



**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**ALLEN WARREN**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

**KATHY KOSSICK**  
Executive Director

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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, December 1, 2016

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

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

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

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**VI. Adjournment**

**DISTRIBUTION DATE: TUESDAY, NOVEMBER 22, 2016**

ITEM II-A-CONSENT

APPROVAL OF NOVEMBER 3, 2016 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the November 3, 2016 Governing Board meeting for your review.

RECOMMENDATION:

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

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, November 3, 2016  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:01 a.m. The Pledge of Allegiance was recited. The Board and audience observed a moment of silence in honor of former PIC board member, Tom Burruss. The roll was called and a quorum established.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative  
Patrick Kennedy, Member, Board of Supervisors  
Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento  
Don Nottoli, Member, Board of Supervisors (arrived at 10:14 a.m.)

Members Absent:

Allen Warren, Councilmember, City of Sacramento

**VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Pursuant to Government Code Section 54956.8.

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

Address: 925 Del Paso Boulevard, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment

**CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Pursuant to Subdivision (a) of Government Code Section 54956.9

Kelly Johnson v. SETA

Sacramento County Superior Court Case No. 34-2015-00180341

The board went into closed session at 10:03 a.m. Ms. Scherman called the meeting back into open session at 10:07 a.m. and stated that there was no report out of closed session with regard to the first closed session item. The second closed session item was dropped.

## II. Consent Items

- A. Minutes of the October 6, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of a Workforce Accelerator Application to the California Workforce Development Board – Build Your Own Workforce Program
- D. Ratification of the Submission of a Workforce Accelerator Application to the California Workforce Development Board – Change Maker Youth Development Program

Mr. Thatch requested that item E be taken under separate action.

Moved/Schenirer, second/Kennedy, to approve consent items A-D as follows:

- A. Approve the October 6, 2016 minutes.
- B. Approve the claims and warrants for the period 9/27/16 through 10/27/16.
- C. Ratify the submission of a Workforce Accelerator Fund 4.0 grant application requesting \$150,000 to the California Workforce Development Board for the Build Your Own Workforce Program.
- D. Ratify the submission of a Workforce Accelerator Fund 4.0 grant application requesting \$150,000 to the California Workforce Development Board for the Change Maker Youth Development Program.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli, Warren)

- E. Approval to Extend Marketing, Advertising, Graphic Design and Website Maintenance Services Agreement with EMRL for One Year and Authorize the Executive Director to Sign the Agreement

There were no questions or comments.

Moved/Kennedy, second/Schenirer, to approve the extension of the agreement with EMRL, Inc. for marketing, advertising, graphic design and website maintenance services for the term November 10, 2016 through November 9, 2017 for a not to exceed amount of \$60,000 and authorize the Executive Director to sign the agreement.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli, Warren)

### **III. Action Items**

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

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick reviewed the process by which officers are chosen for the SETA Governing Board.

Moved/Kennedy, second/Scherman, to elect Mr. Jay Schenirer as Chair and Mr. Patrick Kennedy as Vice Chair of the SETA Governing Board with terms to begin November 4, 2016.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli, Warren)

2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Ms. Loretta Su introduced Mr. Ken Urrutia of Arthur J. Gallagher. Mr. Urrutia reviewed the reports provided to board members showing the detailed marketing done to prepare the quote. The summary document was reviewed. Through the marketing efforts the best option is to remain with Philadelphia Insurance as they have been a good market partner. The agency went through and reviewed the building values and found that the values did increase so the majority of changes are due to building value increases. There was actually a reduction in total premium. The Directors and Officers quote went up by 6% because of the high number of claims. This was due to the number of claims, not the severity.

Mr. Nottoli arrived at 10:14 a.m.

Mr. Urrutia reviewed some optional coverage. He recommended increasing the umbrella coverage to \$20 million for an additional \$8,000 premium. He also recommended purchasing Cyber liability for an additional \$16,500 premium.

Moved/Schenirer, moved/ Kennedy, to approve the purchase of agency insurance for general liability, vehicle liability, umbrella, errors and omissions, and student accident with the addition of increasing umbrella coverage to \$20 million for an additional \$8,000 premium, and the addition of cyber liability for a \$16,500 premium.

Roll Call Vote:

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

Nay: 0

Abstentions: 0  
Absent: 1 (Warren)

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: None.

Refugee Services

1. Approval of Augmentation Recommendations for the Refugee Social Services (RSS) and Targeted Assistance (TA) Programs, Program Year (PY) 2016-2017

There were no questions or comments on this item.

Moved/Schenirer/Kennedy, to approve staff augmentation recommendations for the Refugee Social Services (RSS) and Targeted Assistance (TA) refugee program providers for PY 2016-17 as shown on the funding charts. Additionally, approve the following funding stipulations:

1. TA funds will be allocated in two increments. The first increment will fund program services from October 1, 2016 through April 30, 2017. The second increment, contingent upon receipt of funds from ORR, will fund program services from May 1, 2017 through September 30, 2017.
2. 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.
3. All VESL/ES and ES Stand Alone service providers must allocate a minimum of 10% of their awards for supportive services.
4. 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 per day, from October 1, 2016, through September 30, 2017.
5. Refugees receiving resettlement or Match Grant employment services from IRC are not eligible to participate in IRC's RSS-funded VESL/ES program until all services within those grants have been exhausted.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

One Stop Services

2. Approval to Release a Request for Proposals for Project Slingshot – Capital Region



Mr. Schenirer stated that he has no financial connections but is affiliated with an organization in Oak Park that may submit a proposal for these funds. Mr. Thatch stated that Mr. Schenirer has no conflict of interest.

The agency is now moving forward with a couple of RFPs; this is the first of two RFPs with a second coming in December for approval. This particular RFP requests specific types of services for start-ups and small businesses.

Mr. Schenirer is excited and this is a good opportunity for the agency. The city just distributed \$1 million in innovation grants and hopes that there will be some alignment. The City received 128 applications and 15 were funded.

Mr. Nottoli asked how the Slingshot name came up. Mr. Kim stated that this is a statewide initiative. The idea behind this initiative is to think of an idea that is outside of the box, innovative, moves the needle, and slingshots you forward.

Moved/Schenirer, second/Kennedy, to approve the Release of a Request for Proposals for Project Slingshot – Capital Region.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

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

1. Ratification of Submission of the Second Revised Head Start Extended Duration of Services Application to the Office of Head Start

No questions or comments.

Moved/Kennedy, Schenirer, to Ratify the submission of the second revised Head Start Extended Duration of Services application to the Office of Head Start in the amount of \$1,646,752 for Basic, reflecting the requested 33% reduction, and \$1,134,500 for Start-up, to extend the duration of services to Head Start children in Sacramento County.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

### **IV. Information Items**

- A. SETA Children and Family Services Department Year-In-Review Presentation: Continued to the December 1 meeting.

- B. Fiscal Monitoring Reports: No comments.
- 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: No comments.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Mr. Kennedy a Happy Birthday. Building construction/tenant improvements will begin in late November; the January meeting will be held in the Board of Supervisors chambers.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Nottoli asked about the Head Start presentation; Ms. Kossick stated that due to time constraints, this presentation will be done in December.
- F. Public: Ms. Scherman stated that she feels confident that Councilman Schenirer will do a good job as Chair of the SETA Governing Board.

**VII. Adjournment: The meeting was adjourned at 10:24 a.m.**

ITEM II-B-CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/28/16 through 11/22/16, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 10/28/16 through 11/22/16.

PRESENTER: Kathy Kossick

ITEM II-C-CONSENT

APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE  
SACRAMENTO COUNTY HEAD START/EARLY HEAD START  
POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met to review and recommend revisions to the bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by *italic* type and deletions are indicated by ~~strikethrough~~.

A public hearing was opened at the October 25, 2016 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their November 22, 2016 meeting.

The bylaws are being sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws.

PRESENTER: Denise Lee

## ITEM II-D-CONSENT

### CONCURRENCE WITH THE SACRAMENTO WORKS BOARD TO APPROVE THE TRANSFER OF WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) DISLOCATED WORKER FUNDS TO ADULT FUNDS, PROGRAM YEAR (PY) 2016-17, AND AUTHORIZE STAFF TO SUBMIT A REQUEST TO THE STATE OF CALIFORNIA, EMPLOYMENT DEVELOPMENT DEPARTMENT

#### BACKGROUND:

This item addresses the transfer of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funds to Adult funds for Program Year (PY) 2016-17. WIOA, signed into law July 22, 2014, allows Local Workforce Development Boards (LWDBs), with approval from the Governor, to transfer up to and including 100 percent of the funds allocated for Adult and Dislocated Worker programs in order to maximize customer service and provide local boards with greater flexibility to respond to changes in their local labor markets and the demonstrated needs of each unique population. WIOA funds transfer limitations can be found in WIOA, Section 133(b)(4).

Each year, approximately 30 percent of eligible dislocated workers are served under SETA's adult funding stream. By alleviating SETA staff of the labor-intensive eligibility, data collection, accounting and reporting procedures required when serving customers under the dislocated worker funding stream, more effort can be focused on training and job development services.

Consistent with the State of California, Employment Development Department's (EDD) Workforce Services Directive WSD15-23, Transfer of Funds – Adult/Dislocated Worker Programs, issued on March 29, 2016, staff is recommending that the Board authorize the transfer of 63 percent of SETA's total WIOA dislocated worker formula allocation to the adult program for PY 2016-17.

The amount of dislocated worker funds to be transferred to the adult allocation for PY 2016-17 will be \$2,319,181. Before effecting transfer, SETA will obtain written approval from EDD, Workforce Services Division, which has been delegated authority to act on behalf of the Governor.

#### RECOMMENDATION:

Concur with the Sacramento Works Board to approve the transfer of \$2,319,181 in WIOA dislocated worker formula funds to the WIOA adult program for PY 2016-17, and authorize staff to submit a transfer request to the State of California, EDD.

PRESENTER: Michelle O'Camb

ITEM III-A-1-ACTION

APPROVAL OF PROCUREMENT OF WORKERS COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Workers Compensation expires December 31, 2016. SETA's broker, Arthur J. Gallagher, is in the process of obtaining quotations for the coverage and will present an oral report at the meeting.

If final quotes are not available at the December 1 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director procure Workers Compensation coverage for the calendar year 2017.

PRESENTER: Loretta Su

ITEM III-A-2-ACTION

REVIEW AND APPROVAL OF THE AGENCY'S INDEPENDENT AUDITOR'S REPORT  
AND FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2016

BACKGROUND:

Gilbert Associates, Inc. recently completed the annual audit of the Sacramento Employment and Training Agency for the fiscal year ended June 30, 2016. Staff will be available to answer questions regarding the audit.

The auditor's report will be sent under separate cover.

RECOMMENDATION:

Review and approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2016.

PRESENTER: Loretta Su

ITEM III-A-3-ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISIONS TO THE SALARY SCHEDULE FOR HEAD START PARENT INTERN, STUDENT INTERN, HEAD START CHILD CARE TEACHER ASSISTANT, HEAD START ON-CALL COOK DRIVER, AND HEAD START SUBSTITUTE CHILD CARE TEACHER**

**BACKGROUND:**

This agenda item provides the opportunity for the Governing Board to approve revisions to five (5) job classifications to align with new minimum wage rates effective January 1, 2017. New legislation (SB3) was signed into law on April 4, 2016, raising California's minimum wage to \$15.00 per hour effective January 1, 2022. The law requires increases to the minimum wage in a series of steps:

1. On January 1, 2017, the minimum wage will increase to \$10.50 per hour.
2. On January 1, 2018, the minimum wage will increase to \$11.00 per hour.
3. On January 1, 2019, the minimum wage will increase to \$12.00 per hour.
4. On January 1, 2020, the minimum wage will increase to \$13.00 per hour.
5. On January 1, 2021, the minimum wage will increase to \$14.00 per hour.
6. On January 1, 2022, the minimum wage will increase to \$15.00 per hour.

Compliance with the law will require revisions to five (5) Agency job classifications including: Head Start Parent Intern, Student Intern, Head Start Child Care Teacher Assistant, Head Start On-Call Cook Driver, and Head Start Substitute Child Care Teacher.

The current pay ranges are as follows:

<b>Title</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Head Start Parent Intern	\$10.00	\$10.50	\$11.03	\$11.58	\$12.16
Student Intern	\$10.00	\$10.50	\$11.03	\$11.58	\$12.16
Head Start Child Care Teacher Assistant	\$10.00	\$10.50	\$11.03	\$11.58	\$12.16
Head Start On-Call Cook Driver	\$10.41	N/A	N/A	N/A	N/A
Head Start Substitute Child Care Teacher	\$10.41	N/A	N/A	N/A	N/A

The new pay ranges are as follows:

<b>Title</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Head Start Parent Intern	\$10.50	\$11.03	\$11.58	\$12.16	\$12.76
Student Intern	\$10.50	\$11.03	\$11.58	\$12.16	\$12.76
Head Start Child Care Teacher Assistant	\$10.50	\$11.03	\$11.58	\$12.16	\$12.76
Head Start On-Call Cook Driver	\$10.50	N/A	N/A	N/A	N/A
Head Start Substitute Child Care Teacher	\$10.50	N/A	N/A	N/A	N/A



ITEM III-A-3-ACTION (continued)  
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RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and approve the new pay ranges for the Head Start Parent Intern, Student Intern, Head Start Child Care Teacher Assistant, Head Start On-Call Cook Driver, and Head Start Substitute Child Care Teacher.

PRESENTER: John Allen

ITEM III-A-4-ACTION

APPROVAL OF LEASE FOR HEAD START EARLY LEARNING CENTER  
SPACE LOCATED AT 925 DEL PASO BOULEVARD AND AUTHORIZE THE  
EXECUTIVE DIRECTOR TO EXECUTE THE LEASE

BACKGROUND:

Over the course of the last few months, the Agency has been negotiating with the current landlord (McCuen Acoma Street Investors, L.P.) for a new lease of the approximately 7,885 square feet of space occupied by the Children and Family Services Department for its on-site Head Start Early Learning program at 925 Del Paso Boulevard. Subject to your Board's approval, the parties have reached agreement for a ten-year lease, with two five-year options for this space, the adjacent playground and 28 dedicated parking spaces. The new Lease will commence on January 1, 2017, but SETA will not commence paying rent until May 1, 2017. A copy of the Lease will be provided under separate cover when the Landlord has executed the Lease.

Staff and Legal Counsel will be available to answer any questions.

RECOMMENDATION:

Staff recommends that the Governing Board approve the new Lease for the Head Start Early Learning Center space at 925 Del Paso Boulevard and authorize the Executive Director to execute Lease.

PRESENTER: Kathy Kossick

## ITEM III-B-1-ACTION

### APPROVAL OF COMMUNITY SERVICES BLOCK GRANT FUNDING EXTENSION RECOMMENDATIONS FOR PROGRAM YEAR 2017

#### BACKGROUND:

SETA's delegate agreements with Community Services Block Grant (CSBG) funded program operators permit SETA to extend the agreements for an additional year, ending on December 31, 2017.

SETA's estimated planning allocation for program year 2017 is \$1,758,773. After setting aside funds for program staffing, direct customer supports and administrative costs, staff recommends allocating \$877,881 for CSBG direct services by contracted partners.

The recommendations include CSBG Discretionary funds for Safety Net services provided by WIND Youth Services to homeless youth. Staff is recommending extending WIND Youth Services with a combination of CSBG formula and discretionary funds. The actual combination of funds will be dependent on the amount of unspent CSBG discretionary funds available as of December 31, 2016.

SETA's Community Services and Fiscal staff have conducted a thorough evaluation of CSBG program operator performance through September 30, 2016. Staff has determined that the majority of CSBG program operators have been performing satisfactorily and some have exceeded outcome goals and/or service levels as prescribed in their subcontracts. Conditions causing some program operators to perform below planned service and expenditure levels have been evaluated and technical assistance is being provided.

Staff recommends extending all CSBG delegate agreements for an additional year under the same terms, conditions, and funding amounts as indicated on the attached chart, contingent upon program performance. Staff also recommends maintaining the consultant services of Daren Maeda, Director of Linkage to Education, at the same funding level allocated in the current fiscal year, \$30,000.

The Community Action Board approved these funding extensions at their November 9, 2016 meeting. Staff will be available to answer questions.

#### RECOMMENDATION:

Approve the following staff recommendations:

1. Extend all CSBG subcontracts for an additional one year term, contingent upon satisfactory program performance.
2. Maintain Daren Maeda as a SETA consultant for an additional year at \$30,000.

