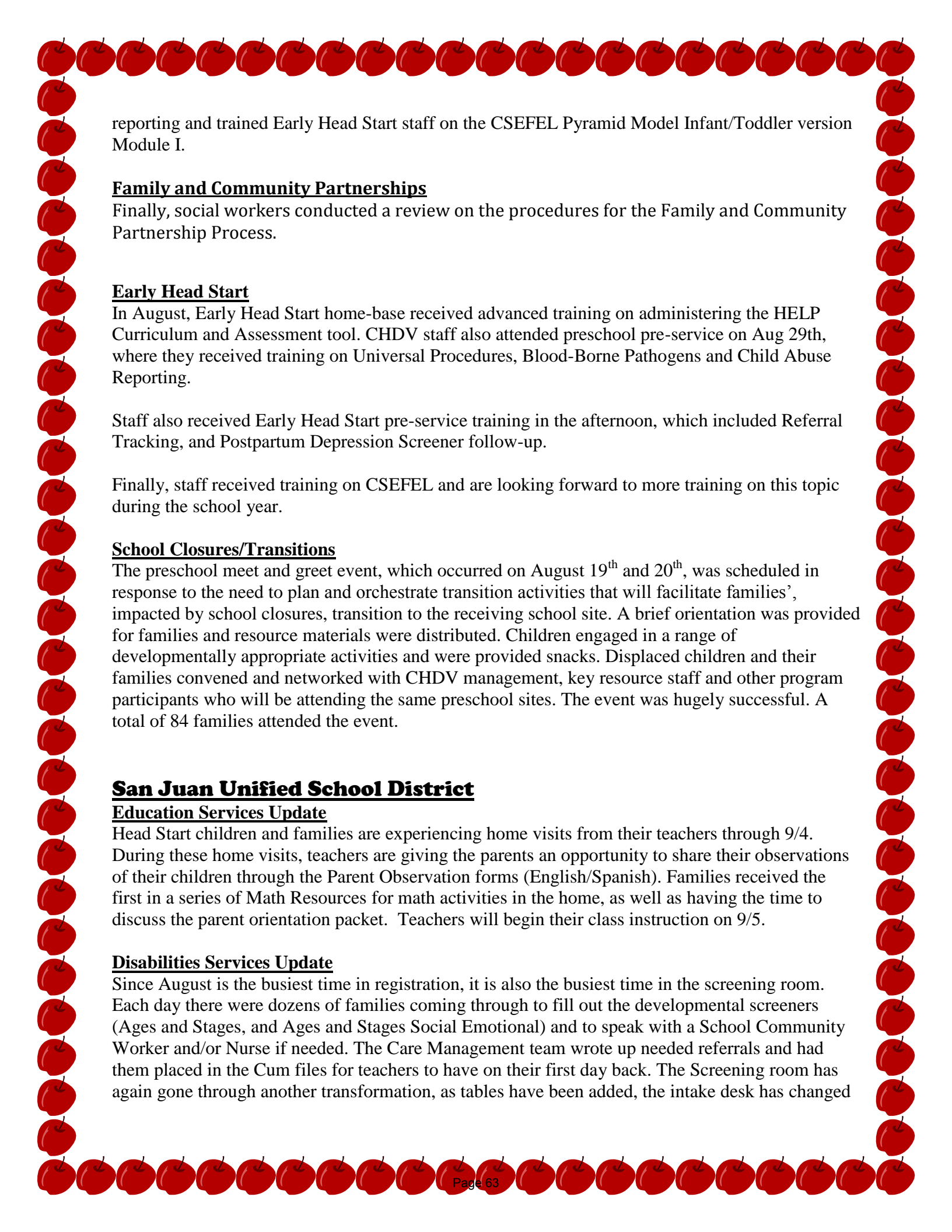
The Head Start nurses have been busy screening children for the start of school. Nurses have been engaged in processing special diet requests, medications, and writing care plans.

Special Needs

As of the end of August, the Child Development Department will have served 171 Head Start preschool children with special needs and 8 Early Head Start infant/toddlers with special needs.

Mental Health

One of the program's school social workers delivered an introductory training on Module 3A of the CSEFEL pyramid model. School social workers also distributed social emotional booklets. Topics included: *I Go to Preschool*, *I Can Be a Superfriend*, *How to Prepare Your Child For Behavioral Success in Preschool and Beyond*. Social Workers also conducted a training on Child Abuse



reporting and trained Early Head Start staff on the CSEFEL Pyramid Model Infant/Toddler version Module I.

Family and Community Partnerships

Finally, social workers conducted a review on the procedures for the Family and Community Partnership Process.

