



Sacramento
Employment and
Training
Agency

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

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Board of Supervisors
County of Sacramento

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, August 1, 2013

TIME: 10:00 a.m.

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

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

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- III. **Action Items**
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 - 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Final 5
Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2013-2014 (Roy Kim)

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

- | | | |
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| 2. | <u>TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:</u> Approval of Job Specifications for Workforce Development Deputy Director, Children and Family Services Deputy Director, and Administrative Services Deputy Director (Rod Nishi) | 6-14 |
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B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.
One Stop Services: None.
Community Services Block Grant: None.

C. CHILDREN AND FAMILY SERVICES: None.

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| VI. | <u>CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR</u> | |
| | Pursuant to Government Code Section 54957.6 | |
| | <u>Agency Negotiator:</u> Dee Contreras | |
| | <u>Employee Organization:</u> AFSCME Local 146 | |
| VII. | <u>Adjournment</u> | |

DISTRIBUTION DATE: FRIDAY, JULY 26, 2013

ITEM II-A - CONSENT

MINUTES OF THE JULY 18, 2013 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the July 18, 2013 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, July 18, 2013
2:00 p.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 2:04 p.m.

Members Present:

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

Members Absent:

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

II. Consent Items

- A. Approval of Minutes of the June 20, 2013 Meeting
- B. Approval of Claims and Warrants
- C. Approval of Workforce Investment Act Adult Funding for Folsom Cordova Community Partnership for Job Readiness and Retention Vendor Services

There were no questions.

Mr. Larsen requested a roll call vote on the consent calendar.

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

- A. Approve the June 20, 2013 minutes.
- B. Approve the claims and warrants for the period 6/14/13 through 7/11/13.
- C. Approve adding Folsom Cordova Community Partnership to SETA's Adult VSL and set aside Workforce Investment Act Adult funding in the amount of \$69,429 for the provision of job readiness and retention services to the 50 customers enrolled in Folsom Cordova Unified School District's VESL, ABE, and GED preparation courses.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

IV. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Councilmember Allen Warren a Happy Birthday.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: None.

III. Action Items

The board recessed into closed session at 2:07 p.m.

CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (subdivision (a) of Section 54956.9)

CONNIE ARNOLD v. ELK GROVE UNIFIED SCHOOL DISTRICT, et al.

U.S. DISTRICT COURT, EASTERN DISTRICT OF CALIFORNIA

Case No. 2:12-CV-02431-MCE-KJN

The board ended the closed session at 2:44 p.m.; there was no report out of closed session.

- V. Adjournment**: The meeting was adjourned at 2:44 p.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/18/13 through 7/25/13, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 7/18/13 through 7/25/13.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 1 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FINAL READING AND APPROVAL OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY BUDGET FOR FISCAL YEAR 2013-2014

BACKGROUND:

In June 2013 the Board took action to open a public hearing on the 2013-2014 proposed agency budget. At that time, the public hearing was scheduled to close August 1, 2013.

The final budget for the fiscal year 2013-2014 will be sent under separate cover. Staff will be available to answer questions. The final approved budget will also be submitted to the County and City for approval.

RECOMMENDATION:

Hear testimony, close the public hearing and approve the SETA budget for 2013-2014.

ITEM III-A - 2 – ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF
JOB SPECIFICATIONS FOR WORKFORCE DEVELOPMENT DEPUTY
DIRECTOR, CHILDREN AND FAMILY SERVICES DEPUTY DIRECTOR, AND
ADMINISTRATIVE SERVICES DEPUTY DIRECTOR**

BACKGROUND:

The Executive Director is proposing the creation of job classifications of Workforce Development Deputy Director, Children and Family Services Deputy Director, and Administrative Services Deputy Director. These three positions report directly to the Executive Director and are placed in Zone 1 of the SETA Management Broadband as exempt management.

These job specifications formalize the evolution of the management structure providing oversight and direction to the major Agency programs. The Children and Family Services Deputy Director job specification will replace the Head Start Director job specification created in May, 1988. The Workforce Development Deputy Director job specification will replace the Planning and Community Development Chief specification created in May, 1988. Ms. Denise Lee and Ms. Robin Purdy are the incumbents in these positions.

Administrative services are currently provided by three separate departments, directed by the Fiscal Department Chief, the Information Technology Department Chief, and the Administration Department Chief. The current Administration Department Chief will be retiring in October, and this position will not be replaced. The Executive Director is integrating the three departments into one Administrative Services Department.

The Executive Director will be utilizing the Administrative Services Deputy Director job specification to create greater efficiencies of operations, and align the fiscal, information technology, and human resource functions of the agency. This reorganization will result in fiscal efficiencies and future cost savings.