## SETA 2017 CSBG SUBCONTRACTORS

### Extension Recommendations

Agency	CSBG Funded Services Offered Family Self-Sufficiency (FSS) and Youth & Senior Support(YSS)	2017 CSBG Funding
Children's Receiving Home – YSS (Youth)	Independent living and support services for foster and emancipated foster youth	\$28,500
County of Sacramento Department of Health and Human Services – YSS (Seniors)	Senior companion services for frail and elderly seniors	\$16,500
Folsom Cordova Community Partnership - FSS	Food, diapers, shelter, utilities, eviction avoidance, employment supports and transportation assistance	\$60,000
La Familia Counseling Center – YSS (Youth)	Alternative Services for at-risk youth (Project Reach)	\$55,000
Next Move Sacramento – FSS	Shelter and housing services for homeless families and individuals	\$60,000
Next Move Sacramento - YSS (Seniors)	Residence in housing, food and transportation	\$25,000
Sacramento Self-Help Housing – FSS	Assistance maintaining current housing or obtaining safe and affordable housing	\$20,000
Saint John's Program for Real Change – FSS	Integrated Health, Client Services, Children's Program, Career Education & Placement Outreach, Plates and First Steps, employment	\$70,000
Visions Unlimited – YSS (Seniors)	Independent living assistance for frail and elderly seniors	\$35,000
Waking the Village - FSS	Transitional housing, guidance and support services for homeless parenting youth	\$50,000
WIND Youth Services - FSS	Intensive case management and employment support	\$60,000
<b>Family Self-Sufficiency and Youth &amp; Senior Supports Total</b>		<b>\$480,000</b>

<b>Agency</b>	<b>CSBG Funded Services Offered Safety-Net</b>	<b>2017 CSBG Funding</b>
Elk Grove Food Bank	Food (food box or prepared meals)	\$20,000
Folsom Cordova Community Partnership	Food, diapers, shelter, utilities, eviction avoidance, employment supports and transportation assistance	\$24,000
Lao Family Community Development	Food, transportation, utility assistance and reconnection, off-site shelter, eviction avoidance, first month rental assistance, employment supports, and clothing	\$20,000
Legal Services of Northern California	Legal assistance to seniors and grandparent caregivers	\$20,000
My Sister's House	Eviction avoidance, utilities and rental assistance	\$34,100
Next Move Sacramento (Francis House)	Rental assistance, shelter, utilities, eviction avoidance, transportation and employment supports	\$85,600
River City Food Bank	Food (food box or prepared meals)	\$20,000
South County Services	Food, eviction avoidance, utilities and transportation assistance	\$27,700
The Salvation Army	Shelter, eviction avoidance, utilities and rental assistance	\$60,500
Voluntary Legal Services Program	Driver's license and criminal record expungement workshops	\$28,000
Volunteers of America	Utilities, eviction avoidance and rental assistance for veterans	\$7,600
WIND Youth Services (Includes discretionary funding)	Prepared meals and hygiene supplies for homeless youth	\$20,381
<b>Safety-Net Total</b>		<b>\$367,881</b>

Linkage to Education	Assists adjudicated and former foster youth with college enrollment and on-going supports. Recommended for service extensions through 2017	\$ 30,000
<b>Linkage to Education Total</b>		<b>\$ 30,000</b>
<b>Total Funding Recommendation</b>		<b>\$877,881</b>

## ITEM III-B-2-ACTION

### APPROVAL OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT RESOURCE SHARING AGREEMENT AND AUTHORIZE SETA'S EXECUTIVE DIRECTOR TO NEGOTIATE CHANGES SUBJECT TO LEGAL COUNSEL APPROVAL

#### BACKGROUND:

Under the Workforce Innovation and Opportunity Act (WIOA), Local Workforce Development Boards (LWDB), with the agreement of the Chief Local Elected Official (CEO) are responsible for entering into a Memorandum of Understanding (MOU) with specified One-Stop Required Partners that provide programs or activities within the local area.

In January, the California Employment Development Department (EDD) released Directive WSD15-12, WIOA Memorandums of Understanding, providing guidance on the development of MOUs and a sample MOU Template that local areas could adapt for their purposes. The Directive separated the MOU development process into two (2) phases: Phase I-Service Coordination and Phase II-Shared Resources/Costs. Phase I was to be completed no later than June 30, 2016, while Phase II would be separately negotiated and was to be completed by December 31, 2017.

On October 16, 2016, EDD released Draft Directive WSDD16-09, WIOA Phase II Memorandums of Understanding, providing guidance on shared resources and costs, and a sample template that local areas can use as they work through the negotiations process. The Directive specifies the requirements for the sharing of One-Stop Center infrastructure and other system costs, and accelerated the Phase II timeline to require that all cost/resource sharing agreements be executed and submitted to EDD **no later than June 30, 2017**.

Staff, with the approval of the respective legal counsels for the Sacramento Works, Inc. (SWI), Sacramento's LWDB, and the SETA Governing Board, have prepared the draft Resource Sharing Agreement (RSA) (sent under separate cover) for the Sacramento Workforce Development Area based on the sample template provided by EDD. Beginning in November 2016, staff will be convening a series of meetings with all One-Stop Required Partners to negotiate the specific RSA terms.

It is anticipated that the overwhelming majority of One-Stop Required Partners will execute the attached draft RSA; however, to ensure that the SWI is able to comply with the requirement of executing RSAs with all One-Stop Required Partners, staff is

PRESENTER: Roy Kim

ITEM III-B-2-ACTION (continued)  
Page 2

recommending that the Board authorize SETA's Executive Director to negotiate changes to the RSAs with One-Stop Required Partners, subject to approval by the SWI's and the SETA Governing Board's legal counsels.

RECOMMENDATION:

Approve the WIOA Resource Sharing Agreement for the Sacramento Workforce Development Area and authorize SETA's Executive Director to negotiate changes to the RSAs with One-Stop Required Partners, subject to approval by the SWI's and the SETA Governing Board's legal counsels.

PRESENTER: Roy Kim

## ITEM III-B-3 - ACTION

### APPROVAL TO RELEASE A SECOND REQUEST FOR PROPOSALS FOR PROJECT SLINGSHOT - CAPITAL REGION

#### BACKGROUND:

In early 2014, the California Workforce Development Board (CWDB) announced its State-wide “Slingshot” Initiative designed to promote regional, innovative and risk-taking projects that “moved the needle” on big employment, education and jobs issues. The initiative was designed to regionally align local workforce development boards in preparation for the implementation of the Workforce Innovation and Opportunity Act’s (WIOA) Planning Regions, and was founded on the key principles of industry engagement, integrated partnerships and shared outcomes.

As part of this strategy, the CWDB set-aside funds to develop innovative regional projects under which successful applicants would be funded up to \$1,000,000 for approved projects. While traditional workforce development projects involve federally prescribed customers, services and performance outcomes, the Slingshot Project allowed for a great degree of flexibility in all aspects of program design.

In October 2014, the SETA Governing Board approved the submission of an initial proposal to the CWDB to grow jobs and support economic mobility by creating an ecosystem of services and resources for entrepreneurs, start-ups and small businesses throughout the Capital Region, which includes four regional workforce development areas: SETA/Sacramento Works, Inc., Golden Sierra Job Training Agency, North Central Counties Consortium and Yolo County.

The initial application was submitted to access \$20,000, which funded the “Slingshot Design” phase, where regional collaborative research and development efforts by workforce, economic development, education and business partners led to the development of an Implementation Plan/Proposal (“Compact”) that was submitted to the CWDB in January 2016 to secure the remainder of the \$1,000,000 set aside for the project. In August 2016, the CWDB approved the Compact and released the additional funds.

In November 2016, the Board approved the release of the first Project Slingshot Request for Proposals (RFP) which solicited the following services:

- Business Mentorship Services - designed to match successful executives with less experienced startups within the same or similar industry sector.
- Maker Space/Incubator Services – designed to support and/or expand physical space, including tools and equipment that will attract, connect and accelerate startups.



ITEM III-B-3-ACTION (continued)  
Page 2

Staff is recommending releasing a second RFP based on the approved Slingshot Compact which includes the innovative concept of a regional, online, customizable, entrepreneurial resource database/software (“System”) designed to connect entrepreneurs and business startups to the specific resources they need throughout the Capital Region. This System is a cornerstone of the approved Slingshot Compact and the Slingshot Budget includes a line-item of \$50,000 for this specific purpose.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Release of a second Request for Proposals for Project Slingshot – Capital Region.

## ITEM III-B-4-ACTION

### APPROVAL TO ALLOCATE WIOA TITLE I YOUTH FUNDS TO SUPPORT A TRANSITIONAL FOSTER YOUTH EMPLOYMENT PILOT

#### BACKGROUND:

Based on input from the Youth Committee, SETA is requesting approval to reallocate WIOA Title I funds to serve 20 Out-of-School Transitional Foster Youth ages 18 to 24 through an employment pilot program, Youth Force @ Work.

The Youth Force @ Work program is a collaborative effort between SETA, the California Employers Association and Stanford Options for Youth to provide intensive interactive classroom work readiness training followed by paid work experience with public or private sector employers.

The Youth Force @ Work program will provide the following activities:

- 32 hours of interactive classroom training on how to gain and keep employment as well as managing money
- A StrengthsFinder Assessment to identify innate talents and build confidence & strengths
- Contemporary job search strategies
- Employers to interview, employ and provide work experience to all participants
- Work-based learning activities for students, including field trips, speaking engagements, and job shadowing
- Career events for youths
- Mock interviews
- Resume preparation and development
- Experience working with social media tools such as Linked In, Facebook and Twitter accounts
- Training on how to network
- 240 hours of paid work experience with support to retain permanent employment

The total cost to implement this pilot is \$74,380 which includes providing 20 Transitional Foster Youth with 32 hours of classroom training and 240 hours of paid work experience

PRESENTER: Terri Carpenter

ITEM III-B-4-ACTION (continued)  
Page 2

at \$13.00 per hour (\$10.00 per hour plus \$3.00/hour to cover taxes and workers compensation and payroll processing fees through the Community College Foundation).

The pilot program funding would be supported by the approved WIOA 2016-2017 funding allocation of \$100,000 for Wages/Supportive Services for In-house Youth Initiatives.

The Sacramento Works, Inc. board met and approved this item at their November 16 meeting. Staff will be available to provide additional details.

RECOMMENDATION:

Approve the allocation of \$74,380 WIOA Title I Youth Funds to support a Transitional Foster Youth Employment Pilot.

PRESENTER: Terri Carpenter

## ITEM III-B-5-ACTION

### APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR WIOA TITLE I YOUTH PROGRAM SERVICES FOR THE GALT AREA

#### BACKGROUND:

In June 2016, the Governing Board approved the WIOA Youth funding recommendations which included the Galt Joint Union High School District in the amount of \$95,640 to serve 20 Out of School Youth in the Galt area.

On October 12, 2016, SETA was notified by the Galt Joint Union High School District that it was returning its WIOA Youth funds.

On November 9, 2016, the SWI Youth Committee requested that staff seek approval to release a Request for Proposals (RFP) specifically to serve disconnected youth in the Galt area. On November 16, 2016, the SWI Board concurred with the Youth Committee recommendations.

The Sacramento Works Youth Committee is seeking a service provider to operate a WIOA Youth Program to serve youth residing in the Galt area which is defined as follows:

- South, Twin Cities Road
- North, Liberty Road
- West, Marengo Road
- East, Christensen Road

WIOA youth programs are intended to provide a rich array of age-appropriate services that target economically disadvantaged youth aged 16-24 who face barriers to staying in school or to finding stable employment.

The Sacramento Works WIOA youth program for the Galt area will provide services to Out-of-School youth aged 18-24.

The following program elements are considered required activities for Out-of-School youth:

- Alternative School Completion: All out-of-school youth that do not have a GED or high school diploma must enroll in services to attain either a GED or high school diploma.
- Work Experience: Paid or unpaid work experience that have academic and occupational education as a component of the work experience, which may include:
  - ✓ Summer employment opportunities and other employment opportunities available throughout the school year
  - ✓ Pre-apprenticeship programs

ITEM III-B-5-ACTION (continued)

Page 2

- ✓ Internships and job shadowing
- ✓ On-the-job training opportunities
- Leadership development opportunities, including community service and peer-centered activities (Activities can include: Community and Service Learning projects, participating on community boards or committees, training in decision making and determining priorities.)
- Follow-up services

The service provider will be responsible to provide access to services to youth in the targeted geographic area and through the Sacramento Works AJCC located in the targeted area. The WIOA service provider will be required to be located on-site at an AJCC on a frequent basis to provide access to the WIOA youth program for youth seeking services through the Sacramento Works system.

The amount of funding estimated to be available in this RFP is \$95,640 per year. This amount is subject to change upon final receipt of WIOA Title I Youth funding allocations. All subgrants will be awarded for an initial term beginning March 6, 2017 and ending June 30, 2018.

Oversight of the process for the selection of youth program operators is the responsibility of the Youth Committee. The recommendations made by the Youth Committee are submitted to the Sacramento Works, Inc. and the SETA Governing Board.

In order to assist Sacramento Works, Inc. and the SETA Governing Board in making funding decisions, a proposal evaluation committee comprised of staff, partners and Youth Committee members will evaluate each proposal and provide the results of their evaluation in the form of youth program funding recommendations.

Youth program funding recommendations will be based upon an evaluation of each proposal submitted and the applicant agency's past program performance.

RECOMMENDATION:

Approve the Release of a Request for Proposals for WIOA Title I Youth Program Services for the Galt Area.

PRESENTER: Terri Carpenter

ITEM IV-A – INFORMATION

SETA CHILDREN AND FAMILY SERVICES DEPARTMENT  
YEAR-IN-REVIEW PRESENTATION

BACKGROUND:

This agenda item provides the opportunity for the Children and Family Services Department Managers to share success stories and information about services provided to children and families during the 2015-2016 program year.

Presenters:

**Lisa Carr** – Manager, Family Engagement, Home Base and ERSEA (oversees family engagement, enrollment/recruitment/attendance, and home base services)

**Robyn Caruso** – Manager, Program Support Services and Special Projects (oversees quality assurance, EHS-CCP, special projects and grants).

**Martha Cisneros** – Manager, Health/Nutrition and Safe Environments (oversees medical and dental health services, immunizations, food services and safe environments)

**Karen Griffith** – Manager, Program Operations (oversees education, special education and mental health services)

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.

PRESENTER: Loretta Su

MEMORANDUM

**TO:** Mr. Robert Roe **DATE:** October 26, 2016  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic	\$3,125,314	08/1/15-7/31/16	08/1/15-7/31/16
Head Start	T & TA	\$9,000	08/1/15-7/31/16	08/1/15-7/31/16

Monitoring Purpose: Initial Follow-up Special Final X  
Date of review: September 12-15, 2016

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



**Program Operator:** Elk Grove Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2015 to July 31, 2016 for the Head Start program have been traced to the delegate agency records. The records were verified and appeared to be in order.