Early Head Start

In August, Early Head Start home-base received advanced training on administering the HELP Curriculum and Assessment tool. CHDV staff also attended preschool pre-service on Aug 29th, where they received training on Universal Procedures, Blood-Borne Pathogens and Child Abuse Reporting.

Staff also received Early Head Start pre-service training in the afternoon, which included Referral Tracking, and Postpartum Depression Screener follow-up.

Finally, staff received training on CSEFEL and are looking forward to more training on this topic during the school year.

School Closures/Transitions

The preschool meet and greet event, which occurred on August 19th and 20th, was scheduled in response to the need to plan and orchestrate transition activities that will facilitate families', impacted by school closures, transition to the receiving school site. A brief orientation was provided for families and resource materials were distributed. Children engaged in a range of developmentally appropriate activities and were provided snacks. Displaced children and their families convened and networked with CHDV management, key resource staff and other program participants who will be attending the same preschool sites. The event was hugely successful. A total of 84 families attended the event.

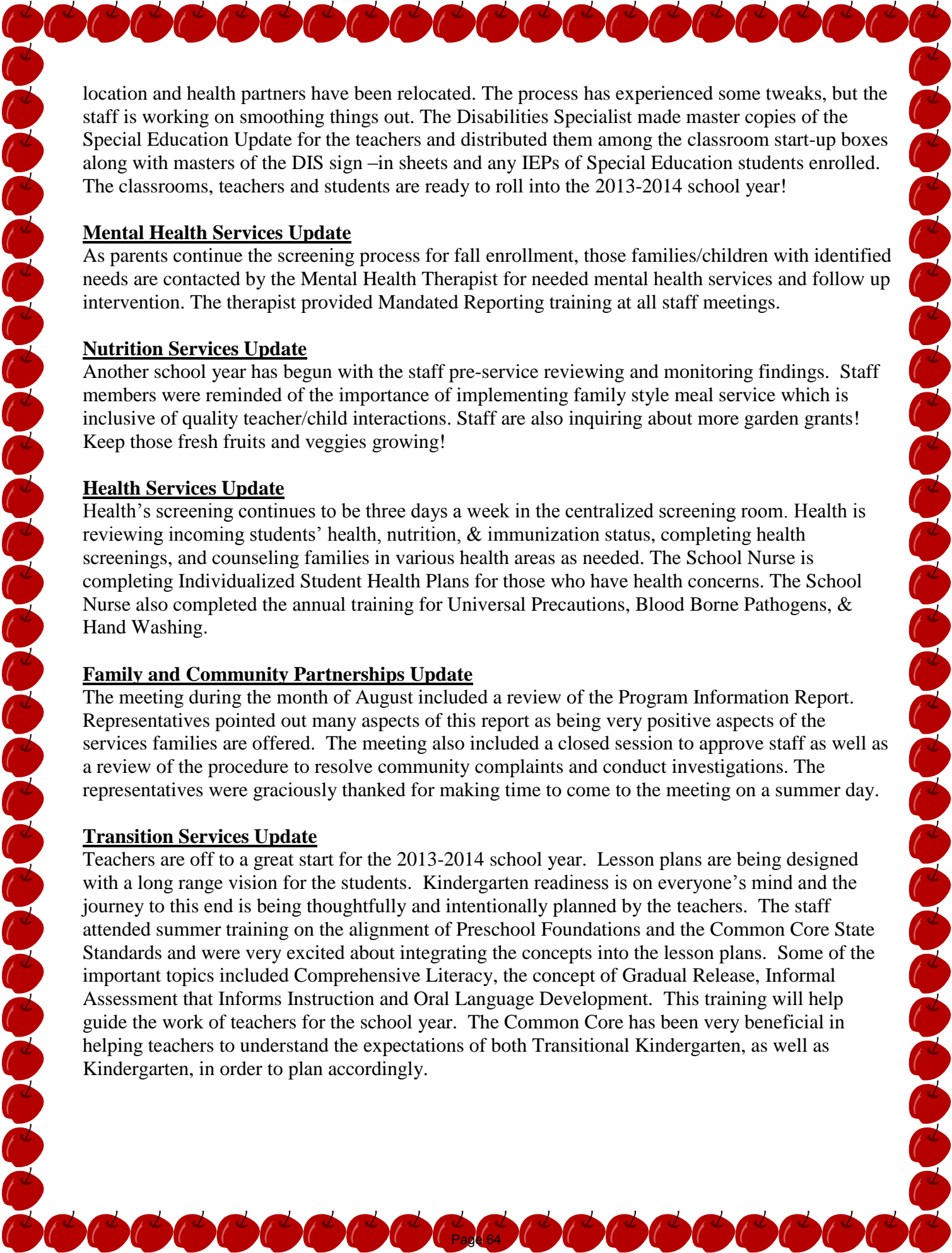
San Juan Unified School District

Education Services Update

Head Start children and families are experiencing home visits from their teachers through 9/4. During these home visits, teachers are giving the parents an opportunity to share their observations of their children through the Parent Observation forms (English/Spanish). Families received the first in a series of Math Resources for math activities in the home, as well as having the time to discuss the parent orientation packet. Teachers will begin their class instruction on 9/5.