Financial Impact:

No additional costs to the Agency.

RECOMMENDATION:

Open a public hearing, take public testimony, close the public hearing and approve the job specifications of Workforce Development Deputy Director, Children and Family Services Deputy Director, and Administrative Services Deputy Director.

STAFF PRESENTER: Rod Nishi

ADMINISTRATIVE SERVICES DEPUTY DIRECTOR**ORGANIZATIONAL RESPONSIBILITY**

The Administrative Services Deputy Director is responsible to the SETA Executive Director.

DEFINITION

Under administrative direction, to oversee the development and administration of the support functions of the Agency which include: Fiscal Management, Human Resources, and Information Technology, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the top level management position responsible for the overall administration of the Agency's Human Resources Department, Fiscal Department and Information Technology Department. The Administrative Services Deputy Director along with the Children and Family Services Deputy Director, and the Workforce Development Deputy Director comprise the Executive team. The Executive team collaborates to provide coordinated and consistent direction to the management team and the Agency as a whole.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, develops, implements and directs the fiscal management function;
2. Coordinates the development of the annual Agency budget and program contracts/subcontracts of the Agency;
3. Provides oversight and direction to the Human Resources, Training and Staff Development functions;
4. Provides oversight and direction to the Equal Opportunity function;
5. Provides direction to the Information Technology function and ensures fiscal resource integration of information technology into the program support structure of the Agency;
6. Oversees the development of regular informational reports of Agency programs;
7. Makes presentations to a variety of Agency boards which include the SETA Governing Board, Workforce Investment Board, Head Start Policy Council and Community Action Board;
8. Evaluates personnel performance;
9. Participates in labor management discussions and negotiations;
10. Meets with representatives of the City and County of Sacramento to collaborate and coordinate services and reporting;
11. Assures that administration operations are in compliance with Federal, State, and local laws and regulations;
12. Provides complex technical assistance on special projects to the Executive Director as necessary.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principles and practices of organization, management, supervision, training and public administration;
- Budget development and fiscal controls;

- Laws and regulations affecting all programs of the Agency;
- Capabilities and uses of data processing systems;
- Principles and practices of contracts and subgrants development;
- Principles and practices of program planning and monitoring.

and

Ability to:

- Plan, organize, supervise, and coordinate the administrative functions of the Agency;
- Make effective oral and written presentations;
- Effectively represent SETA's Administration functions with other government agencies and concerned people;
- Supervise, train and evaluate assigned personnel;
- Establish and maintain cooperative working relationships with staff;
- Monitor and effectively assure compliance of contract terms.

Training and Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. Advanced educational training in business administration, economics, marketing, public relations, government or a closely related field, and five years of increasingly responsible business management experience. At least three years of this experience should be in a management or supervisory position.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

CHILDREN AND FAMILY SERVICES DEPUTY DIRECTOR

ORGANIZATIONAL RESPONSIBILITY

The Children and Family Services Deputy Director is responsible to the SETA Executive Director.

DEFINITION

Under administrative direction, to oversee the development and administration of Head Start programs and the California Department of Education programs within the area served by the Sacramento Employment and Training Agency, and delegate agencies in conjunction with direction by the Policy Council and published Head Start Performance Standards; to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the top level management position responsible for the overall operations of the Agency's Children and Family Services Department, in conjunction with direction by the Policy Council and SETA Governing Board. The Deputy Director Children and Family Services, along with the Workforce Development Deputy Director and the Administrative Services Deputy Director comprise the Executive team. The Executive team collaborates to provide coordinated and consistent direction to the management team and the Agency as a whole.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, supervises, and coordinates the work of the Head Start staff;
2. Provides guidance and direction for the SETA Operated Program Managers;
3. Develops funding packages, budget modifications, and program assessments;
4. Approves budget documents and narratives for delegate agencies;
5. Develops annual needs assessments;
6. Prepares agenda items and serves as staff for the Policy Council;
7. Conducts meetings for delegate agency program directors;
8. Disseminates information on Head Start performance standards and program directives;
9. Insures that program facilities meet required health and safety standards;
10. Implements personnel policies;
11. Negotiates contracts and contract modifications;
12. Assists in handling affirmative action and equal employment opportunity complaints;
13. Prepares and presents Head Start reports to the SETA Governing Board;
14. Recommends hiring and personnel actions for Head Start staff;
15. Participates in labor management discussions and union negotiations
16. Develops training programs for delegate agency program directors and Head Start staff;
17. Develops and conducts a comprehensive program for positive relationships with the local community.