**Recommendations for Corrective Action:**

- 1) None

cc: Kathy Kossick  
Governing Board  
Policy Council

MEMORANDUM

**TO:** Ms. Lisa Welze **DATE:** October 20, 2016  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of International Rescue Committee

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$ 72,967	12/1/14-9/30/15	7/1/15-9/30/15
RSS	VESL/ES	\$ 138,118	10/1/15-9/30/16	10/1/15-6/30/16

**Monitoring Purpose:** Initial   X   Follow-Up      Special      Final   X    
**Date of review:** Sept 16, 2016 and follow-up Sept 22, 30 & Oct 5, 2016

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

**Program Operator:** International Rescue Committee

**Findings and General Observations:**

The total costs as reported to SETA for RSS have been traced to the delegate agency records. The records 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: Ms. Jacquie Bonini** **DATE: November 14, 2016**  
**FROM: Tammi L. Kerch, SETA Fiscal Monitor**  
**RE: On-Site Fiscal Monitoring of Sacramento City Unified School District**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS CCP	Basic	\$ 1,050,000	2/1/15-7/31/16	5/1/16-7/31/16
EHS CCP	T & TA	\$ 38,641	2/1/15-7/31/16	5/1/16-7/31/16
EHS CCP	Start Up	\$ 30,700	2/1/15-7/31/16	5/1/16-7/31/16

**Monitoring Purpose:** Initial  Follow-Up  Special  Final

**Date of review: September 26 & 27, 2016**

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

**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

The total costs as reported to SETA from May 1, 2016 to July 31, 2016 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

The Head Start program requires all delegate agencies to have 25% of all federal funds in matching contributions. The total expenditures for EHS-CCP Basic, T&TA, and Start Up were \$854,036.82. SCUSD was required to report \$213,509.05 in Non-Federal Share for the 2015-16 contract year. Due to a misunderstanding, SCUSD is under-reported by \$9,511.54. The grantee reported an in-kind match well in excess of the required match

**Recommendations for Corrective Action:**

Submit a Corrective Action Plan outlining the steps that will be taken to ensure the required Non-Federal Share will be met in future funding periods for the EHS-CCP program.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO: Ms. Jacquie Bonini** **DATE: November 14, 2016**  
**FROM: Tammi L. Kerch, SETA Fiscal Monitor**

**RE: On-Site Fiscal Monitoring of Sacramento City Unified School District**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 8,615,832	8/1/15-7/31/16	4/1/16-7/31/16
Head Start	T & TA	\$ 20,000	8/1/15-7/31/16	4/1/16-7/31/16
Early HS	Basic	\$ 1,537,042	8/1/15-7/31/16	4/1/16-7/31/16
Early HS	T & TA	\$ 27,564	8/1/15-7/31/16	4/1/16-7/31/16

**Monitoring Purpose:** Initial  Follow-Up  Special  Final

**Date of review:** Sept 28-29, 2016

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

**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

The total costs as reported to SETA from April 1, 2016 to July 31, 2016 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

**Recommendations for Corrective Action:**

There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

MEMORANDUM

**TO:** Ms. Johannesen                      **DATE:** November 4, 2016  
**FROM:** Tammi Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of  
Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$290,172	8.1.15-7.31.16	12.1.15-7.31.16
Early Head Start	CCP	\$207,000	2.1.15-7.31.16	12.1.15-7.31.16

Monitoring Purpose:    **Initial**                      **Follow-up**                      **Special**                      **Final**    **X**  
Date of review:    10.5 & 6, 2016

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	X			
12 Equipment Records		N/A		



**Program Operator:** Sacramento County Office of Education

**Findings and General Observations:**

- 1) The total costs as reported to SETA for the Early Head Start programs from December 1, 2015 to July 31, 2016 have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

ITEM IV-C – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering; 3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7=Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Arcade Creek Manor	1	Groundskeeper	1
Denio's Roseville Farmers Market and	1	Cashier	4
Folsom Dam Car Wash	1	Car Wash Line Work	5
Elite Cleaning	1	Housecleaner	2
Los Rios Community College	1	Physical Education/Athletic Attendant	1
Safety Center Inc.	1	Alcohol and Drug Program Staff I	1
Saint Claire's Nursing Home	1	Laundry Worker/Housekeeper	3
Tele Direct	1	Customer Service Representative	30
Universal Security & Fire Inc.	1	Alarm Technician Trainee	2
Villara Corporation	1	Sales	1
Capitol Architectural Production	3	Welder/Shop Helper	1
Labor Finders	3	Labor	1
347Group	7	Machine Operator/Laborer	6
Nor Cal Mobile Mechanics	7	Auto Technician	1
La Bou Bakery & Cafe	8	Food Prep/Sandwich Maker/Cashier	1
Fulton-El Camino Rec-Park District	10	Recreational Leaders	20
<b>Total</b>			<b>80</b>

**July 1 - October 19, 2016**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
1STOPlighting	1	Customer Service	1
	1	Warehouse Technician	1
347Group	7	Machine Operator/Laborer	6
Amador Stage Lines Inc.	9	Motorcoach Operator	20
Arcade Creek Manor	1	Groundskeeper	1
Black Dog Graphics	1	Warehouse Technician	1
California Native Plant Society	1	Director of Communications and Marketing	1
Capitol Architectural Production	3	Welder/Shop Helper	1
Carson's Coatings Inc.	3	CADD Tech	1
Chico Comcast	7	Installation Technician	1
D V Austin Contractors	3	Helpers--Painters, Paperhangers, Plasterers, and Stucco Masons	1
Davis Center	1	Administrative Assistant I	1
Denio's Roseville Farmers Market and Auction, Inc.	1	Cashier	4
Electrofreeze of Northern California	1	Office Administrator	1
Elite Cleaning	1	Housecleaner	2
Farmers Insurance	1	Bilingual Insurance Sales	1
Fedex Freight	9	City Driver	1
Folsom Dam Car Wash	1	Car Wash Line Work	5
Frito-Lay	9	Route Sales Representative - General	13
Fulton-El Camino Rec-Park District	10	Recreational Leaders	20
Handyman Network	7	Handyman/Contractor	5
Health and Life Organization	1	Member Service I	1
	4	Registered Dental	2
Imko Workforce Solutions	7	Automotive Mechanics	1
	3	Mig Welder	1
JUMA Ventures	1	Enterprise Manager	1
L - 3 Communications Corporation	1	Contracts Administrator	1
	1	Sr. Proposal Administrator	1
Labor Finders	9	Labor	1
La Bou Bakery & Cafe	8	Food Prep/Sandwich Maker/Cashier	1
Lewis Group Of Companies	4	Maintenance Technician	3
Los Rios Community College	1	Accountant	1
	1	Administrative Assistant I	3
	1	Administrative Assistant II	1
	1	Admissions/Records Evaluator I	1
	1	Art Assistant Professor (Studio Art)	1
	1	Associate Vice Chancellor, Resource Development	1
	1	Athletic Trainer	1
	1	Clerk III	1
	1	College Police Detective	1
	1	Confidential Human Resources Specialist I	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	1
	1	Counselor	2
	1	Culinary Arts Management Adjunct Assistant Professor	1
	1	Dean of Career and Technical Education	1
	1	Dean of Distance Education, Virtual Education Center	1
	1	Dean of Institutional Effectiveness	1
	1	Dean of Kinesiology, Health, and Athletics	1
	1	Dean of Student Services Admissions and Transition Services	1
	1	Director of Facilities Planning and Construction	1
	1	Director of Human Resources	1
	1	Director of Marketing and Communication, Harris Center for the Arts	1

**July 1 - October 19, 2016**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Los Rios Community College	6	Educational Media and Web Design Specialist	1
	2	Facilities Planning and Engineering Specialist	1
	1	Financial Aid Clerk II	2
	1	Financial Aid Supervisor	1
	1	Foreign Languages Assistant Professor	1
	1	Groundskeeper	1
	1	Head Grounds Maintenance Technician	1
	1	Healthcare Interpreting Assistant Professor	1
	6	Information Technology Systems/Database Administrator Analyst II	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant Tutorial Center	2
	1	Instructional Assistant Costuming and Makeup	1
	6	IT Business/Technical Analyst I	1
	1	Journalism Assistant Professor	1
	1	Laboratory Technician-Science Chemistry	1
	1	Lead Library Media Technical Assistant	1
	3	Lead Maintenance Electrician	1
	1	Learning Skills and Tutorial Services Coordinator	1
	1	Legal Assisting Assistant Professor	1
	1	Library Media Technical Assistant	1
	7	Maintenance Plumber	1
	1	Mathematics Assistant Professor	1
	3	Mechanical-Electrical Systems Technician	1
	1	Nursing (LVN) Assistant Professor	1
	1	Physical Education/Athletic Attendant	1
	1	Physical Therapy Assistant Professor	1
	1	Project Director for TRIO, Student Support Services, STEM, and Veterans Programs	1
	1	Respiratory Care Assistant Professor	1
	1	Student Personnel Assistant-Assessment and Testing	1
	1	Student Personnel Assistant-Cultural Awareness Center	1
	1	Student Personnel Assistant-DSP&S	1
		Student Personnel Assistant-Student Services	1
	1	Student Success and Support Program Specialist	1
	1	Theater Arts (Technical) Adjunct Assistant Professor	1
	1	Vice President of Instruction	1
	1	Vice President of Student Services	1
ProWraps, Inc.	1	Office Manager/Project Manager	1
MGO Strategic Staffing	1	Administrative Assistant	1
	1	Senior Accountant	1
Mr. Security Camera	7	Installation Technician	1
Nor Cal Mobile Mechanics	7	Auto Technician	1
Retail Business Development	1	Wireless Sales Ambassador	8
RIMNETICS	9	Manufacturing/Production Worker	5
River City Rickshaw LLC.	9	Pedicab Driver	1
Sacramento Employment & Training Agency	1	Administrative Assistant	1
Sacramento Regional Transit District	1	Director, Office Management and Budget	1
Safety Center Inc.	4	Alcohol and Drug Program Counselor	1
	1	Alcohol and Drug Program Staff I	1
Saint Claire's Nursing Home	1	Laundry Worker/Housekeeper	3
Universal Security & Fire Inc.	1	Alarm Technician Trainee	2
University Of The Pacific, Mc George School Of Law	1	Legal Advocate	1
Tele Direct	10	Customer Service Representative (CSR)	30

**July 1 - October 19, 2016**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Tots of Love Child Development Center, LLC	1	Preschool Teacher	3
Urban Strategies Inc.	1	Education Liaison	1
Victoria S Mosur DDS PC	4	Registered Dental Assistant (RDA)	1
Villara Corporation	1	Sales	1
Weidmann-ACTI Inc.	9	Shipping Technician	1
WFVC Contact Centers	1	Phone Banker I	1
Wheel Pros	9	Warehouse Worker	2
	9	Warehouse Driver/Worker	1
<b>Total</b>			<b>234</b>

ITEM IV-D – INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

**Dislocated Worker Information PY 2016/2017**

The following is an update of information as of November 22, 2016 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	<b>MONTH RECEIVE NOTICE</b>	<b>COMPANY AND ADDRESS</b>	<b>WARN STATUS</b>	<b># OF AFFECTED WORKERS</b>	<b>SETA'S INTERVENTION</b>
Unofficial	3/10/2016	<b>Orchard Supply Hardware</b> 905 E. Bidwell St. Folsom, CA 95630	8/1/2016	40	7/7/2016 7/14/16
Unofficial	5/19/2016	<b>Sports Authority</b> 3350 Arden Way Sacramento, CA 95815	8/31/2016	150	7/28/2016
Official	6/10/2016	<b>CVS Health: Financial Services Center</b> 11092 Sun Center Dr. Rancho Cordova, CA 95670	9/30/2016	152	8/29/2016 8/31/16 9/20/16 9/22/16
Unofficial	6/27/2016	<b>Hancock Fabrics</b> 2711 El Camino Sacramento, CA 95821	7/13/2016	22	6/6/16 6/8/16
Official	6/27/2016	<b>CST California Stations</b> 4625 San Juan Avenue Fair Oaks, CA 95628	7/5/2016	6	8/18/2016
Unofficial	6/29/2016	<b>CalStar</b> 4933 Bailey Loop McClellan, CA 95652	9/15/2016	20	8/24/2016
Official	6/30/2016	<b>DCS Facility Services</b> 3731 Metro Dr. Suite 600 Sacramento, CA 95215	8/31/2016	11	Packets Delivered
Unofficial	7/5/2016	<b>California State Senate</b> 1020 N Street Sacramento, CA 95814	11/20/2016	40	8/5/16 9/28/16
Unofficial	7/24/2016	<b>Flapjacks</b> 2721 El Camino Ave. Sacramento, CA 95821	7/23/2016	27	7/29/2016
Unofficial	8/1/2016	<b>Farrell's Ice Cream</b> 1625 Watt Ave Sacramento, CA 95864	8/1/2016	100	8/3/2016
Official	9/6/2016	<b>ITT Technical Institute</b> 10863 Gold Center Dr. Ranch Cordova, CA 95670	9/16/2016	104	Pending
Official	10/3/2016	<b>Sutter VNA &amp; Hospice</b> 8330 Ferguson Ave Sacramento, CA 95828	12/2/2016	15	Pending
Official	10/10/2016	<b>Red Lion Hotel Woodlake</b> 500 Leisure Ln Sacramento, CA 95815	12/12/2016	120	12/2/2016
Official	10/11/2016	<b>Verizon Wireless</b> 10734 International Dr. Rancho Cordova, CA 95670	1/27/2017	1,180	Job Fair 11/30/2016
Unofficial	10/14/2016	<b>AAA</b> 8880 Cal Center Dr. Sacramento, CA 95826	12/31/2016	15	12/8/2016
Official	11/8/2016	<b>Marvell Semi-Conductor Inc.</b> 890 Glenn Dr. Folsom, CA 95630	1/3/2017	12	Pending
			<b>Total # of Affected Workers</b>	2,014	



ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of October was 5.2%.

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.

PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA  
(MSA)  
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)  
Government leads month-over job gains**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.2 percent in September 2016, down from a revised 5.4 percent in August 2016, and below the year-ago estimate of 5.3 percent. This compares with an unadjusted unemployment rate of 5.3 percent for California and 4.8 percent for the nation during the same period. The unemployment rate was 4.9 percent in El Dorado County, 4.5 percent in Placer County, 5.4 percent in Sacramento County, and 5.1 percent in Yolo County.

**Between August 2016 and September 2016**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo, increased by 5,000 to total 958,300 jobs.

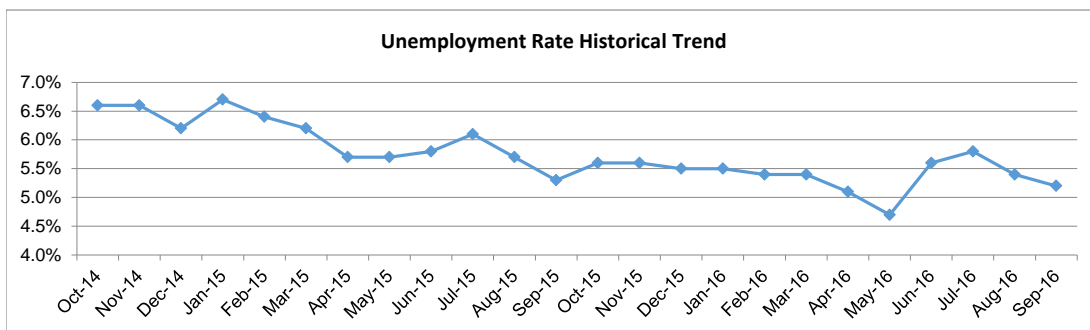
- Government (up 3,500 jobs) led the region with a normal seasonal job gain from August to September, as schools are back in session. Local government accounted for 77.0 percent of the job additions, picking up 2,700 jobs. State government increased by 800 jobs.
- Construction gained 1,500 jobs over the month, in contrast to its usual decline during this time of year. Specialty trade contractors picked up 500 jobs. Construction of buildings increased by 100 jobs.
- Private educational and health services grew by 1,500 jobs over the month, with the majority of the job gain in health care and social assistance (up 1,000 jobs).
- Five industries experienced month-over decline: leisure and hospitality decreased by 1,500 jobs; manufacturing declined by 700 jobs; farm cutback 600 jobs; trade, transportation, and utilities shed 400 jobs; and information dipped by 100 jobs.

**Between September 2015 and September 2016**, total jobs in the region increased by 27,000, or 2.9 percent.

- Construction led year-over growth, adding 8,500 jobs. Specialty trade contractors (up 5,200 jobs) was responsible for 61.0 percent of the increase. Construction of buildings gained 1,600 jobs over the year.
- Private educational and health services gained 5,900 jobs from last September. Health care and social assistance led the expansion by adding 5,400 jobs.
- Government advanced by 3,500 jobs. Local government gained 2,300 jobs. State government grew by 1,000 jobs. Federal government picked up 200 jobs.
- Information (down 300 jobs) and mining and logging (down 100 jobs) were the only sectors to experience a year-over decline.

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.2 percent in September 2016, down from a revised 5.4 percent in August 2016, and below the year-ago estimate of 5.3 percent. This compares with an unadjusted unemployment rate of 5.3 percent for California and 4.8 percent for the nation during the same period. The unemployment rate was 4.9 percent in El Dorado County, 4.5 percent in Placer County, 5.4 percent in Sacramento County, and 5.1 percent in Yolo County.