Disabilities Services Update

Since August is the busiest time in registration, it is also the busiest time in the screening room. Each day there were dozens of families coming through to fill out the developmental screeners (Ages and Stages, and Ages and Stages Social Emotional) and to speak with a School Community Worker and/or Nurse if needed. The Care Management team wrote up needed referrals and had them placed in the Cum files for teachers to have on their first day back. The Screening room has again gone through another transformation, as tables have been added, the intake desk has changed



location and health partners have been relocated. The process has experienced some tweaks, but the staff is working on smoothing things out. The Disabilities Specialist made master copies of the Special Education Update for the teachers and distributed them among the classroom start-up boxes along with masters of the DIS sign –in sheets and any IEPs of Special Education students enrolled. The classrooms, teachers and students are ready to roll into the 2013-2014 school year!

Mental Health Services Update

As parents continue the screening process for fall enrollment, those families/children with identified needs are contacted by the Mental Health Therapist for needed mental health services and follow up intervention. The therapist provided Mandated Reporting training at all staff meetings.

Nutrition Services Update

Another school year has begun with the staff pre-service reviewing and monitoring findings. Staff members were reminded of the importance of implementing family style meal service which is inclusive of quality teacher/child interactions. Staff are also inquiring about more garden grants! Keep those fresh fruits and veggies growing!

Health Services Update

Health's screening continues to be three days a week in the centralized screening room. Health is reviewing incoming students' health, nutrition, & immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. The School Nurse also completed the annual training for Universal Precautions, Blood Borne Pathogens, & Hand Washing.

Family and Community Partnerships Update

The meeting during the month of August included a review of the Program Information Report. Representatives pointed out many aspects of this report as being very positive aspects of the services families are offered. The meeting also included a closed session to approve staff as well as a review of the procedure to resolve community complaints and conduct investigations. The representatives were graciously thanked for making time to come to the meeting on a summer day.

Transition Services Update

Teachers are off to a great start for the 2013-2014 school year. Lesson plans are being designed with a long range vision for the students. Kindergarten readiness is on everyone's mind and the journey to this end is being thoughtfully and intentionally planned by the teachers. The staff attended summer training on the alignment of Preschool Foundations and the Common Core State Standards and were very excited about integrating the concepts into the lesson plans. Some of the important topics included Comprehensive Literacy, the concept of Gradual Release, Informal Assessment that Informs Instruction and Oral Language Development. This training will help guide the work of teachers for the school year. The Common Core has been very beneficial in helping teachers to understand the expectations of both Transitional Kindergarten, as well as Kindergarten, in order to plan accordingly.

Program Support/Staff Training Update

Teachers and Assistants received the teaching guide, Beginning of the Year, a resource in developmentally appropriate activities to introduce children and families to their brand new classrooms and to promote a nurturing classroom community. Teachers were also given resources to accompany this guide in the form of “Intentional Teaching” cards and “Mighty Minutes”. The “Intentional Teaching” cards provide instructional strategies and a continuum of learning for each activity showing options for children 2-5 years of age. The “Mighty Minutes” are transitional activities with learning concepts embedded in the fun, quick activities!

Fiscal Update

Accounting has worked hard to close out the fiscal year for Early Head Start and Head Start. The current grant came to an end as of July 31, 2013. Accounting is now in the process of submitting final paperwork to SETA. The first PC meeting was held, and Accounting informed parents and staff of the end of the 12-13 grant year as well as the start of the 13-14 grant year.

Early Head Start

The new grant year has begun! The two new home visitors are enrolling new families as San Juan and Encina are allowing their enrollment to drop through attrition to their new capacity. Marshall and Davie Centers have ended their summer home visits and the classrooms are back open. Twenty-two toddlers have transitioned from Early Head Start into Head Start preschool for the new year. A leadership transition is in process for the Early Head Start coordinator position which became vacant on August 30, 2013.