18. Provides complex technical assistance on special projects to the Executive Director as necessary.
19. Evaluates personnel performance.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of organization, management, supervision, training and public administration;
- Laws and regulations affecting all direct service programs of the Agency;
- Principles and practices of budget development and fiscal controls;
- Comprehensive knowledge of strategic planning, collaborative goal setting, and performance management for direct service program functions;
- Marketing and public relations principles and techniques;
- Principles and practices of community outreach;
- Program planning, administration and monitoring;
- Comprehensive knowledge of Head Start and SETA programs and functions;
- Laws and regulations affecting the administration of Head Start programs;
- Problems and needs of low-income families;
- Social and community services;
- Development and administration of program budgets;
- Counseling methods and techniques;

and

Ability to:

- Plan, develop, supervise, train, and coordinate the work of Head Start staff;
- Be responsible for the proper development and conduct of local area Head Start programs;
- Interpret and apply rules, policies, and regulations with good judgement in a variety of situations;
- Work effectively with low-income families and parent groups;
- Prepare a variety of program assessment and activity reports;
- Make effective oral and written presentations;
- Analyze and draw sound conclusions from statistical and other information;
- Prepare and review budgets and financial information;
- Develop effective community relations and public information programs;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships with staff;
- Supervises, trains and evaluates assigned personnel.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and ability would be:

- I. Broad and extensive work experience in the development and administration of Head Start programs. At least one year of this experience should be in a management of supervisory

position. Considerable advanced educational training in early childhood development and related fields is highly desirable. A Bachelor's Degree in Early Childhood Education is preferable.

Or

Advanced educational training in business administration, economics, marketing, public relations, government or a closely related field, and five years of increasingly responsible business management experience. At least three years of this experience should be in a management or supervisory position.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversations both in person and on the phone with children, parents and staff;
2. Sufficient Hearing to:
 - Understand conversation in person and on the phone
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch or Dexterity to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand, wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

WORKFORCE DEVELOPMENT DEPUTY DIRECTOR

ORGANIZATIONAL RESPONSIBILITY

The Workforce Development Deputy Director is responsible to the SETA Executive Director.

DEFINITION

Under administrative direction, to oversee the development and administration of Workforce Development programs within the area served by the Sacramento Employment and Training Agency; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the top level management position responsible for the overall operations of the Agency's Workforce Development Program, in conjunction with direction by the Local Workforce Investment Board and SETA Governing Board. The Workforce Development Deputy Director, along with Children and Family Services Deputy Director and the Administrative Services Deputy Director comprise the Executive team. The Executive team collaborates to provide coordinated and consistent direction to the management team and the Agency as a whole.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, develops, implements and coordinates workforce development programs;
2. Works collaboratively with the City, County, community-based organizations, employers and business associations, economic development entities, and educational institutions to establish and improve the delivery of workforce development services to neighborhoods particularly through career centers and training centers;
3. Increases the agency's resources by writing proposals which establish collaborative partnerships, and/or leverage resources;
4. Develops annual plans for federal funds received by the Workforce Development Department;
5. Conducts procurement for services and activities to meet the needs of the customers of the Workforce Development Department;
6. Develops and administers operating budgets for specific workforce development programs;
7. Tracks, monitors, and evaluates the operations of Workforce Development programs;
8. Coordinates with other Workforce Investment Boards, Community Action Boards, and educational institutions in the state and the region;
9. Coordinates assigned functions with other government agencies;
10. Makes presentations to a variety of Agency boards, including the Workforce Investment Board, the SETA Governing Board, the Head Start Policy Council and the Community Action Board;
11. Makes presentations to community groups and organizations;
12. Evaluates personnel performance;
13. Participates in labor management discussions and union negotiations
14. Provides Financial and program information reports;
15. Prepares written reports;
16. Oversees the selection and training of employees;

17. Assures that all service operations are in compliance with Agency planned and contracted services;
18. Provides complex technical assistance on special projects to the Executive Director as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of organization, management, supervision, training and public administration;
- Laws and regulations affecting all direct service programs of the Agency;
- Principles and practices of budget development and fiscal controls;
- Comprehensive knowledge of strategic planning, collaborative goal setting, and performance management for direct service program functions;
- Marketing and public relations principles and techniques;
- Principles and practices of community outreach;
- Program planning, administration and monitoring.

and

Ability to:

- Plan, organize, supervise, and coordinate the service programs of the Agency;
- Supervise, train, and evaluate assigned personnel;
- Effectively coordinate and direct multiple programs, projects and operations simultaneously;
- Make effective oral and written presentations;
- Prepare and review budgets and financial information;
- Develop budgets and control expenditures;
- Establish and maintain cooperative working relationships with staff;
- Effectively represent SETA's operational programs with other government agencies and concerned people;
- Establish and maintain cooperative working relationships with staff.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- I. Advanced educational training in business administration, economics, marketing, public relations, government or a closely related field, and five years of increasingly responsible business management experience. At least three years of this experience should be in a management or supervisory position.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:

- Understand conversation in person or on the phone.
- 3. Sufficient Vision to:
 - Operate a personal computer.
- 4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
- 5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

ITEM III-A - 3 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF WELLNESS SPECIALIST CLASSIFICATION AND ADOPTION OF THE RELATED SALARY RANGE AND RECLASSIFICATION OF A HEAD START HEALTH/NUTRITION SPECIALIST TO THIS CLASSIFICATION

BACKGROUND:

The Agency Executive Director is proposing the establishment of a new classification of Wellness Specialist to provide a variety of training, technical assistance and support services for the staff Employee Wellness Program and to perform other related duties. This position operates within the Agency Staff Training and Development Unit. Duties of the wellness program are being supported by Teresita Saechao, Head Start Health/Nutrition Specialist. The classification of Head Start Health/Nutrition Specialist primarily focuses on direct and support services to Head Start children/families and does not accurately reflect duties to support the Employee Wellness Program. A reorganization has occurred and the creation of a successful wellness program prompts the continued need for this assignment. There are no increased costs related to this proposed reclassification.

Attached is the new job specification for the Wellness Specialist.

The Agency has prepared and submitted to the American Federation of State, County, and Municipal Employees (AFSCME) the proposed description and proposed pay range as required by Section 1.2 of the Labor agreement for the Clerical, Technical, and Analytical bargaining unit. The Agency and Union have met and have come to consensus on this item.

| Step A | Step B | Step C | Step D | Step E |
|---------------|---------------|---------------|---------------|---------------|
| \$19.26 | \$20.23 | \$21.25 | \$22.30 | \$23.42 |

RECOMMENDATION:

Approve the establishment of the new classification of Wellness Specialist and the related salary range and the reclassification of Teresita Saechao to the position.

STAFF PRESENTER: Rod Nishi

WELLNESS SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

The Wellness Specialist reports to the Training/Staff Development Officer or designee.

DEFINITION

Under general direction, to provide leadership and technical assistance, consultation and training, for the Employee Wellness Program operated by the Sacramento Employment and Training Agency, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification assigned to provide a variety of staff support for the Employee Wellness Program operated by the Sacramento Employment and Training Agency. Responsibilities include program development, training, and monitoring.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Develops, implements, and evaluates wellness interventions for employees;
2. Designs and conducts health/fitness classes for employees;
3. Develops, implements, and evaluates wellness training such as cardiopulmonary resuscitation (CPR);
4. Evaluates health programs for Agency employees;
5. Provides consultations on nutrition and exercise;
6. Conducts health/fitness classes;
7. Promotes the wellness program through oral and written word;
8. Develops marketing materials to promote the wellness program;
9. Plans and coordinates monthly wellness activities;
10. Acts as liaison between the Agency and health providers in the community;
11. Represents the Agency at health and wellness community events;
12. Consults with management on health and safety practices;
13. Assists in the compilation of health and nutrition data for reports;
14. Assists with ergonomics issues;
15. Works with groups of staff or partner Agencies;
16. Prepares required reports.

MINIMUM QUALIFICATIONS

Knowledge of:

- Wellness programs and functions;
- Wellness principles and practices;
- Nutrition and physiology principles;
- Characteristics and control of communicable disease;
- Problems and needs of low-income families;
- Current Adult-Child-Infant CPR/First Aid certification;

- Staff development and training;
- Some word processing and basic use of spreadsheet software.

AND

Ability to:

- Develop and implement wellness programs which meet the needs of the Agency staff;
- Provide training programs and workshops for Agency staff;
- Promote staff involvement with wellness programs;
- Work effectively with staff on an individual or group basis;
- Speak and write effectively;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about Wellness program policies and functions;
- Obtain and maintain wellness related certifications;
- Establish and maintain cooperative working relationships.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

1. At least one (1) year of group work experience dealing with the wellness problems of employees.

Special Qualifications:

Current Adult/Child/Infant CPR/First Aid Instructor certification approved by Emergency Medical Services Authority (EMSA).

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient stamina, flexibility, and strength to:
 - Lead a fitness class such as Zumba.
2. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
3. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
4. Sufficient Vision to:
 - Operate a personal computer.
5. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
6. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;

- Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
- Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
- Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

ITEM III-A - 4 - ACTION

APPOINTMENT OF PRIVATE SECTOR APPLICANTS TO THE
SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works Workforce Investment Board is a 41-member board charged with providing policy, planning and oversight for local workforce development initiatives. The SETA Governing Board makes member appointments to this board.