Industry	Aug-2016	Sep-2016	Change	Sep-2015	Sep-2016	Change
	Revised	Prelim			Prelim	

Total, All Industries	953,300	958,300	5,000	931,300	958,300	27,000
Total Farm	10,400	9,800	(600)	9,800	9,800	0
Total Nonfarm	942,900	948,500	5,600	921,500	948,500	27,000
Mining, Logging, and Construction	60,300	61,800	1,500	53,400	61,800	8,400
Mining and Logging	500	500	0	600	500	(100)
Construction	59,800	61,300	1,500	52,800	61,300	8,500
Manufacturing	38,900	38,200	(700)	37,000	38,200	1,200
Trade, Transportation & Utilities	150,300	149,900	(400)	147,500	149,900	2,400
Information	13,900	13,800	(100)	14,100	13,800	(300)
Financial Activities	52,200	52,200	0	51,000	52,200	1,200
Professional & Business Services	123,200	124,400	1,200	121,600	124,400	2,800
Educational & Health Services	145,900	147,400	1,500	141,500	147,400	5,900
Leisure & Hospitality	97,600	96,100	(1,500)	95,200	96,100	900
Other Services	31,600	32,200	600	31,200	32,200	1,000
Government	229,000	232,500	3,500	229,000	232,500	3,500

Notes: Data not adjusted for seasonality. Data may not add due to rounding  
 Labor force data are revised month to month

Data Not Seasonally Adjusted

	Sep 15	Jul 16	Aug 16 Revised	Sep 16 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,055,700	1,082,300	1,081,800	1,087,400	0.5%	3.0%
Civilian Employment	999,600	1,020,000	1,023,000	1,031,100	0.8%	3.2%
Civilian Unemployment	56,200	62,300	58,800	56,300	-4.3%	0.2%
Civilian Unemployment Rate (CA Unemployment Rate)	5.3%	5.8%	5.4%	5.2%		
(U.S. Unemployment Rate)	5.6%	5.9%	5.6%	5.3%		
	4.9%	5.1%	5.0%	4.8%		
<b>Total, All Industries (2)</b>	<b>931,300</b>	<b>950,100</b>	<b>953,300</b>	<b>958,300</b>	<b>0.5%</b>	<b>2.9%</b>
Total Farm	9,800	10,900	10,400	9,800	-5.8%	0.0%
Total Nonfarm	921,500	939,200	942,900	948,500	0.6%	2.9%
Total Private	692,500	709,600	713,900	716,000	0.3%	3.4%
Goods Producing	90,400	95,700	99,200	100,000	0.8%	10.6%
Mining, Logging, and Construction	53,400	57,500	60,300	61,800	2.5%	15.7%
Mining and Logging	600	500	500	500	0.0%	-16.7%
Construction	52,800	57,000	59,800	61,300	2.5%	16.1%
Construction of Buildings	10,900	11,700	12,400	12,500	0.8%	14.7%
Specialty Trade Contractors	35,700	39,000	40,400	40,900	1.2%	14.6%
Building Foundation & Exterior Contractors	9,800	11,100	11,500	11,200	-2.6%	14.3%
Building Equipment Contractors	13,800	14,900	15,300	15,300	0.0%	10.9%
Building Finishing Contractors	7,600	8,500	9,100	9,200	1.1%	21.1%
Manufacturing	37,000	38,200	38,900	38,200	-1.8%	3.2%
Durable Goods	25,000	26,100	26,300	25,800	-1.9%	3.2%
Computer & Electronic Product Manufacturing	6,500	6,900	7,000	6,800	-2.9%	4.6%
Nondurable Goods	12,000	12,100	12,600	12,400	-1.6%	3.3%
Food Manufacturing	4,400	4,200	4,800	4,700	-2.1%	6.8%
Service Providing	831,100	843,500	843,700	848,500	0.6%	2.1%
Private Service Providing	602,100	613,900	614,700	616,000	0.2%	2.3%
Trade, Transportation & Utilities	147,500	148,200	150,300	149,900	-0.3%	1.6%
Wholesale Trade	24,900	25,100	25,100	24,700	-1.6%	-0.8%
Merchant Wholesalers, Durable Goods	13,400	13,600	13,600	13,500	-0.7%	0.7%
Merchant Wholesalers, Nondurable Goods	9,000	9,000	9,000	8,900	-1.1%	-1.1%
Retail Trade	97,600	98,400	100,000	99,700	-0.3%	2.2%
Motor Vehicle & Parts Dealer	13,400	13,800	13,900	14,100	1.4%	5.2%
Building Material & Garden Equipment Stores	7,800	8,100	8,100	7,900	-2.5%	1.3%
Grocery Stores	18,600	18,700	18,700	18,600	-0.5%	0.0%
Health & Personal Care Stores	5,300	5,500	5,500	5,500	0.0%	3.8%
Clothing & Clothing Accessories Stores	7,000	6,800	6,900	6,700	-2.9%	-4.3%
Sporting Goods, Hobby, Book & Music Stores	4,400	4,300	4,500	4,700	4.4%	6.8%
General Merchandise Stores	21,100	21,600	21,800	21,800	0.0%	3.3%
Transportation, Warehousing & Utilities	25,000	24,700	25,200	25,500	1.2%	2.0%
Information	14,100	13,900	13,900	13,800	-0.7%	-2.1%
Publishing Industries (except Internet)	2,400	2,300	2,300	2,300	0.0%	-4.2%
Telecommunications	6,200	6,000	6,000	6,000	0.0%	-3.2%
Financial Activities	51,000	51,900	52,200	52,200	0.0%	2.4%
Finance & Insurance	37,100	37,000	36,900	36,900	0.0%	-0.5%
Credit Intermediation & Related Activities	11,900	12,000	12,000	12,000	0.0%	0.8%
Depository Credit Intermediation	6,400	6,400	6,400	6,400	0.0%	0.0%
Nondepository Credit Intermediation	2,900	2,900	2,900	2,900	0.0%	0.0%
Insurance Carriers & Related	21,200	21,600	21,500	21,500	0.0%	1.4%
Real Estate & Rental & Leasing	13,900	14,900	15,300	15,300	0.0%	10.1%
Real Estate	10,800	11,500	11,700	11,600	-0.9%	7.4%
Professional & Business Services	121,600	123,000	123,200	124,400	1.0%	2.3%
Professional, Scientific & Technical Services	53,100	54,200	54,400	54,500	0.2%	2.6%
Architectural, Engineering & Related Services	9,000	9,300	9,300	9,200	-1.1%	2.2%
Management of Companies & Enterprises	10,500	10,900	11,000	11,000	0.0%	4.8%
Administrative & Support & Waste Services	58,000	57,900	57,800	58,900	1.9%	1.6%
Administrative & Support Services	55,100	55,100	55,200	56,200	1.8%	2.0%
Employment Services	21,600	21,200	21,600	22,000	1.9%	1.9%

Data Not Seasonally Adjusted

	Sep 15	Jul 16	Aug 16	Sep 16	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	11,600	12,100	12,200	12,200	0.0%	5.2%
Educational & Health Services	141,500	145,400	145,900	147,400	1.0%	4.2%
Education Services	11,600	11,600	11,600	12,100	4.3%	4.3%
Health Care & Social Assistance	129,900	133,800	134,300	135,300	0.7%	4.2%
Ambulatory Health Care Services	45,200	47,300	47,300	47,700	0.8%	5.5%
Hospitals	23,900	24,800	24,800	24,900	0.4%	4.2%
Nursing & Residential Care Facilities	16,700	17,000	17,000	17,100	0.6%	2.4%
Leisure & Hospitality	95,200	98,800	97,600	96,100	-1.5%	0.9%
Arts, Entertainment & Recreation	14,100	15,200	14,900	14,500	-2.7%	2.8%
Accommodation & Food Services	81,100	83,600	82,700	81,600	-1.3%	0.6%
Accommodation	8,700	8,600	8,600	8,400	-2.3%	-3.4%
Food Services & Drinking Places	72,400	75,000	74,100	73,200	-1.2%	1.1%
Restaurants	67,800	70,000	69,500	68,900	-0.9%	1.6%
Full-Service Restaurants	32,900	33,700	34,000	33,400	-1.8%	1.5%
Limited-Service Eating Places	34,900	36,300	35,500	35,500	0.0%	1.7%
Other Services	31,200	32,700	31,600	32,200	1.9%	3.2%
Repair & Maintenance	8,900	9,100	9,100	9,000	-1.1%	1.1%
Government	229,000	229,600	229,000	232,500	1.5%	1.5%
Federal Government	13,900	14,200	14,100	14,100	0.0%	1.4%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	215,100	215,400	214,900	218,400	1.6%	1.5%
State Government	114,300	115,400	114,500	115,300	0.7%	0.9%
State Government Education	27,200	27,900	27,300	27,900	2.2%	2.6%
State Government Excluding Education	87,100	87,500	87,200	87,400	0.2%	0.3%
Local Government	100,800	100,000	100,400	103,100	2.7%	2.3%
Local Government Education	55,400	52,300	53,000	56,600	6.8%	2.2%
Local Government Excluding Education	45,400	47,700	47,400	46,500	-1.9%	2.4%
County	18,500	19,000	18,700	18,800	0.5%	1.6%
City	9,900	10,900	10,800	10,200	-5.6%	3.0%
Special Districts plus Indian Tribes	17,000	17,800	17,900	17,500	-2.2%	2.9%

**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: Cara Welch 916/227-0298 or Luis Alejo 530/749-4885

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.

#####

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 September 2016 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Sacramento County	707,400	669,200	38,200	5.4%	1.000000	1.000000
Arden Arcade CDP	45,400	42,600	2,800	6.2%	0.063708	0.073225
Carmichael CDP	30,600	28,700	1,900	6.2%	0.042896	0.049253
Citrus Heights city	44,400	41,900	2,500	5.7%	0.062606	0.066109
Elk Grove CDP	80,600	77,200	3,300	4.2%	0.115430	0.087482
Fair Oaks CDP	16,900	16,100	800	4.6%	0.024089	0.020444
Florin CDP	20,200	18,500	1,700	8.3%	0.027683	0.043810
Folsom city	36,700	35,400	1,300	3.5%	0.052870	0.033508
Foothill Farms CDP	16,300	15,400	900	5.6%	0.023006	0.023675
Galt city	11,200	10,500	700	6.4%	0.015735	0.018722
Gold River CDP	4,200	4,100	100	2.3%	0.006200	0.002541
Isleton city	300	300	0	9.5%	0.000473	0.000867
La Riviera CDP	5,900	5,500	300	5.8%	0.008235	0.008869
North Highlands CDP	18,100	17,200	900	4.9%	0.025707	0.022985
Orangevale CDP	17,700	16,700	1,000	5.5%	0.024970	0.025527
Rancho Cordova City	34,300	32,300	2,100	6.0%	0.048244	0.053744
Rancho Murieta CDP	2,900	2,800	100	3.4%	0.004112	0.002552
Rio Linda CDP	6,800	6,500	400	5.2%	0.009698	0.009363
Rosemont CDP	11,800	11,200	600	5.2%	0.016685	0.015989
Sacramento city	234,200	220,800	13,400	5.7%	0.330031	0.350305
Vineyard CDP	12,900	12,400	500	4.1%	0.018491	0.013869
Walnut Grove CDP	700	600	100	9.6%	0.000889	0.001656
Wilton CDP	1,800	1,700	0	2.6%	0.002610	0.001224

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009- 2013 5-Year American Community Survey (ACS).

**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 labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

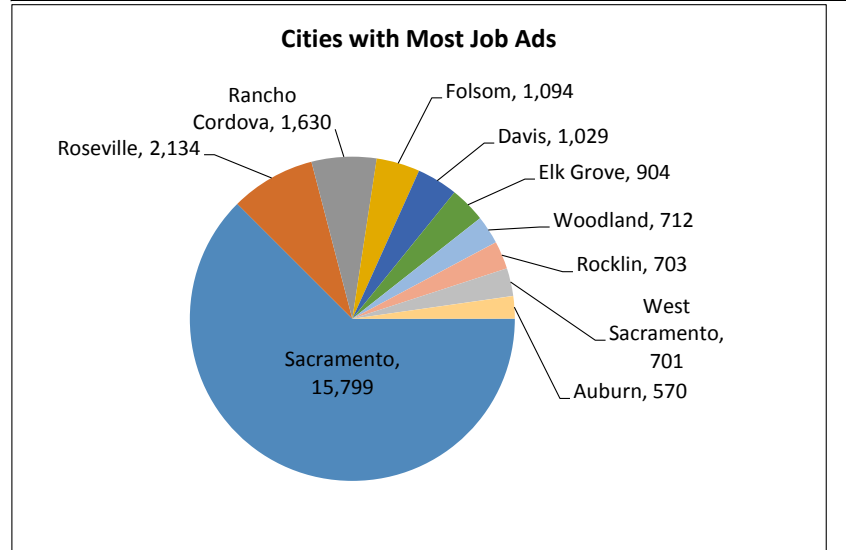
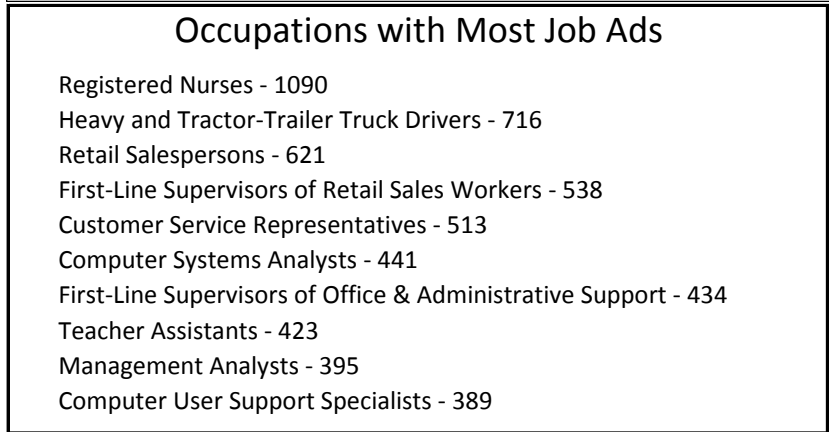
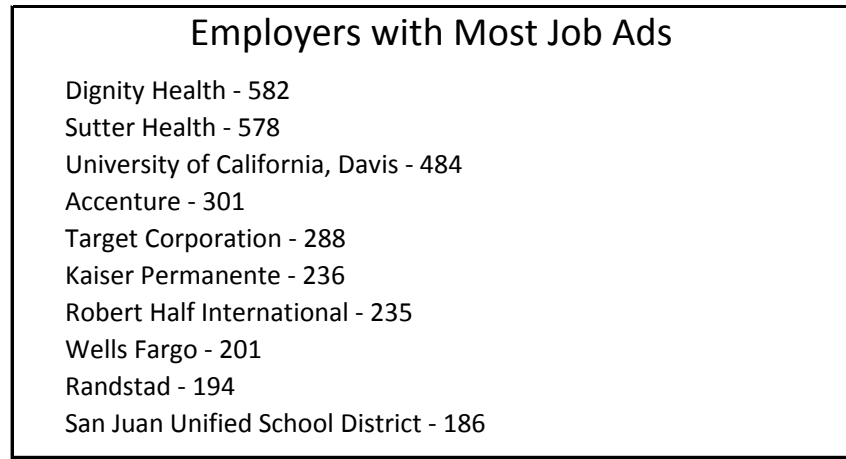
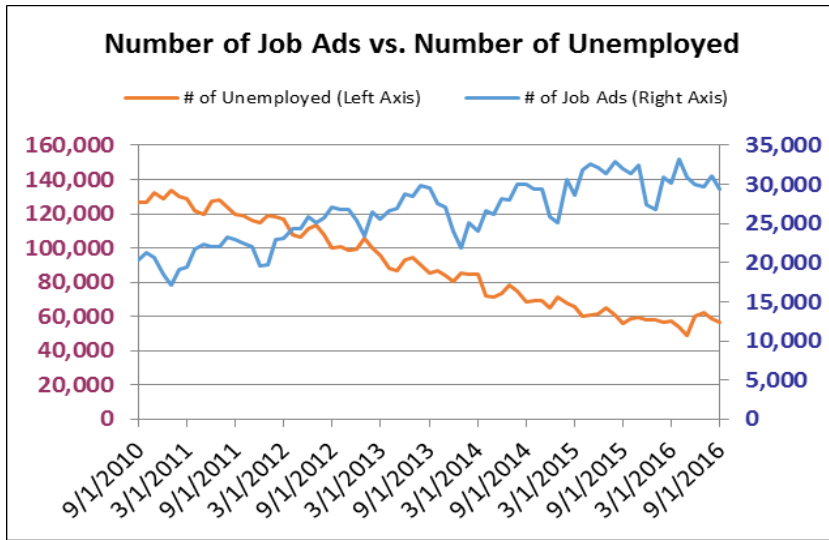
**Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employ- ment</b>	<b>Unemployment Number</b>	<b>Rate</b>	<b>Census Ratios</b>	
					<b>Emp</b>	<b>Unemp</b>