Twin Rivers Unified School District

Events

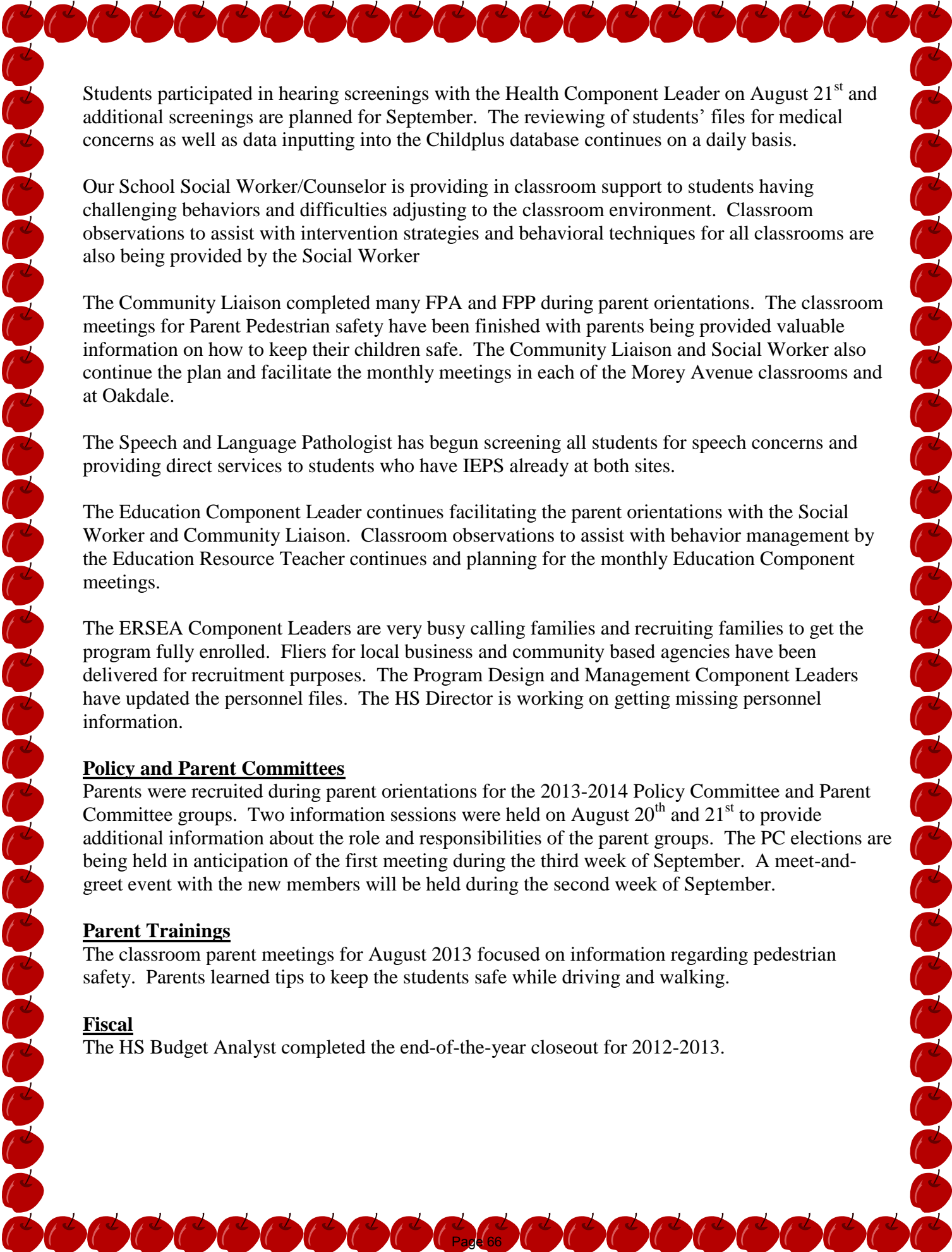
School for our Head Start programs resumed on August 15, 2013. Both sites welcomed back our returning students and a host of new faces. Prior to the start of school, parents participated in parent orientations which provided information on the Head Start program rules and procedures, an opportunity to meet the teaching staff and tours of the preschool classrooms.

Professional Development

On August 14th, the Head Start teaching staff participated in a Professional Development Day with the rest of the ECE Department of TRUSD. The training workshop included an introduction to 2nd step Curriculum focused on social/emotional concepts and behavior management. The teaching staff were also provided refresher training on the Enlightened Discipline philosophy of Be Kind, Be Safe and Be Clean.

Components

The Component Leader received feedback from teaching staff about the nutrition activities for the classrooms and will begin implementing food and physical education activities on a monthly basis. The tracking of lead, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. The growth assessments have begun and will continue through September to measure the heights and weights of all students.