The Sacramento Works Board currently has two private sector vacancies. The Board Development Committee has been making efforts for the last several months to recruit applicants that represent the critical occupational groups identified by the board. The Committee also reviewed types and size of employers, as well as diversity of the board composition.

Applications have been received for the Private Sector slots.

- ✓ Jay Poggi, Siemens Industry Inc.
- ✓ Susan Mansfield, Teichert Construction, Inc.
- ✓ Suzie Robertson, Unitek College

The applications are being reviewed by legal counsel and will be sent under separate cover.

The Sacramento Works Executive Committee will meet on Monday, July 29 to nominate two applicants to be forwarded to the SETA Governing Board for appointment.

RECOMMENDATION:

Review the Private Sector applications and make appointments to the Sacramento Works, Inc. board.

STAFF PRESENTER: Kathy Kossick

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Mr. Melvin Demoff **DATE:** May 23, 2013

FROM: D’et Patterson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Bach Viet Association, Inc.

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| WIA | OJT – CalWorks | \$244,361 | 7/1/11-6/30/12 | 1/1/12-6/30/12 |
| WIA | OJT – Adult | \$123,230 | 7/1/11-6/30/12 | 1/1/12-6/30/12 |
| WIA | OJT – NEG (338) | \$75,600 | 10/6/11-6/30/12 | 1/1/12-6/30/12 |
| WIA | OJT – NEG (775) | \$31,500 | 10/6/11-6/30/12 | 1/1/12-6/30/12 |
| WIA | OJT – NEG (338) | \$13,000 | 7/1/12-9/30/12 | 7/1/12-9/30/12 |
| RESS/TA | RESS – VESL/ES | \$114,300 | 10/1/11-9/30/12 | 1/1/12-9/30/12 |
| RESS/TA | TAD – VESL/ES | \$4,830 | 9/30/11-9/29/12 | 1/1/12-9/30/12 |
| RESS/TA | TA – ES | \$67,000 | 10/1/11-9/30/12 | 1/1/12-9/30/12 |
| RESS/TA | TAD – ES | \$2,685 | 9/30/11-9/29/12 | 1/1/12-9/30/12 |

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 12/11-12/2012 & various follow ups

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

Program Operator: Bach Viet Association, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2012 to September 30, 2012 for the WIA OJT programs and from January 1, 2012 to September 30, 2012 for the Refugee programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Lorenda Sanchez **DATE:** May 21, 2013
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of California Indian Manpower Consort.

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|---------------------|----------------|------------------------|-----------------------|
| WIA | Out of School Youth | \$145,650 | 7/1/11-6/30/12 | 1/1/12-6/30/12 |

Monitoring Purpose: Initial Follow-up ___ Special ___ Final X
Date of review: 4/10/13

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

Program Operator: California Indian Manpower Consortium

Findings and General Observations:

1. The total costs as reported to SETA from January 1, 2012 to June 30, 2012 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Lorenda Sanchez **DATE:** July 2, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of California Indian Manpower Consort.

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|---------------------|----------------|------------------------|-----------------------|
| WIA | Out of School Youth | \$126,375 | 7/1/12-6/30/13 | 7/1/12-3/30/13 |

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 7/1/13-7/2/13

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

Program Operator: California Indian Manpower Consortium

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Bill Walters

DATE: May 23, 2013

FROM: D'et Patterson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Crossroads Diversified Services, Inc.

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|---------------------|----------------|------------------------|-----------------------|
| WIA | OSS – Adult | \$374,260 | 7/1/11-6/30/12 | 1/1/12-6/30/12 |
| WIA | OSS – DW | \$154,753 | 7/1/11-6/30/12 | 1/1/12-6/30/12 |
| WIA | US – Citrus Heights | \$71,500 | 7/1/11-6/30/12 | 1/1/12-6/30/12 |
| WIA | US – Rancho Cordova | \$71,500 | 7/1/11-6/30/12 | 1/1/12-6/30/12 |
| WIA | In-School Youth | \$185,850 | 7/1/11-6/30/12 | 1/1/12-6/30/12 |
| WIA | OSS – Adult | \$366,212 | 7/1/12-6/30/13 | 7/1/12-9/30/12 |
| WIA | OSS – DW | \$122,071 | 7/1/12-6/30/13 | 7/1/12-9/30/12 |
| WIA | US – Citrus Heights | \$71,500 | 7/1/12-6/30/13 | 7/1/12-9/30/12 |
| WIA | US – Rancho Cordova | \$71,500 | 7/1/12-6/30/13 | 7/1/12-9/30/12 |
| WIA | In-School Youth | \$194,250 | 7/1/12-6/30/13 | 7/1/12-9/30/12 |

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 12/4-5/12

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

Program Operator: Crossroads Diversified Services, Inc.