Monthly CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the Ratios for CDP's were developed from special tabulations based on ACS employment and

This method assumes that the rates of change in employment and unemployment, since the 2009-2013 American Community Survey are exactly the same in each city and CDP as at the county 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 Roseville Arden Arcade MSA Not Seasonally Adjusted - September 2016





**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**September 2016 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,437,500</b>	<b>18,408,300</b>	<b>1,029,100</b>	<b>5.3%</b>
ALAMEDA	9	845,700	809,200	36,500	4.3%
ALPINE	46	500	470	40	7.4%
AMADOR	26	15,180	14,360	820	5.4%
BUTTE	36	103,700	97,400	6,300	6.1%
CALAVERAS	28	21,010	19,860	1,160	5.5%
COLUSA	56	11,540	10,450	1,100	9.5%
CONTRA COSTA	10	563,000	537,800	25,100	4.5%
DEL NORTE	37	10,040	9,390	660	6.5%
EL DORADO	18	91,200	86,800	4,500	4.9%
FRESNO	53	453,900	416,200	37,700	8.3%
GLENN	45	13,270	12,340	930	7.0%
HUMBOLDT	12	63,020	60,120	2,900	4.6%
IMPERIAL	58	79,200	61,200	18,000	22.7%
INYO	17	9,240	8,800	440	4.8%
KERN	55	402,200	365,200	37,000	9.2%
KINGS	53	58,500	53,600	4,900	8.3%
LAKE	35	30,060	28,250	1,820	6.0%
LASSEN	31	11,100	10,460	630	5.7%
LOS ANGELES	21	5,150,200	4,881,700	268,500	5.2%
MADERA	49	62,900	58,000	4,900	7.7%
MARIN	2	145,100	140,400	4,800	3.3%
MARIPOSA	19	8,680	8,250	440	5.0%
MENDOCINO	15	40,590	38,690	1,900	4.7%
MERCED	52	119,000	109,200	9,800	8.2%
MODOC	41	3,400	3,170	220	6.6%
MONO	21	8,220	7,790	430	5.2%
MONTEREY	23	227,800	215,700	12,100	5.3%
NAPA	4	78,400	75,400	3,000	3.8%
NEVADA	12	49,000	46,730	2,280	4.6%
ORANGE	7	1,636,400	1,570,100	66,400	4.1%
PLACER	10	182,900	174,800	8,100	4.5%
PLUMAS	43	8,250	7,690	560	6.7%
RIVERSIDE	37	1,054,100	986,100	68,000	6.5%
SACRAMENTO	26	707,400	669,200	38,200	5.4%
SAN BENITO	33	30,500	28,700	1,800	5.9%
SAN BERNARDINO	33	942,100	886,700	55,500	5.9%
SAN DIEGO	15	1,594,400	1,518,900	75,500	4.7%
SAN FRANCISCO	2	565,800	547,100	18,700	3.3%
SAN JOAQUIN	47	322,800	298,600	24,200	7.5%
SAN LUIS OBISPO	8	145,300	139,200	6,100	4.2%
SAN MATEO	1	456,000	442,100	14,000	3.1%
SANTA BARBARA	12	222,700	212,500	10,200	4.6%
SANTA CLARA	4	1,055,600	1,015,600	40,000	3.8%
SANTA CRUZ	23	146,400	138,600	7,800	5.3%
SHASTA	37	74,900	70,000	4,900	6.5%
SIERRA	41	1,370	1,280	90	6.6%
SISKIYOU	43	18,440	17,210	1,230	6.7%
SOLANO	23	211,500	200,200	11,300	5.3%
SONOMA	4	268,100	258,000	10,100	3.8%
STANISLAUS	47	248,800	230,000	18,700	7.5%
SUTTER	51	44,800	41,300	3,500	7.9%
TEHAMA	37	25,640	23,980	1,660	6.5%
TRINITY	28	5,540	5,230	310	5.5%
TULARE	57	206,000	184,900	21,100	10.2%
TUOLUMNE	32	21,910	20,650	1,260	5.8%
VENTURA	28	429,700	406,200	23,500	5.5%
YOLO	20	105,800	100,400	5,400	5.1%
YUBA	50	28,400	26,200	2,200	7.8%

**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 2015 benchmark and Census 2010 population controls at the state level.

**REPORT 400 M**  
**Monthly Labor Force Data for California**  
**Counties and Metropolitan Areas**  
**September 2016 - Preliminary**  
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	<b>---</b>	<b>19,437,500</b>	<b>18,408,300</b>	<b>1,029,100</b>	<b>5.3%</b>
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	9	1,636,400	1,570,100	66,400	4.1%
BAKERSFIELD MSA (Kern Co.)	61	402,200	365,200	37,000	9.2%
CHICO MSA (Butte Co.)	40	103,700	97,400	6,300	6.1%
EL CENTRO MSA (Imperial Co.)	64	79,200	61,200	18,000	22.7%
FRESNO MSA (Fresno Co.)	59	453,900	416,200	37,700	8.3%
HANFORD CORCORAN MSA (Kings Co.)	59	58,500	53,600	4,900	8.3%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	24	5,150,200	4,881,700	268,500	5.2%
MADERA MSA (Madera Co.)	54	62,900	58,000	4,900	7.7%
MERCED MSA (Merced Co.)	58	119,000	109,200	9,800	8.2%
MODESTO MSA (Stanislaus Co.)	52	248,800	230,000	18,700	7.5%
NAPA MSA (Napa Co.)	5	78,400	75,400	3,000	3.8%
OAKLAND HAYWARD BERKELEY MD	12	1,408,700	1,347,000	61,700	4.4%
Alameda Co.	11	845,700	809,200	36,500	4.3%
Contra Costa Co.	13	563,000	537,800	25,100	4.5%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	32	429,700	406,200	23,500	5.5%
REDDING MSA (Shasta Co.)	42	74,900	70,000	4,900	6.5%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	41	1,996,200	1,872,800	123,500	6.2%
Riverside Co.	42	1,054,100	986,100	68,000	6.5%
San Bernardino Co.	37	942,100	886,700	55,500	5.9%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	24	1,087,400	1,031,100	56,300	5.2%
El Dorado Co.	21	91,200	86,800	4,500	4.9%
Placer Co.	13	182,900	174,800	8,100	4.5%
Sacramento Co.	30	707,400	669,200	38,200	5.4%
Yolo Co.	23	105,800	100,400	5,400	5.1%
SALINAS MSA (Monterey Co.)	27	227,800	215,700	12,100	5.3%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	18	1,594,400	1,518,900	75,500	4.7%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,021,800	989,200	32,700	3.2%
San Francisco Co.	3	565,800	547,100	18,700	3.3%
San Mateo Co.	1	456,000	442,100	14,000	3.1%
SAN JOSE SUNNYVALE SANTA CLARA MSA	5	1,086,200	1,044,300	41,800	3.8%
San Benito Co.	37	30,500	28,700	1,800	5.9%
Santa Clara Co.	5	1,055,600	1,015,600	40,000	3.8%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	10	145,300	139,200	6,100	4.2%
SAN RAFAEL MD (Marin Co.)	3	145,100	140,400	4,800	3.3%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	27	146,400	138,600	7,800	5.3%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	15	222,700	212,500	10,200	4.6%
SANTA ROSA MSA (Sonoma Co.)	5	268,100	258,000	10,100	3.8%
STOCKTON LODI MSA (San Joaquin Co.)	52	322,800	298,600	24,200	7.5%
VALLEJO FAIRFIELD MSA (Solano Co.)	27	211,500	200,200	11,300	5.3%
VISALIA PORTERVILLE MSA (Tulare Co.)	63	206,000	184,900	21,100	10.2%
YUBA CITY MSA	56	73,300	67,500	5,800	7.9%
Sutter Co.	56	44,800	41,300	3,500	7.9%
Yuba Co.	55	28,400	26,200	2,200	7.8%
Alpine Co.	51	500	470	40	7.4%
Amador Co.	30	15,180	14,360	820	5.4%
Calaveras Co.	32	21,010	19,860	1,160	5.5%
Colusa Co.	62	11,540	10,450	1,100	9.5%
Del Norte Co.	42	10,040	9,390	660	6.5%
Glenn Co.	50	13,270	12,340	930	7.0%
Humboldt Co.	15	63,020	60,120	2,900	4.6%
Inyo Co.	20	9,240	8,800	440	4.8%
Lake Co.	39	30,060	28,250	1,820	6.0%
Lassen Co.	35	11,100	10,460	630	5.7%
Mariposa Co.	22	8,680	8,250	440	5.0%
Mendocino Co.	18	40,590	38,690	1,900	4.7%
Modoc Co.	46	3,400	3,170	220	6.6%
Mono Co.	24	8,220	7,790	430	5.2%
Nevada Co.	15	49,000	46,730	2,280	4.6%
Plumas Co.	48	8,250	7,690	560	6.7%
Sierra Co.	46	1,370	1,280	90	6.6%
Siskiyou Co.	48	18,440	17,210	1,230	6.7%
Tehama Co.	42	25,640	23,980	1,660	6.5%
Trinity Co.	32	5,540	5,230	310	5.5%
Tuolumne Co.	36	21,910	20,650	1,260	5.8%

**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 2015 benchmark and Census 2010 population controls at the state level.

**REPORT 400 R**  
**Monthly Labor Force Data for Regional Planning Units**  
**September 2016 - Preliminary**  
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,437,500</b>	<b>18,408,300</b>	<b>1,029,100</b>	<b>5.3%</b>
<b>COASTAL REGION</b>	<b>6</b>	<b>742,200</b>	<b>706,100</b>	<b>36,200</b>	<b>4.9%</b>
MONTEREY	---	227,800	215,700	12,100	5.3%
SAN LUIS OBISPO	---	145,300	139,200	6,100	4.2%
SANTA BARBARA	---	222,700	212,500	10,200	4.6%
SANTA CRUZ	---	146,400	138,600	7,800	5.3%
<b>MIDDLE SIERRA</b>	<b>10</b>	<b>66,800</b>	<b>63,100</b>	<b>3,700</b>	<b>5.5%</b>
AMADOR	---	15,180	14,360	820	5.4%
CALAVERAS	---	21,010	19,860	1,160	5.5%
MARIPOSA	---	8,680	8,250	440	5.0%
TUOLUMNE	---	21,910	20,650	1,260	5.8%
<b>HUMBOLDT</b>	<b>5</b>	<b>63,000</b>	<b>60,100</b>	<b>2,900</b>	<b>4.6%</b>
HUMBOLDT	---	63,020	60,120	2,900	4.6%
<b>NORTH STATE</b>	<b>12</b>	<b>311,300</b>	<b>292,500</b>	<b>18,800</b>	<b>6.0%</b>
BUTTE	---	103,700	97,400	6,300	6.1%
DEL NORTE	---	10,040	9,390	660	6.5%
LASSEN	---	11,100	10,460	630	5.7%
MODOC	---	3,400	3,170	220	6.6%
NEVADA	---	49,000	46,730	2,280	4.6%
PLUMAS	---	8,250	7,690	560	6.7%
SHASTA	---	74,900	70,000	4,900	6.5%
SIERRA	---	1,370	1,280	90	6.6%
SISKIYOU	---	18,440	17,210	1,230	6.7%
TEHAMA	---	25,640	23,980	1,660	6.5%
TRINITY	---	5,540	5,230	310	5.5%
<b>CAPITOL REGION</b>	<b>8</b>	<b>1,186,000</b>	<b>1,121,800</b>	<b>64,100</b>	<b>5.4%</b>
ALPINE	---	500	470	40	7.4%
COLUSA	---	11,540	10,450	1,100	9.5%
EL DORADO	---	91,200	86,800	4,500	4.9%
GLENN	---	13,270	12,340	930	7.0%
PLACER	---	182,900	174,800	8,100	4.5%
SACRAMENTO	---	707,400	669,200	38,200	5.4%
SUTTER	---	44,800	41,300	3,500	7.9%
YOLO	---	105,800	100,400	5,400	5.1%
YUBA	---	28,400	26,200	2,200	7.8%
<b>EAST BAY</b>	<b>4</b>	<b>1,408,700</b>	<b>1,347,000</b>	<b>61,700</b>	<b>4.4%</b>
ALAMEDA	---	845,700	809,200	36,500	4.3%
CONTRA COSTA	---	563,000	537,800	25,100	4.5%
<b>NORTH BAY</b>	<b>3</b>	<b>773,700</b>	<b>740,900</b>	<b>32,900</b>	<b>4.3%</b>
LAKE	---	30,060	28,250	1,820	6.0%
MARIN	---	145,100	140,400	4,800	3.3%
MENDOCINO	---	40,590	38,690	1,900	4.7%
NAPA	---	78,400	75,400	3,000	3.8%
SOLANO	---	211,500	200,200	11,300	5.3%
SONOMA	---	268,100	258,000	10,100	3.8%
<b>BAY-PENINSULA</b>	<b>1</b>	<b>2,108,000</b>	<b>2,033,500</b>	<b>74,500</b>	<b>3.5%</b>
SAN BENITO	---	30,500	28,700	1,800	5.9%
SAN FRANCISCO	---	565,800	547,100	18,700	3.3%
SAN MATEO	---	456,000	442,100	14,000	3.1%
SANTA CLARA	---	1,055,600	1,015,600	40,000	3.8%
<b>SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES</b>	<b>14</b>	<b>1,891,500</b>	<b>1,732,400</b>	<b>159,100</b>	<b>8.4%</b>
FRESNO	---	453,900	416,200	37,700	8.3%
INYO	---	9,240	8,800	440	4.8%
KERN	---	402,200	365,200	37,000	9.2%
KINGS	---	58,500	53,600	4,900	8.3%
MADERA	---	62,900	58,000	4,900	7.7%
MERCED	---	119,000	109,200	9,800	8.2%
MONO	---	8,220	7,790	430	5.2%
SAN JOAQUIN	---	322,800	298,600	24,200	7.5%
STANISLAUS	---	248,800	230,000	18,700	7.5%
TULARE	---	206,000	184,900	21,100	10.2%
<b>SOUTHERN BORDER</b>	<b>11</b>	<b>1,673,600</b>	<b>1,580,100</b>	<b>93,500</b>	<b>5.6%</b>
IMPERIAL	---	79,200	61,200	18,000	22.7%
SAN DIEGO	---	1,594,400	1,518,900	75,500	4.7%
<b>LOS ANGELES BASIN</b>	<b>7</b>	<b>5,150,200</b>	<b>4,881,700</b>	<b>268,500</b>	<b>5.2%</b>
LOS ANGELES	---	5,150,200	4,881,700	268,500	5.2%
<b>ORANGE</b>	<b>2</b>	<b>1,636,400</b>	<b>1,570,100</b>	<b>66,400</b>	<b>4.1%</b>
ORANGE	---	1,636,400	1,570,100	66,400	4.1%
<b>INLAND EMPIRE</b>	<b>13</b>	<b>1,996,200</b>	<b>1,872,800</b>	<b>123,500</b>	<b>6.2%</b>
RIVERSIDE	---	1,054,100	986,100	68,000	6.5%
SAN BERNARDINO	---	942,100	886,700	55,500	5.9%
<b>VENTURA</b>	<b>9</b>	<b>429,700</b>	<b>406,200</b>	<b>23,500</b>	<b>5.5%</b>
VENTURA	---	429,700	406,200	23,500	5.5%

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 2015 benchmark and Census 2010 population controls at the state level.