Students participated in hearing screenings with the Health Component Leader on August 21st and additional screenings are planned for September. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis.

Our School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker

The Community Liaison completed many FPA and FPP during parent orientations. The classroom meetings for Parent Pedestrian safety have been finished with parents being provided valuable information on how to keep their children safe. The Community Liaison and Social Worker also continue the plan and facilitate the monthly meetings in each of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist has begun screening all students for speech concerns and providing direct services to students who have IEPS already at both sites.

The Education Component Leader continues facilitating the parent orientations with the Social Worker and Community Liaison. Classroom observations to assist with behavior management by the Education Resource Teacher continues and planning for the monthly Education Component meetings.

The ERSEA Component Leaders are very busy calling families and recruiting families to get the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The Program Design and Management Component Leaders have updated the personnel files. The HS Director is working on getting missing personnel information.

Policy and Parent Committees

Parents were recruited during parent orientations for the 2013-2014 Policy Committee and Parent Committee groups. Two information sessions were held on August 20th and 21st to provide additional information about the role and responsibilities of the parent groups. The PC elections are being held in anticipation of the first meeting during the third week of September. A meet-and-greet event with the new members will be held during the second week of September.

Parent Trainings

The classroom parent meetings for August 2013 focused on information regarding pedestrian safety. Parents learned tips to keep the students safe while driving and walking.

Fiscal

The HS Budget Analyst completed the end-of-the-year closeout for 2012-2013.



Women's Civic Improvement Club (WCIC)

Community Engagement

Clarence "CJ" King, Past Head Start Graduate, has been volunteering in the office: greeting customers, answering phones, typing, copying, researching male involvement activities throughout Sacramento County in order to recommend and/or coordinate for WCIC/Playmate Head Start Program, etc. Mr. King has been an asset to the Agency and Program.

Enrollment

During the month of August 2013 WCIC's Enrollment Team worked non-stop to achieve 100% enrollment on the first day of school, which was Tuesday, September 10, 2013.

Average Daily Attendance Training

WCIC/Playmate Head Start Programs received a Calculating and Analyzing Average Daily Attendance Training by Elsie Bowers, Program Officer from Sacramento Employment and Training Agency, on August 22, 2013. Ms. Bowers gave an overview on the ADA Reporting and Analysis. ADA Samples, ADA Worksheets, Head Start Class Actual Attendance Tracking Samples, Head Start Monthly ADA, and Enrollment Reports were discussed. The ADA Analysis is required only if the program falls below 85% in attendance. Ms. Bowers gave examples, as well as discussed the total number of absences in the month, program wide examples and reasons for absences/patterns to ensure staff understood the calculation analysis.

Recent Program Instruction or Information Memos from Administration for Children and Families (ACF) None to report for this month.

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

August, 2013

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Elk Grove USD	420	420	100
Sacramento City USD	1,292 (103)	90	87
SETA	1,974	1,978	100
San Juan USD	700 (0)	0	0
Twin Rivers USD	211	190	90
WCIC/Playmate Head Start	120 (0)	0	0

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Sacramento City USD	147	147	100
SETA	328	329	100
San Juan USD	161	161	100

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

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 08/31/13)***

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

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

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	6	(3 %)	N/A	
Elk Grove USD (420)	45	(11 %)	N/A	
Sacramento City USD (1292)(147)	4	(0.3 %)	10	(7 %)
San Juan USD (693) (161)	48	(7 %)	13	(8 %)
WCIC (120)	0	(0 %)	N/A	
SETA (1974) (345)	92	(5 %)	40	(12 %)
County (4710)* (653)**	195	(4 %)	63	(10 %)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

***August was summer break for several agencies and only 12-month programs were in operation



SETA Head Start Food Service Operations Monthly Report *August 2013

WCIC/Playmate Classes Closed all of August - Returning September 10th

August 1st through 9th - Traditional Centers Closed

August 2nd - Minimum Day - Preschool and EHS Full Day Classes
Preschool Part-Day Closed

August 26th - SCOE Children Return

Meetings and Trainings:

Cook/Driver Joyce Gray Attended a Serv Safe Certification Training on August 6th

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
39,056	23,400	26,156	220

Total Amount of Meals and Snacks Prepared **88,832**

Purchases:

Food	\$74,884.56
Non - Food	\$15,520.45

Building Maintenance and Repair: \$6,213.58

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$1,787.53

Vehicle Gas / Fuel: \$2,031.64
Normal Delivery Days 20

ITEM IV - 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.