Findings and General Observations:

1. The total costs as reported to SETA from January 1, 2012 to September 30, 2012 for all WIA programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Robert Sanger **DATE: June 4, 2013**
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Folsom Cordova Community Partnership

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| WIA | OJT CalWorks | \$236,025 | 7/1/11-6/30/12 | 1/1/12-6/30/12 |
| WIA | OJT Adult | \$169,711 | 7/1/11-6/30/12 | 1/1/12-6/30/12 |
| CSBG | Safety Net | \$24,000 | 1/1/11-12/31/11 | 1/1/12-8/31/12 |
| WIA | OJT CalWorks | \$267,198 | 7/1/12-6/30/13 | 7/1/12-8/31/12 |
| WIA | OJT Adult | \$192,126 | 7/1/12-6/30/13 | 7/1/12-8/31/12 |

Monitoring Purpose: Initial Follow-up Special Final
 Date of review: 10/24-25/12 & various follow ups

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

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

1. The total costs as reported to SETA from January 1, 2012 to August 31, 2012 for the WIA OJT programs, and from January 1, 2012 to August 31, 2012 for the CSBG Safety Net program have been traced to the delegate agency records. The records were verified and appear to be in order.
2. The expenses reported for the OJT CalWorks program ending on June 30, 2012 exceeded the actual expenses by \$98.44.
3. The expenses reported for the OJT Adult program ending on June 30, 2012 exceeded the actual expenses by \$445.29.

Recommendations for Corrective Action:

- 1) Reimburse SETA the amount of \$543.73.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kendra Thao **DATE:** June 19, 2013
FROM: D’et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Hmong Women’s Heritage Association

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| RESS/TA | SA&CO(ORD) | \$10,970 | 10/1/11-9/29/12 | 10/1/11-9/29/12 |
| RESS | SA&CO(RESS) | \$33,750 | 10/1/11-9/30/12 | 10/1/11-9/30/12 |
| CSBG | FSS | \$23,800 | 1/1/12-12/31/12 | 1/1/12-12/31/12 |
| RESS/TA | SA&CO(ORD) | \$3,353 | 10/1/12-4/30/13 | 10/1/12-2/28/13 |
| CSBG | FSS | \$23,800 | 1/1/13-12/31/13 | 1/1/13-2/28/13 |

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 3/27/13

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

Program Operator: Hmong Women's Heritage Association

Findings and General Observations:

1. The total costs as reported to SETA from October 1, 2011 to February 28, 2013 for the Refugee programs and from January 1, 2012 to February 28, 2013 for the CSBG program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Chaosarn Chao **DATE:** June 19, 2013
FROM: D’et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Lao Family Community Development

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| WIA | OJT CalWORKs | \$247,343 | 7/1/11-6/30/12 | 1/1/12-6/30/12 |
| WIA | OJT Adult | \$183,260 | 7/1/11-6/30/12 | 1/1/12-6/30/12 |
| RESS | VESL/ES | \$76,509 | 10/1/11-9/30/12 | 1/1/12-9/30/12 |

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 4/22/13

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

Program Operator: Lao Family Community Development

Findings and General Observations:

1. The total costs as reported to SETA from January 1, 2012 to June 30, 2012 for the WIA OJT programs, and from January 1, 2012 to September 30, 2012 for the RESS VESL program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Beth Hassett **DATE:** July 11, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of W.E.A.V.E., Inc.

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|------------------|------------------------------|----------------|------------------------|-----------------------|
| Rescue & Restore | Victims of Human Trafficking | \$60,000 | 7/1/11-6/30/12 | 1/1/12-6/30/12 |
| Rescue & Restore | Victims of Human Trafficking | \$60,000 | 7/1/12-6/30/13 | 7/1/12-12/31/12 |

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 7/8/13-7/9/13

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

Program Operator: W.E.A.V.E., Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-B - INFORMATION

REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM, FY2013

BACKGROUND:

Since 2003, SETA has maintained an American Express (AMEX) Corporate Account used for travel, online payments, and miscellaneous purchases. The AMEX account has allowed staff to more timely pay invoices and reduced the volume of transactions that flow through the County Department of Finance.

In January, 2010 SETA added the Membership Rewards program to its AMEX account, which allows SETA to accrue one point for every dollar charged on its AMEX account. In January, 2011 the SETA Governing Board approved the implementation of the American Express Corporate Account Policy and Procedure, including the use of the AMEX points to defray Agency travel and other costs, provide supportive services and incentives to enrolled customers, and provide employee recognition, board recognition and morale building activities.