**REPORT 400 W**  
**Monthly Labor Force Data for Local Workforce Development Areas**  
**September 2016 - Preliminary**  
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	19,437,500	18,408,300	1,029,100	5.3%
<b>ALAMEDA COUNTY</b> Alameda County, except Oakland City	6	629,500	604,500	25,000	4.0%
<b>OAKLAND CITY</b> Oakland City	27	216,200	204,600	11,600	5.4%
<b>CONTRA COSTA COUNTY</b> Contra Costa County, except Richmond City	10	508,700	486,300	22,300	4.4%
<b>RICHMOND CITY</b> Richmond City	22	54,300	51,500	2,800	5.2%
<b>LOS ANGELES COUNTY</b> Los Angeles County, except Los Angeles City, Verdugo Consortium, Foothill Consortium, South Bay Consortium, Southeast Los Angeles County Consortium, and Pacific Gateway Workforce Investment Network	21	1,894,000	1,796,500	97,500	5.1%
<b>LOS ANGELES CITY</b> Los Angeles City	31	2,064,700	1,950,600	114,100	5.5%
<b>VERDUGO CONSORTIUM</b> Burbank, Glendale, and La Cañada Flintridge Cities	16	173,300	165,300	8,000	4.6%
<b>FOOTHILL CONSORTIUM</b> Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	8	162,600	155,900	6,700	4.1%
<b>SOUTH BAY CONSORTIUM</b> Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	15	372,200	355,000	17,200	4.6%
<b>SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM)</b> Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	12	231,900	221,300	10,600	4.6%
<b>PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK</b> Long Beach and Signal Hill Cities	32	251,500	237,100	14,400	5.7%
<b>ORANGE COUNTY</b> Orange County, except Anaheim and Santa Ana Cities	5	1,298,100	1,248,300	49,700	3.8%
<b>ANAHEIM CITY</b> Anaheim City	23	174,700	165,700	9,000	5.2%
<b>SANTA ANA CITY</b> Santa Ana City	17	163,700	156,000	7,600	4.7%
<b>SAN JOSE - SILICON VALLEY</b> Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	7	724,000	694,500	29,500	4.1%
<b>NOVA (NORTH VALLEY CONSORTIUM)</b> Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	787,700	763,200	24,500	3.1%
<b>GOLDEN SIERRA CONSORTIUM</b> Alpine, El Dorado, and Placer Counties	14	274,700	262,000	12,700	4.6%
<b>KERN, INYO, MONO CONSORTIUM</b> Kern, Inyo, and Mono Counties	44	419,600	381,800	37,900	9.0%
<b>MOTHER LODE CONSORTIUM</b> Amador, Calaveras, Mariposa, and Tuolumne Counties	30	66,800	63,100	3,700	5.5%
<b>NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM)</b> Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	35	311,300	292,500	18,800	6.0%
<b>NCCC (NORTH CENTRAL COUNTIES CONSORTIUM)</b> Colusa, Glenn, Sutter, and Yuba Counties	40	98,100	90,300	7,800	7.9%
<b>WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM)</b> Napa, Lake, and Marin Counties	4	253,600	244,000	9,600	3.8%
<b>FRESNO COUNTY</b> Fresno County	42	453,900	416,200	37,700	8.3%
<b>HUMBOLDT COUNTY</b> Humboldt County	13	63,000	60,100	2,900	4.6%
<b>IMPERIAL COUNTY</b> Imperial County	46	79,200	61,200	18,000	22.7%
<b>KINGS COUNTY</b> Kings County	43	58,500	53,600	4,900	8.3%
<b>MADERA COUNTY</b> Madera County	39	62,900	58,000	4,900	7.7%
<b>MENDOCINO COUNTY</b> Mendocino County	18	40,600	38,700	1,900	4.7%
<b>MERCED COUNTY</b> Merced County	41	119,000	109,200	9,800	8.2%
<b>MONTEREY COUNTY</b> Monterey County	24	227,800	215,700	12,100	5.3%
<b>RIVERSIDE COUNTY</b> Riverside County	36	1,054,100	986,100	68,000	6.5%
<b>SACRAMENTO CITY/COUNTY</b> Sacramento County	28	707,400	669,200	38,200	5.4%
<b>SAN BENITO COUNTY</b>	34	30,500	28,700	1,800	5.9%

San Benito County					
<b>SAN BERNARDINO COUNTY</b> San Bernardino County	33	942,100	886,700	55,500	5.9%
<b>SAN DIEGO CITY/COUNTY</b> San Diego County	19	1,594,400	1,518,900	75,500	4.7%
<b>SAN FRANCISCO CITY/COUNTY</b> San Francisco County	2	565,800	547,100	18,700	3.3%
<b>SAN JOAQUIN COUNTY</b> San Joaquin County	37	322,800	298,600	24,200	7.5%
<b>SAN LUIS OBISPO COUNTY</b> San Luis Obispo County	9	145,300	139,200	6,100	4.2%
<b>SANTA BARBARA COUNTY</b> Santa Barbara County	11	222,700	212,500	10,200	4.6%
<b>SANTA CRUZ COUNTY</b> Santa Cruz County	26	146,400	138,600	7,800	5.3%
<b>SOLANO COUNTY</b> Solano County	25	211,500	200,200	11,300	5.3%
<b>SONOMA COUNTY</b> Sonoma County	3	268,100	258,000	10,100	3.8%
<b>STANISLAUS COUNTY</b> Stanislaus County	38	248,800	230,000	18,700	7.5%
<b>TULARE COUNTY</b> Tulare County	45	206,000	184,900	21,100	10.2%
<b>VENTURA COUNTY</b> Ventura County	29	429,700	406,200	23,500	5.5%
<b>YOLO COUNTY</b> Yolo County	20	105,800	100,400	5,400	5.1%

**Notes**

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2015 benchmark and Census 2010 population controls at the state level.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 September 2016 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
El Dorado County	91,200	86,800	4,500	4.9%	1.000000	1.000000
Cameron Park CDP	9,000	8,700	400	4.2%	0.099797	0.085585
Diamond Springs CDP	5,100	4,800	300	6.1%	0.055621	0.070626
El Dorado Hills CDP	22,000	21,300	800	3.4%	0.245026	0.169084
Georgetown CDP	1,000	900	100	8.5%	0.010742	0.019402
Placerville city	4,700	4,400	300	6.6%	0.050999	0.070532
Pollock Pines CDP	3,100	3,000	100	3.9%	0.034801	0.027652
Shingle Springs CDP	2,600	2,500	100	4.1%	0.029098	0.024025
South Lake Tahoe city	11,900	11,200	600	5.4%	0.129178	0.143933

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009- 2013 5-Year American Community Survey (ACS).

**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 labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

Monthly CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the Ratios for CDP's were developed from special tabulations based on ACS employment and

This method assumes that the rates of change in employment and unemployment, since the 2009-2013 American Community Survey are exactly the same in each city and CDP as at the county 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.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 September 2016 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Placer County	182,900	174,800	8,100	4.5%	1.000000	1.000000
Auburn city	7,000	6,600	400	5.2%	0.037945	0.044642
Colfax city	1,100	1,000	100	8.5%	0.005861	0.011639
Dollar Point CDP	600	600	0	1.1%	0.003152	0.000685
Foresthill CDP	1,000	900	0	3.8%	0.005264	0.004451
Granite Bay CDP	11,700	11,200	500	4.1%	0.064164	0.058659
Kings Beach CDP	2,600	2,400	100	5.8%	0.013845	0.018260
Lincoln city	19,000	18,100	900	4.9%	0.103334	0.113436
Loomis town	3,200	3,100	100	3.0%	0.017606	0.011748
Meadow Vista CDP	1,500	1,400	100	3.4%	0.008042	0.006163
North Auburn CDP	5,700	5,500	300	4.4%	0.031381	0.031155
Rocklin city	31,000	29,600	1,400	4.5%	0.169433	0.171575
Roseville city	65,900	63,200	2,800	4.2%	0.361434	0.339981
Sunnyside Tahoe City CDP	1,100	1,100	100	4.8%	0.006069	0.006676
Tahoe Vista CDP	1,000	1,000	0	4.1%	0.005670	0.005136

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**Notes:**

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- 2) These data are not seasonally adjusted.

**Methodology:**

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This method assumes that the rates of change in employment and unemployment, since the 2009-2013 American Community Survey are exactly the same in each city and CDP as at the county accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area

**Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employ- ment</b>	<b>Unemployment Number</b>	<b>Rate</b>	<b>Census Ratios Emp</b>	<b>Unemp</b>
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may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.



**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 September 2016 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Yolo County	105,800	100,400	5,400	5.1%	1.000000	1.000000
Davis city	35,700	34,300	1,400	3.9%	0.341537	0.258240
Esparto CDP	1,400	1,300	100	5.8%	0.012881	0.014454
West Sacramento city	25,900	24,400	1,600	6.0%	0.242575	0.284938
Winters city	3,800	3,700	200	4.6%	0.036565	0.032407
Woodland city	29,800	28,200	1,600	5.5%	0.280928	0.299300

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**Notes:**

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- 2) These data are not seasonally adjusted.

**Methodology:**

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

Monthly CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the Ratios for CDP's were developed from special tabulations based on ACS employment and

This method assumes that the rates of change in employment and unemployment, since the 2009-2013 American Community Survey are exactly the same in each city and CDP as at the county accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

ITEM IV-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

Staff will be available to answer questions.

PRESENTER: Denise Lee

**REGULAR 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, September 27, 2016  
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Blanks, interim Secretary, called the roll. Ms. Blanks stated that a quorum has not yet been achieved; as members arrived, a quorum was achieved.

**Members Present:**

Andrea Scharnow, Sacramento City Unified School District  
Linda Litka, San Juan Unified School District  
Stacy Lewis, Women’s Civic Improvement Club/Playmate  
Reginald Castex, WCIC/Playmate Child Development Center  
Natalie Craig, SETA-Operated Program  
Penelope Scott, SETA-Operated Program  
Thelma Adams, SETA-Operated Program (arrived and was seated at 9:32 a.m.)  
Kenneth Tate, Past Parent Representative  
Robin Blanks, Grandparent Representative  
Calvin Sheppard, Men’s Activities Affecting Children Committee  
Terri McMillin, Past Parent Representative

**Members Absent:**

Amanda Robinson, San Juan Unified School District (unexcused)  
Stacey Webster, Home Base Option

**Member to be Seated:**

Tyrone Broxton, Elk Grove Unified School District (arrived and was seated at 9:32 a.m.)

**II. Consent Item**

**A. Approval of the Minutes of the August 23, 2016 Regular Meeting**

Minutes were reviewed; there were no questions or corrections.

Moved/Blanks, second/McMillin, to approve the August 23, 2016 minutes as distributed.

Show of hands vote:

Aye: 9 (Blanks, Castex, Craig, Lewis, Litka, McMillin, Scott, Sheppard, Scharnow)

Nay: 0  
Abstention: 1 (Tate)  
Absent: 4 (Adams, Broxton, Robinson, Webster)

### III. Action Items

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

The board went into closed session at 9:11 a.m. Mr. Tate called the meeting back to open session at 9:31 a.m. and reported that the Policy Council approved the following eligible lists: Facilities Analyst, Administrative Assistant, Head Start Coordinator Education (Supervisory), Head Start Courier/Maintenance, Associate Teacher, Early Head Start Educator, and Head Start Head Cook.

Mr. Tyrone Broxton and Ms. Thelma Adams were seated at 9:32 a.m.

### IV. Information Items

- Parent/Staff Recognitions – Mr. Kenneth Tate
  - Gerad Borrego, Financial Education Coordinator, SAFE Credit Union, Financial Literacy Workshop: Mr. Tate presented Mr. Borrego with a certificate of appreciation for Mr. Borrego's outstanding workshop.

### III. Action Items (continued)

#### B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Final Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Start Policy Council

Mr. Tate reviewed the board item; he reminded board members that a public hearing was opened August 23. There was no additional public testimony.

Moved/Blanks, second/Litka, to close the public hearing and approve modifications to the bylaws of the SETA Operated Head Start/Early Head Start Policy Council.

Show of hands vote:

Aye: 10 (Adams, Blanks, Broxton, Craig, Lewis, Litka, McMillin, Scott, Sheppard, Scharnow)

Nay: 0

Abstentions: 2 (Castex and Tate)

Absent: 2 (Robinson and Webster)

#### C. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Job Specification Changes for Network Engineer, Web Innovation Engineer, Human Resources Manager, Personnel Analyst, Senior Personnel Analyst, Payroll Operations

Supervisor, Facilities Coordinator, Facilities Supervisor, Facilities Analyst and Personnel Clerk

Mr. John Allen reviewed this board item. The modifications to the job specifications will bring the specifications better in line with ADA requirements.

Mr. Tate opened a public hearing; there was no public testimony.

Moved/Castex, second/Sheppard, to close the public hearing and approve modifications to the job specifications for Network Engineer, Web Innovation Engineer, Human Resources Manager, Personnel Analyst, Senior Personnel Analyst, Payroll Operations Supervisor, Facilities Coordinator, Facilities Supervisor, Facilities Analyst and Personnel Clerk

Show of hands vote:

Aye: 11 (Adams, Blanks, Broxton, Castex, Craig, Lewis, Litka, McMillin, Scott, Sheppard, Scharnow)

Nay: 0

Abstentions: 1 (Tate)

Absent: 2 (Robinson and Webster)

D. Ratification of Submission of the Revised Early Head Start-Child Care Partnership and Expansion Application to the Office of Head Start

Ms. D'et Saurbourne provided an oral report on this item and stated that after additional data analysis and planning, the application was revised slightly to include one less enrollment slot at American River College due to licensing capacity of 14 infants/toddlers. In addition, a secondary review of staff needed to operate the expansion slots resulted in a slight increased budget when final costs were submitted.

Moved/Craig, second/Lewis, to ratify the submission of the revised Early Head Start Child Care Partnership and Expansion application to the Office of Head Start to extend services to infants/toddlers in Sacramento County.

Show of hands vote:

Aye: 11 (Adams, Blanks, Broxton, Castex, Craig, Lewis, Litka, McMillin, Scott, Sheppard, Scharnow)

Nay: 0

Abstentions: 1 (Tate)

Absent: 2 (Robinson and Webster)

**IV. Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Linda Litka reviewed the calendar of events.

Ms. Geri Hodges from San Juan was introduced.

- Parent, Family & Community Engagement - Events and Activities – Mr. Tate reviewed the upcoming events.
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne reviewed the fiscal report for the first month of the new fiscal year. A lot of programs are just starting the program year and more information will be provided next month. Ms. Saurbourne reviewed the credit card expenditures. The final numbers for the last fiscal year are still being worked on.
  - Toastmasters Training – Mr. Tate reported on the last meeting and encouraged all board members to take advantage of this excellent training. The next training is scheduled for October 7 in the Shasta Room.
  - Community Resources – Parents/Staff: No questions.
  - WEAVE Presentation on Domestic Violence Prevention Update – Ms. McMillin reported that a presentation was given at the PAC meeting. Ms. Jamie Gerick provided a lot of information on domestic violence and the services that they offer. Along with women’s services, they provide services to men and to children as well. Mr. Tate stated that there is also a program where kids can report a bully at school. They provide services to former sex trafficked people.
  - Sacramento Fairytale Town Play Summit Report(s): Ms. Robin Blanks reported on Saturday, July 10 event; it was wonderful. She got tips on how to get kids outside to play. Jim Valley, from Paul Revere and the Raiders, provided information on getting kids to sing. Ms. Blanks thanked Ms. Lee for allowing her to attend this outstanding training.
  - SETA’s Central Kitchen Field Trip Report(s): This tour took place recently with Mr. Lewis, Ms. Craig, Ms. Litka, and Mr. Tate participating. Mr. Tate stated that the tour and the facilities were outstanding. He thanked Ms. Cisneros and her staff for the tour.
- B. Governing Board Minutes of August 4, 2016: No questions.

**V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Blanks reviewed the critique.
- Personnel/Bylaws Committee: Mr. Tate thanked the committee for their work. There is a special personnel/bylaws committee meeting on September 30.
- Men’s Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard stated that the attendees at the last meeting were talking about ideas on how to improve workshops. Instead of having them at the SETA location, perhaps move them to the various centers around the county. Try to get more fathers involved because sometimes transportation is an issue. Ms. Penelope Scott stated that they also reviewed the previous year and how the year went. They discussed how to make the BBQ better and get better participation.
- Social/Hospitality Committee: Ms. Litka reported on the September 7 meeting where attendees discussed and approved a number of items for the End of Year Appreciation event.
- Parent Ambassador Report: Ms. Litka reported on the September 9 meeting where attendees talked about previous recruitment events. Ms. Blanks attended

the Rio Linda/Elverta Country Fair event and it was great. They got quite a few people signed up. There was another one at Hopkins Park; it was great and a lot of people came to the Park. Many already had their kids signed up.

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks reported on the August 25 meeting. There was a discussion on Cali's Law, which would provide for additional funding and reporting on with kids having IVs while undergoing anesthesia. The goal of this bill is to get this type of services done in the hospital. There was also a meeting on September 22; they discussed doing community outreach to medical/dental partners to open their offices so more patients can be seen under MediCal.
- Maternal, Child and Adolescent Health Advisory Board: Ms. Blanks provided an overview of the last meeting.

## **VI. Other Reports**

- A. Executive Director's Report: No report.
- B. Chair's Report: No report.
- C. Head Start Deputy Director's Report: Staff is working on a modification on duration extension application. SETA submitted an application to extend hours for pre-school kids. We may not be able to fund everything presented. The Office of Head Start released new Performance Standards. The last update was 1991. The revised Performance Standards are clearer and fewer in number and more flexible so programs can decide what is working in their community. There will be future discussions regarding the term length for board members. There has to be a clear delineation between Governing Body and Policy Council responsibilities. The impasse procedure has never had to be utilized however updates will be forth-coming to align with new standards. Most of the Performance Standards will be in place in November with duration as one of the top issues over the next five years. OHS wants programs to extend their services for longer services either daily or over the year or both. They are expecting pre-schoolers to be provided services at 1,020 hours per year; this will require significant changes to our system. The duration grant is very important since in order to extend the services longer, teacher hours have to be extended as well. The Committees will work through the changes and bring to the board for final approval.

CHSA is hosting their annual conference in Sacramento. Mr. Tate will be the welcome speaker. Normally this is a conference where members are elected to attend but this year, all board members wishing to attend can do it either by attending the parent conference January 9-10, and/or the education conference January 11-13. Board members can register either by attending the conference and enjoy it, or to volunteer and work during the conference. Board members can attend at the parent conference and then volunteer at the education conference, or any combination that works best for their schedules.

- ✓ Monthly Head Start Report: Program Information Report: The reports were reviewed; one is for Head Start, one for Early Head Start, and the third for the Child Care Partnership. This is one of the few reports we post over the year. The data is by programs and shows county-wide totals. If we fall below the national average, the Federal government would require us to do a corrective action plan. We are always challenging ourselves when we do not achieve 100%.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr reviewed the Program Information Report. SETA has a very good relationship with SCOE and their foster youth program; we work with them to provide services to foster children. A program is being developed with SCOE so if the kids are reunited with their parents, they will continue to receive Head Start services. Staff will continue to look at ways to reach out to the homeless population. The PIR is not reflective of those numbers but it will next year. It will include information countywide for homeless/foster youth children to ensure they receive services. Ms. Carr stated that starting November 7, teaching staff has to at least hold an associate teacher degree, or family development credential.

Mr. Tate asked what would happen to the enrollment of Head Start children when the minimum wage is \$15.00. Ms. Carr stated that Head Start's income guidelines are attached to the poverty level. Ms. Lee stated that at this time, the poverty guidelines are not proposed to change. Most programs are servicing around 20-25% of eligible children in their communities, showing that there are still many children to be enrolled who meet the poverty threshold. Staff is working hard to recruit families that are meeting the income guidelines. We will continue to recruit and when we do not have any under income eligible children, we will enroll over income eligible children as needed to stay fully enrolled.

- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: No report.
- Martha Cisneros - Health, Nutrition and Safe Environments Services
  - ✓ Changes To Immunization Laws For Children – Ms. Martha Cisneros: Ms. Cisneros reviewed the PIR area for her section. Hope to see an increase in the immunizations especially for home base. Head Start continues to be the highest in the state for immunization adherence.

Ms. Natalie Craig left the meeting at 11:05 a.m.

The dental providers have to apply to be a Medi-Cal provider. It takes between six to twelve months to qualify

- Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.

E. Open Discussion and Comments: None.

F. Public Participation: None.

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



# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**October 2016**

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	2028	212	<b>10%</b>	369	59	<b>16%</b>
<b>Twin Rivers USD</b>	233	19	<b>8%</b>			
<b>Elk Grove USD</b>	440	39	<b>9%</b>			
<b>Sac City USD</b>	1211	89	<b>7%</b>	144	13	<b>9%</b>
<b>San Juan USD</b>	668	68	<b>10%</b>	160	13	<b>8%</b>
<b>WCIC</b>	120	7	<b>6%</b>			
<b>EHS CCP</b>				80	2	<b>3%</b>
<b>COUNTY TOTAL</b>	<b>4700</b>	<b>434</b>	<b>9%</b>	<b>753</b>	<b>87</b>	<b>12%</b>

*AFE: Annual Funded Enrollment*

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

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	477	108	89
Sacramento City USD	1,211	1,144	94	88
SETA	1,988	1,928	97	73
San Juan USD	668	687	103	81
Twin Rivers USD	233	233	100	91
WCIC/Playmate	120	120	100	73
<b>Total</b>	<b>4,660</b>	<b>4,589</b>		

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	151	105	80
SETA	377	376	99	73
San Juan USD	160	173	108	81
<b>Total</b>	<b>681</b>	<b>700</b>		

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	83
Sacramento City USD	40	40	100	76
SETA/Job Corps.*	4	4	100	TBD
<b>Total</b>	<b>80</b>	<b>80</b>		

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



# SETA Head Start Food Service Operations Monthly Report \*October 2016

**October 3rd through 10th** - Marina Vista closed for plumbing repairs.

**October 7th** - Many EHS classes closed for training.

**October 10th** - WCIC closed.

**October 10th through 13th** - North Avenue AM & PM classes closed for flooring repair.

**October 17th** - Alder Grove I/T closed.

**October 19th** - Special function request for Home Base lunch & snack provided for 125 guests.

**October 20th** - Special function request for Home Base lunch & snack provided for 94 guests.

**October 26th** - Special function request for Home Base lunch & snack provided for 50 guests.  
Refrigerators and ice machine replaced at Mather Kitchen total cost \$8,544.44.  
Refrigerators and ice machine replaced at the Central Kitchen total cost \$4,056.36.

**October 31st** - Strizek's AM class stopped at 10 children due to staff shortage.

**Meetings & Trainings:**

Health Nutrition Services Meeting attended by the Food Service Staff on October 7th.

Connie attended the CCFP Roundtable Conference October 17th through 19th.

Cook Driver Lorena attended a SERV Safe Training on Friday, October 21st.

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

Lunch	PM Snack	Breakfast	Field Trips
40,382	14,970	26,108	740

**Total Amount of Meals and Snacks Prepared** 82,200

**Purchases:**

Food	\$74,055.73
Non - Food	\$13,922.14

**Building Maintenance and Repair:** \$435.00

**Janitorial & Restroom Supplies:** \$0.00

**Kitchen Small Wares and Equipment:** \$5,835.30

**Vehicle Maintenance and Repair :** \$1,677.48

**Vehicle Gas / Fuel:** \$1,497.63  
**Normal Delivery Days** 21



## Quality Assurance Summary Report

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

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Elk Grove Unified School District	Beitzel Leimbach Markofer McKee Reith Sierra Enterprise Union House	8  8 class observations 7 facilities inspections	24  Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

### ***Exemplary Practices (Above Compliance)***

- Organized and user-friendly record-keeping systems in areas of mandated screenings and follow-up, Child Care Licensing (CCL) staffing requirements and Family Partnership Agreements (FPA).
- Parent meeting documentation was complete and available to parents.
- High parent engagement in the classrooms and in other program areas.
- Lesson plans and DRDP assessment documentation are very detailed and descriptive.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	89%	1-Not all ChildPlus data matched contents of the child’s file 2-Diapering procedures not posted 3-Supervision during handwashing needs improvement
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	92%	No significant noted findings
<b>Safe Environments</b> <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	87%	1-Not all required center postings were displayed, including “No Nut Policy” sign 2-various potential hazards were observed in the classroom such as electrical outlets not covered, cords on window blinds in child’s reach, carpet edges curled up, etc.

<b>Family , Parent and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	99%	No significant noted findings
<b>Adult Mental Health</b> <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted findings
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	84%	1-Special education/IEP paperwork and record-keeping needs improvement 2-Not all interest areas were clearly defined in the classroom
<b>Written Individualization</b> <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	93%	No significant noted findings
<b>Curriculum/Implementation of Individualization</b> <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	91%	No significant noted findings
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	71%	1-Not all files had correct eligibility status indicated on paperwork 2-SETA-approved over-income waivers not on file

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

**Corrective Action Plans:**

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



## **Head Start Monthly Report** **November 2016**

### **SETA Operated Program**

#### **Program Operation**

Welcome November! SETA Head Start finished off October with the completion of their first round of Desired Results Developmental Profiles (DRDP). Teachers will be diving into the data collected from the assessment within the next couple weeks. They will use the data to inform their instruction and meet with families to discuss individual student goals. CLASS observations are underway in preschool and Early Head Start classrooms. Many of our SETA Teachers will be participating in next module of the Teaching Pyramid Training. Those participating have been through the first round of coaching, and have started to implement the research based strategies into their classrooms. Train the Trainer TLC for Site Supervisors kicked off in October, the group will come together again in November. Throughout this month the TLC group is working on brainstorming ideas of effective classroom practice, and the framework for effective everyday practice. The site supervisors will bring the strategies, materials, and activities back to their sites and collaborate with their staff.

#### **Program Support Services**

*Quality Assurance (QA) Monitoring Review.* EGUSD Head Start was monitored on September 30- October 14, 2016. Exit Meeting with EGUSD staff was held on Tuesday, November 8. Select SETA-Operated Program (SOP) Head Start Centers and HS/EHS Home-Based Program are currently being monitored by QA staff.

*1st Quarter Unannounced Safety and Supervision Visits.* First quarter of unannounced safety and supervision visits by QA Unit and by SOP/Delegate Programs concluded on October 31, 2016. Summary Report is being finalized for distribution.

*Delegate Kick Off 2016.* The annual Delegate Kick-Off was held on October 27, 2016 at the Citrus Heights Community Center. With the theme “*Onward and Upward- Soaring to New Heights*”, speakers included leaders and administrators from California Department of Education (CDE) Early Education and Support Division (EESD), California Head Start State Collaboration Office, California Head Start Association (CHSA) and Office of Head Start (OHS) Region 9.

### **Elk Grove Unified School District**

#### **Education Services Update**

The agency-wide results from the Desired Results Developmental Profile 2015 (DRDP 2015) used by teachers to assess their students’ social and academic strengths and weaknesses during Fall 2016 was presented by Gerri LaCalle and Karin Nakahira-Young, PreK instructional coaches, at the teacher in-service held on October 28, 2016. Agency-wide results of the assessment identified that all Head Start teachers need to focus

on teaching expressions of empathy, awareness of diversity in others, letter, symbol and print recognition, as well as fine motor skills and personal safety.

Teachers were provided the results of the DRDP 2015 for their individual classes. Time was allotted to discuss the results, develop their individual classroom plans, and develop individual student goals and action plans.

### **Enrollment**

The Elk Grove Unified School District Head Start program is fully enrolled with 440 students in the program. Average Daily Attendance (ADA) for the month of October was 89%.

### **Disabilities Services and Mental Health Services Update**

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and with Dr. Theresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start Program. There are 39 students with active IEPs being served which is nine percent (9%) of our Head Start student population.

### **Health Services Update**

Files are being monitored by our program educators to assure that all students needing follow-up from their 45 day screenings for height, weight, and vision and hearing screenings are referred to a health care provider.

### **USDA Meals/Snacks**

Head Start students were served 14,732 meals during the month of October. This month's Elk Grove Meals/Snack calendars are attached.

### **Fiscal Update**

This month's Fiscal Report is attached.

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

Family education activities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings by our monthly newsletter and individually by teachers.

"Latino Family Literacy" workshops were held on October 4, 11, 18, and 25, at Samuel Kennedy Elementary and on October 5, 12, 19, and 26, at Charles Mack Elementary. These classes provide Spanish speaking parents with strategies for working with their children in the area of literacy and ways to establish a reading routine in their home. An average of eight (8) families attended the workshops at Samuel Kennedy Elementary. An average of ten (10) families attended the workshops at Charles Mack Elementary.

"English Family Literacy" workshops were held on October 4, 11, and 18, at David Reese Elementary and on October 5, 19, and 26, at Herman Leimbach Elementary. These workshops provide our English speaking families the same information on literacy and strategies as those provided in "Latino Family Literacy". An average of two (2) families attended the workshops at David Reese Elementary. An average of two (2) families attended the workshop at Herman Leimbach Elementary.

"Supporting Positive Behavior in Children" workshops were held on October 6, 13, 20, and 26, at Prairie Elementary School. The "Supporting Positive Behavior in Children" workshop provides information and support to families to promote their child's social/emotional development. An average of eleven (11) parents attended these workshops.

"Junior Amazing Reader", a workshop designed to help parents understand the importance of reading with their children and the link between reading with children and brain development, vocabulary development, and future school success, was presented in Ms. Hays State funded and Title I funded classes at Samuel Kennedy

Elementary School on October 20. These workshops took place in the classroom at the beginning of class in order to maximize parent participation. An average of fifteen (15) parents attended from each of classes.

### **Recruitment**

There are thirty (30) students are on the wait list for the Head Start program.

### **New Performance Standards**

The Office of Head Start released new performance standards in September, 2016. Performance standards were last updated in 1991. The PreK program is reviewing the new standards and is working to update their policies and procedures to ensure the program is in compliance. A significant change included in the new performance standards is the requirement that by August 1, 2019, a program must provide 1,020 annual hours of planned class operation over the course of at least eight months per year for at least 50% of its program. The entire program must meet this mandate by August 1, 2021. This will require that the Head Start classes in EGUSD are in session a minimum of six (6) hours per day. The PreK program has put together a committee comprised of administrators and teachers to begin exploring how it will meet this mandate and to explore other possible changes to the PreK program.

## **Sacramento City Unified School District**

### **Health and Nutrition Update**

For the month of October, Nurses Lisa Stevens, Lori Souza and Victoria Benson worked on completing their initial sensory screenings for preschoolers who had attended school since the beginning of the school year. When out at the various preschool sites, class files were reviewed by the preschool nurses to check for dental status and follow-up along with document completion for the health section of the class files.

During the first Health, Nutrition and Safe Environments Committee meeting in October, the Corrective Action Plan for Health was reviewed with status reports from the Data Entry Specialist, Health Clerks and Nurses in an effort to ensure the areas of concerns were being addressed in this new school year. Child Development Department Director, Jacquie Bonini, initiated a monthly newsletter for all Child Development staff members. Nurses Lori Souza, Victoria Benson and Health Coordinator Tammy Sanchez have each contributed material for the Health Section of this newsletter.

The Preschool Nurses and the Health Coordinator attended SETA's Head Start Delegate Kick-Off on October 27<sup>th</sup>. Nurse Benson noted that this year's motto "Onward and Upward--Soaring to New Heights" was an "uplifting" motto for the delegate agencies and very appropriate for the Region 9 updates presented by Dow-Jane Pei, Program Specialist, OHS, Region 9. With respect to health, Dow-Jane Pei shared that there would be new language around dental exams. It was also interesting to note that there were plans to modify the HR section of the performance standards to strengthen staff health and wellness requirements.

All Head Start Preschool Nurses have been involved with review and clearance for the new immunization requirement for Head Start staff and classroom volunteers. New criteria for what constitutes a volunteer were also shared at the Delegate Kick-Off meeting on October 27<sup>th</sup>.

Several members of our Health Team participated in the 3<sup>rd</sup> Annual Fall Festival for Head Start and State preschoolers on October 25. This event was a huge success, despite the threat of rain, and had the biggest festival attendance thus far. First Five Nurse Paula Kuhlman manned a health-related Guessing Game station which focused on identifying common fruits such as an apple, banana, kiwi and pineapple by just feeling its texture.

In anticipation of the upcoming holidays, it was felt that this was an appropriate time to review Child Development's *No Outside Food Policy*. Health/Nutrition Coordinator, Tammy Sanchez, reviewed the policy with parents at the October PC Meeting and asked Parent Representatives to bring back this important



reminder to the other classroom parents. Child Development Director, Jacquie Bonini, took the opportunity to review the policy with teaching staff at October's Professional Learning; reminding them that keeping students safe is our number one priority.

### **Education**

Professional Learning for the month of October included the following training topics:

#### **Safety and Supervision Policy:**

- Staff was provided with the Child Development Supervision Policy.
- Jacquie Bonini, Child Development Director, went over the policy and articulated with the teachers the importance of following safety and supervision guidelines.
- Teachers were reminded to review the policy and their written individual plans.

#### **Nutrition Policy:**

- Due to the upcoming holiday season, the Nutrition Policy was provided to teachers.
- Staff was reminded about the SCUSD – Child Development Department of the no outside food policy.
- The policy is in place to protect children from various allergens.
- All food must be provided by our Nutrition Department.

#### **Child Abuse Prevention/Identification and Reporting presented CAPC:**

- A comprehensive child abuse prevention and reporting training was provided to all staff.