Attached for your information is the annual report on the American Express Corporate Account Rewards Points Program for the fiscal year ending June 30, 2013.

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

**REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM
FOR THE FISCAL YEAR ENDING JUNE 30, 2013**

| | | |
|--|----------|-------------------------|
| Total REWARDS points at the end of the last reporting period | | 697,773 |
| REWARDS points accumulated since the last reporting period | | 402,265 |
| REWARDS points used for: | | |
| Supplies, travel and miscellaneous expenses | - | |
| Customer supports and incentives | (85,779) | |
| Employee/Board recognition | - | |
| Total REWARDS points used since the last reporting period | | <u>(85,779)</u> |
| Total REWARDS points available/remaining | | <u><u>1,014,259</u></u> |

ITEM IV-C – INFORMATION

SETA WORKFORCE DEVELOPMENT DISCRETIONARY GRANTS

BACKGROUND:

Each year, SETA's Workforce Development Department competes for discretionary grant funding to provide additional services to job seekers and employers in the Sacramento region, to create programs and strategies to meet the needs of high risk youth, to create initiatives to implement new services and to support economic growth. A list of the pending grants and grants received for Fiscal Year 2013-2014 is attached for your information.

STAFF PRESENTER: Robin Purdy

| Grants/Collaboratives in Planning Phase | |
|---|-------------------------|
| CMS Health Care Innovation Awards Round Two – Partnering with Sierra Health Foundation, Los Rios, Health Education Council and other education, health industry, and community partners in a project that tests new payment and service delivery models to result in better care and lower costs for Medicare, Medicaid, and CHIP enrollees. Awards range from \$1 M to \$26.5 M for a 3 year period. | |
| Submitted and Pending Grants | Amount Requested |
| Targeted Assistance Discretionary Program - SETA is part of a state grant being developed by the Refugee Programs Branch for TAD funding. | \$36,000 |
| U.S. DOJ / BJA / OVC U.S. Department of Justice (DOJ), Bureau of Justice Assistance (BJA) and Office for Victims of Crime (OVC) requesting \$499,900 for two years. Funds awarded through the OVC grant support direct services for victims, including intensive case management, shelter/housing, medical care, mental health care, legal services, education and job training, and life skills training. | \$499,900 |
| Discretionary Grants Received/Continued 2013-2014 | |
| Amount Received | |
| Regional Industry Cluster of Opportunity – Alternative Vehicle and Fuel | \$250,000 |
| California Department of Corrections – Pre-release transitions services at Folsom Prison for women | \$237,000 |
| California Health Benefits Exchange Outreach and Education Grant for Covered California. Subcontracted amount is \$574,029 | \$1,000,000 |
| Second Increment – Multi-Sector NEG grant from South Bay WIB. | \$103,400 |
| WIA 25% Additional Assistance Grant – SETA is partnering with South Bay Workforce Investment Board on a WIA 25% Additional Assistance grant from EDD. SETA is proposing to serve 832. | \$5,990,400 |
| Office of Juvenile Justice - City of Sacramento is the lead agency and SETA will provide case management and data tracking services to support Ceasefire and other violence prevention strategies. Contract for \$460,000 for two years, with SETA getting \$210,000 and \$40K for Outreach. | \$250,000 |
| Older Refugee Discretionary – SETA is the lead agency for Sacramento County in this state-wide grant application to provide social adjustment and cultural orientation services, specifically citizenship/naturalization services, to older refugees. This will be the first year of a three year funding opportunity. | \$20,000 |
| Second Chance Technology Grant – Sacramento County Sheriff’s Department was awarded Department of Justice’s Bureau of Justice Assistance (BJA), which was funded in August of 2012. The BJA provided \$747,057 to fund the Second Chance Technology Training Program at the Sacramento County Sheriff’s Rio Cosumnes Correctional Facility. SETA | \$532,200 |