#### **Disabilities and Special Needs Referral Process:**

- Jennifer Osalbo, Disabilities Coordinator, went over the process and referral follow-up for children potentially identified as having special needs.

#### **Mental Health/Behavior Support – SST Process for Behavior Support and Follow-up:**

- Social Workers presented the SST Process for Behavior Support and follow-up process.
- A heavy emphasis was given in documentation and follow-up.

### **Family & Community Engagement**

The Family and Community Engagement (FCE) staff has been following up with families on the Family Worksheets they completed. FCE staff also organized the 3<sup>rd</sup> annual Fall Festival with over 200 families attending. FCE staff is also training Teaching staff for Family Partnership Setting Goal Sessions that will be occurring in November.

### **Mental Health**

In the October Professional Learning, Social Workers trained staff on the Behavioral referral process, which helps ensure that staff are utilizing Teaching Pyramid Framework practices in supporting children who display challenging behavior.

Authorized and 2<sup>nd</sup> year Apprentice Coaches are conducting coaching sessions with staff who are a part of the County Wide Collaboration Teaching Pyramid Cohort 6 and the Internal Collaborative Cohort between SETA and SCUSD.

Social Workers are conducting Teaching Pyramid introduction workshops at the classroom site level.

Social Workers have also been recruiting parents for the Family Engagement Fun night beginning on November 3<sup>rd</sup>. The first workshop will be the Teaching Pyramid for Families, Session 1 – Making the connection.

**Early Head Start & Home-Base**

Early Head Start had their annual Home-based Socialization/Harvest Festival. The Home Visitors did an incredible job organizing an event that the families will remember. The theme of the Harvest Festival was “A trip to the farmer’s market”. The families got to participate in activities such as: smelly jars with different fragrant produce scents, banana cutting, sweet potato mashing, pumpkin stem printing, seed planting, and a bean bag toss.

There were booths for families to get information from local agencies such as: Black Mother’s United, The Charles A. Jones Skills Center, The Health Education Council, and The Native American Health Center. The Native American Health Center even provided dental varnishes to the children! Once the families completed each of the booths they were able to go to the Big Red Barn photo backdrop and have a photo taken.

Children and families were very excited pick their perfect pumpkin from the pumpkin patch. Davis Ranch has been a major contributor for donating the pumpkins for the past 3 years. We are so grateful for their support.

There were 45 families that showed up to the Harvest Festival. The families were educated on the importance of taking care of their health through proper oral hygiene and healthy foods, and to many of the resources that are available to them in the community.





The Home-based Program participated in a STEM training. They received a STEM kit that they were able to take and integrate what they have learned into their lesson plans.

The Teaching Pyramid Cohort Teams finished up their coaching sessions with Ruth Rodriguez this month. There have been many effective changes implemented in the classroom environments as well as teaching pyramid strategies being implemented by the staff in both classrooms. The intention for the team is to check in with their resource teacher and do the inventory of practice tool throughout the year, so we can keep the Teaching Pyramid teachings alive in the classrooms after the trainings are complete.

### **Special Education**

SCUSD Child Development Department has served 101 preschoolers with IEPs and 16 infants/toddlers with IFSPs. SCUSD is streamlining our full team referral process to be more like K-12 and include Student Success Teams (SSTs). During an SST the entire support team is invited, including the parent and teacher, so we can all get on the same page about accommodations and how to support the child to be successful in the classroom.

## **San Juan Unified School District**

### **Education Services Update**

Early Head Start teachers have finished their first DRDP assessment. They are using the DRDP Tech system to complete these assessments. Head Start teachers have also finished their first DRDP assessment. They are beginning their second year of using the DRDP Tech system. Thirteen Head Start teachers are piloting the Learning Genie program for collecting anecdotal evidence. This program also facilitates parent involvement through the sharing of daily information in the form of anecdotal notes, photos and videos of their children during the day. Head Start teachers began the Trees study which will continue through November. The math focus was Cardinality, Counting and the beginning stages of Constructing Sets with 1-5 objects.

### **Disabilities Services Update**

Care management continued to slow down for both Early Head Start and Head Start programs through the month of October. Many of the students that were referred for further assessment now have IFSPs/IEPs, and services are well under way. The new Early Head Start Monthly Special Education Communication form is working well and helps to ensure that documentation for those students with IFSPs stays up-to-date. The Disabilities Content Specialist has been reviewing the new Performance Standards and preparing for the new changes and updates.

### **Mental Health Services Update**

The Mental Health Therapist participated in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. The Mental Health Therapist continued to provide workshops for parents and staff throughout the program.

### **Health Services Update**

The health tracking and Child Plus data entry for Early Head Start was divided between five different Health Assistants in mid-October. Each Health Assistant has acquired one Early Head Start Center and one to two Home Based teachers. For the next phase of Cross Programs assignments, the EHS Nurse has spent time doing individualized training based on Health Assistant's needs. In addition, the EHS Nurse continued to provide health consultations to teachers and families. The EHS Nurse also worked collaboratively with the HS Nurse and Content Specialists to integrate services, learn the new Performance Standards and start incorporating changes into practice.

Health reviewed files for the Head Start students entering the 2016-2017 school year. The review is comprehensive to include students' health, nutrition, and immunization status. Child Plus data entry for children enrolling in the 2016-2017 school year is up-to-date and is completed on a continuous basis. The School Nurse wrote Individualized Student Health Plans for those who have health concerns. The School Nurse also wrote Individualized Education Plan (IEP) reports and attended meetings.

### **Nutrition Services Update**

The CACFP started their 2016-2017 fiscal year. Preschool, Infant/Toddler and School-Age have all had their annual CACFP training. The San Juan USD CACFP review was completed and the Summation Report will be submitted to CDE on November 1<sup>st</sup>. Site Monitoring has begun for all sites and will be complete in mid-November. At the Annual CACFP Conference, staff completed the mandatory training in CACFP Procurement and started training on the new mandates that will become mandatory in October 2017.

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

In collaboration with First 5 and support from the Kiwanis Club of Carmichael and the San Juan USD Family and Community Engagement department, several preschools enjoyed festive fall celebrations to promote student learning. Howe Ave. Head Start/State Preschool held their annual Literacy Harvest Fair on October 14<sup>th</sup> and had over 70 participants. General Davie Jr. Primary Center had over 100 participants at their Literacy Harvest Fair October 28<sup>th</sup>, an event where each child received a book, a family picture with Harvest Fair Backdrop, opportunities to read as a family, make crafts, receive fresh fruits and vegetables, exchange outgrown clothing with other families, and take home a pumpkin. Marvin Marshall Head Start/State Preschool held a Harvest festival on October 27<sup>th</sup> which included numerous family activities and was also well attended. Families have also attended "You Make the Difference", "Latino Literacy" and "Setting Limits" parenting classes in the month of October.

New and returning representatives were seated on the San Juan USD Head Start/Early Head Start Policy Committee at the October 20<sup>th</sup> meeting. Each representative received a new 2016-2017 Policy Committee binder to take back to the classroom with information from the meetings to share with the families throughout the school year. Resources from WarmLine Family Resource Center about support for families with children with disabilities was shared. The new By-Laws were approved and two Past Parent Representatives were elected. Cecelia Laban of the Mutual Assistance Network provided their most recent Calendar for the Arcade Community Center and Harvest Fair Community Event information.

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

Early Head Start teachers received an Infant/Toddler Education binder at the October professional development training. Staff did a walk-through of the different sections of the binder, and were then asked to give feedback on the forms provided in order to assist in future revisions and general use. The October training also covered the new Parent Contact form, which is where parents will sign for all conferences and home visits. The annual CCFP training was presented in October and covered reminders for best practices around food services for children.

Head Start teachers and assistants received part 2 of the Guided Language Acquisition Design (GLAD) training. At this training, teachers shared the GLAD strategies which they have found effective for their

practice in classrooms. Teachers received additional training later in October with John Paul as he was live-streamed teaching a lesson that focused on informational text and demonstrated GLAD strategies during a re-aloud.

### **Fiscal Update**

October's reconciliation has been completed and San Juan USD is right on target. An e-mail will be going out to Administrators to provide spending priorities for orders so classrooms continue to meet required performance and licensing requirements. Parent Volunteer Hours for In-Kind decreased in 2015-2016, and this trend continues. A request for teachers to recruit more parent volunteer hours will be presented at the next PC meeting in November. Salary and Benefit adjustments for 1<sup>st</sup> Interims have been completed with the implemented changes for Fiscal Year 2016-2017. The changes that were made are still within target budgets.

### **Safe Environments Update**

An informative PowerPoint presentation was used to provide training on the Safety and SUPER vision procedures to those teachers who are new to the program. The second month's classroom and playground checklists have been completed and submitted. Tracking sheets are being used to keep track of the paper work turned in concerning safety procedures. Work orders have been created to support repairs and/or safety needs in the classrooms.

## **Twin Rivers Unified School District**

**Highlights:** challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

### **Events**

All three TRUSD Head Start sites participated in the annual Red Ribbon Week celebration of saying no to drugs and living healthy lifestyles. The School Social Worker provided classroom lessons on drug free living, healthy bodies and the dangers of tobacco. The week-long event included spirit days in which students "Teamed up against drugs" and wore their school shirts/athlete jerseys, "put a cap on drugs" with their hats, "socked it to drugs" with crazy/mismatch socks and pajamas "to dream of a drug-free world". On Thursday of Red Ribbon week, students from all three sites also participated in our annual Fall Festival. The Festival included an opportunity for students to pick their own pumpkins from the school "pumpkin patch", participate in carnival games and read Halloween books with our favorite librarian, Mr. Tim. Parents volunteered during the event by assisting with the carnival games and also were judges for the Red Ribbon doors throughout the school. Fun was had by all attendees!

### **Professional Development**

On October 31<sup>st</sup>, the Head Start staff participated in the district wide Professional Development training day. The focus of the training day was Preschool Glad (Guided Language Acquisition Development). From two dynamic facilitators, participants were provided with an overview of GLAD philosophy and strategies to increase verbal language development for young learners. The participants will also be participating in classroom coaching/training with the GLAD facilitators in early Spring in which hands-on support with their students will be provided. Teaching staff will receive one full day of this hands-on coaching from the GLAD experts.

### **Components**

The program is excited about the addition of Tashamarie Brewer to the Community Liaison team. Ms. Brewer is a previous teacher assistant at the Oakdale preschool site so is very familiar with the Head Start program. She joins the team with tremendous experience with young learners and a love for working with families. The other Community Liaison remains on maternity leave until possibly the end of the school year pending approval from the TRUSD Board of Trustees. A long term sub continues to work with the Community Liaison team during the maternity leave. The team continues meeting with parents individually to complete the goal setting forms as well as provide resources/services as requested by families.

The Community Liaisons continue to track blood lead results, hemoglobin and lead risk. The inputting of Childplus info also continues for the Liaison team.

All students participated in hearing, vision and dental screenings with the Health Component Leaders throughout the month of October. The Health Assistant and Nurse continue the reviewing of students' files for medical concerns as well as data inputting into the Childplus database.

Our School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment with the assistance of our 3 BSW and MSW interns from CSUS. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. The multidisciplinary team finished the pre-intervention meetings for Oakdale, Rio Linda and Room 10 to discuss all students and provided teaching staff with strategies for academic, behaviors and social/emotional development. Weekly 2<sup>nd</sup> Step lessons continue with the School Social Worker in all classrooms to ensure the students' social and emotional competence is being developed.

The Head Start programs has two Speech and Language Pathologists (SLP) who has begun servicing our students with speech and language IEPs. They are also working on screening students who failed the communication section of the ASQ assessment to determine if further testing is needed. Currently we have 17 students with IEPs and will hopefully meet our 10% level no later than late December 2016.

The Education Component Leader continues observations to assist with academic strategies and teacher coaching and support. CLASS observations for all classrooms as well as ECERS assessments are also being completed by the Education Coordinator.

The ERSEA Component Leaders and Community Liaisons finished checking all of the students' files and creating the new wait list binders for this school year. All three sites continue to be fully enrolled. The Program Design and Management component leaders has finished the collection of staff immunizations for the requirement per SB 792.

### **Policy and Parent Committees**

The new Policy Committee group for 2016-2017 was seated on October 10, 2016. Most classroom has at least one classroom representative attend the first meeting and teaching staff are continuing to recruit for additional parents. The October meeting was held at Rio Linda on October 24<sup>th</sup> and on October 25<sup>th</sup> at Oakdale. Both sites had parents attend the meetings and they were provided all of the necessary reports including the Fiscal report, meal counts, Special Ed report as well as Enrollment and Attendance report. All sites will have meetings in November before the Thanksgiving break.

### **Parent Trainings**

The classroom parent meetings for October was hosted by the Sacramento Food Bank for parents to get information about local resources for food supplies. A representative from the agency reminded parents of the importance of healthy eating and ways to spread their limited financial resources for meals.

### **Fiscal**

The HS Budget Analyst completed the October 2016 Fiscal reports which will be given to the PC group and Board of Trustees at the November meeting.

### **WCIC**

#### **Enrollment**

During the month of October 2016, WCIC's Enrollment was maintained at 100%.

## WCIC's 2016-2017 Elected Policy Committee Delegates and Alternate Delegate

WCIC's PC Delegates and Alternate Delegate were elected on October 19, 2016: Reginald Castex and Vocheri Thomas, Delegates; and Michelle Brown, Alternate Delegate.

### Trainings

WCIC/Playmate Head Start Program's parents and staff received a Lead Poisoning Training by Ms. Lea Huffman, Health Education Assistant from County of Sacramento. Ms. Huffman's presentation on Lead Poisoning was on October 19, 2016. The presentation provided information on how to protect children from lead and to teach parents how to prevent lead poisoning. Lead poisoning can cause extreme side effects in small children, especially when children are exposed to lead. Many parents are not aware that lead can be found in toys and in foreign foods and candies from Mexico. Children who are exposed to lead learning may be affected, cause nerve damage, lower IQ, and even slower physical growth. If you feel that your child has been exposed to lead poisoning it is best to contact your doctor and they can easily perform a blood test. Parents must understand that lead is found in toys, children's jewelry or in foreign pots and dishes. Items such as clay pots or dishes from China and other countries can be made with lead. Before using these items, people can easily purchase a lead poisoning kit. Some foods imported from Mexico can contain lead or dry fruits can also be tainted. Homes built before 1978 are more likely to have lead in it. The most common cause of lead poisoning today is old paint with lead in it. Many older houses and apartment buildings have lead-based paint on the walls. Toddlers explore the world by putting things in the mouths. Children who live in older buildings are at especially high risk of lead poisoning. Children can get lead poisoning by chewing on pieces of peeling paint or by swallowing house dust or soil that contains tiny chips of the leaded paint from these buildings. Lead can also be in air, water and food. Lead can also be found in food or juice stored in foreign-made cans or improperly fired ceramic containers.

WCIC/Playmate Head Start Program's staff received a Child and Adult Care Food Program (CACFP) Training by Ms. Martha Cisneros, CFS Manager- Health, Nutrition, and Safe Environments; and by Ms. Connie Otwell, Food Service Coordinator from Sacramento Employment and Training Agency on October 5, 2016. Ms. Martha stated the And Justice for All Posters currently green must be posted in the front of the center. Ms. Martha stated there are new policies with meal counts. Meal counts must be recorded at the point of service. Meal count numbers must reflect only the children who are at the table and are being offered food. Any child who comes in late will not be counted on the meal count sheet, but the child will be offered food. SETA will provide a plastic tote filled with dry food products for WCIC/Playmate Head Start Program. Water will no longer be placed on the table during meal service in order to encourage children to drink milk. Each table will have pitchers of milk for the children to self-serve. Milk containers will no longer be place on the table. Therefore, the water pitcher will be provided throughout the day and be place where children will be able to reach. Any unused milk will be thrown away. All food exposed during lunch must be thrown away. Any leftover food will be picked up by SETA's food service staff. All meals must be family style. Children may choose the amount of food they want on the plate. Children are to practice good table manners and new skills with hands and fingers. Children are to clear the table after they are finished eating. Food temperatures must be taken prior to serving the meals. Cold food is 40 degrees and lower. If food temperature is below 140 degrees, reheat in the microwave to 165 degrees. There can be a minimum of three CACFP unannounced monitoring visits. Ms. Janet, Head Teacher will conduct an unannounced CACFP Monitoring Review Report at the WCIC/Playmate Head Start Program site.

Recent Program Instruction Memos from Administration for Children and Families (ACF)-  
None to report.

## ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.