| | |
|---|-------------|
| will provide 2 coaches to provide employment assistance for two years and wage subsidies to employers | |
| Employment Training Panel (ETP) – SETA is the administrative entity for the Information Technology contract with Asher College of Sacramento. This contract provides Information Technology, Medical Billing and Coding, Pharmacy Technician and Business Administration training for new hires. | \$627,322 |
| U.S. Department of Health and Human Services, Office of Refugee Resettlement – Victims of Trafficking – SETA is the lead agency in this continuation grant application to conduct outreach, provide training and public awareness activities on all forms of human trafficking, identify and connect victims to services and strengthen Sacramento’s Rescue and Restore Coalition. | \$287,412 |
| Veterans Employment Assistance Program (VEAP) - SETA is the lead agency for the PowerPathways program in partnership with American River College, Sac Veterans Resource Center, SMUD, and PG&E to train veterans as utility line workers. | \$400,000 |
| Community foundations (California Endowment) to support Ceasefire strategy. | \$60,000 |
| One Stop Share of Cost - Funding from Sacramento County Department of Human Assistance for the costs of the One-Stop Career Center system associated with services for CalWORKS recipients. | \$4,000,000 |
| National Emergency Grant – Multi-Sector grant targeting employees dislocated in 2010 and 2011 from employers laying off 50+ workers. | \$1,795,500 |
| CSBG Discretionary – providing work experience opportunities to homeless parenting youth who are residents of Waking the Village’s Tubman House transitional housing program. Subcontract \$80,000 to Waking the Village | \$100,000 |
| Disability Employment Initiative Grant (statewide) - funds to track outcomes of disabled customers to act as control group for statewide project. | \$60,000 |
| CalWORKS OJT/SE - funds from the Sacramento County Department of Human Assistance to provide subsidized employment/OJT wages to CalWORKS recipients | \$1,654,000 |
| SMUD Summer Youth Employment Program - funds from SMUD to recruit, assess, and case manage summer internship program. | \$310,000 |
| Gold Standard Evaluation – coordination and tracking | \$26,400 |

ITEM IV-D - INFORMATION

UPDATE ON SACRAMENTO WORKS TRAINING CENTER IMPLEMENTATION

BACKGROUND:

On June 20, 2013, the SETA Governing Board approved funding recommendations for the Workforce Investment Act program to implement the Sacramento Works Career and Training Center system. The Sacramento Works Career and Training Center system will place a high priority on job readiness and attainment of industry recognized credentials and will work with community colleges, adult education, community based-organizations, private postsecondary institutions, apprenticeships and employers to provide training in high-demand sectors in the region.

The system includes five Sacramento Works One Stop Career Centers, eight Sacramento Works Training Centers, six Sacramento Works On-the-Job Training Providers, and will offer comprehensive workforce services to residents of Sacramento County (a site list is attached).

Sacramento Works One Stop Career Centers will offer:

- Skills Assessment
- Career Coaching
- Job Search Assistance
- Training Scholarships
- Job Placement Services

Sacramento Works Training Centers will offer:

- Adult Basic Education (reading, writing, math, computer literacy)
- GED Preparation (assistance in passing the GED battery of tests)
- Job Readiness Training (skills needed to be successful in the workplace)
- Occupational Skills Training (hands-on learning in a variety of career fields)

Sacramento Works On-the-job-Training (OJT) Centers will offer:

- On-the-job-training contracts
- Wage subsidies to employers

In addition, SETA is contracting with

- 56 approved education and training providers to provide skills training in high demand occupations
- 20 vendors to ensure that customers have attained job readiness and work retention skills
- 4 community colleges in the Los Rios Community College District for cohort training
- Joint Apprenticeship Training Committees to support first year apprentices

STAFF PRESENTER: Robin Purdy

To assist job seekers, employers, staff and workforce partners to understand the new system, Transition Teams have been established to revise and update policies and directives, implement guidance for tracking customers and services, establish performance accountability, and train staff and partners on the new system requirements.

Transition Accomplishments:

1. Media Release announcing the transition to Training Centers sent out July 2
2. Updated Site list has been published and placed on website
3. Sacramento Works Training Center Liaisons have been assigned to Training Centers
4. Sacramento Works Training Center contracts have been negotiated.
5. Scanners, hardware, and software necessary for the SacWorks system have been ordered.
6. Transition Planning Teams have been established:
 - ➔ **Communication: Terri Carpenter-263-7891**
Branding, updating communications materials, print materials, website, messaging
 - ➔ **Policies/Procedures Training: Cindy Sherwood-Green-263-3857**
Financial Assistance Directive, OJT Directive, Vendor List, Training, Accessibility and Safety checklist
 - ➔ **Customer Flow: Christine Welsch-263-3866**
Customer Flow Directive, case management, managing the Gold Standard customer pool, case management with non-funded training centers, standardized process of assessment and IEP, developing a referral form, case review, case note training team, setting alerts, transition of OJT providers at the career centers
 - ➔ **Gold Standard: William Walker-263-4639**
Maintaining contact with those customers in the Core-and Intensive and Full WIA assignment groups, Gold Standard Study Directive, prevention of Full WIA customers from soft exiting, report showing Gold Standard enrollment numbers for each Career Center
 - ➔ **Technology/SacWorks VOS: Ed Proctor-263-4020, Ralph Giddings-263-0563**
Computer setup, network and internet access, enrollment process and codes, more clarification needed of SWTC and SWCC process

STAFF PRESENTER: Robin Purdy

ITEM IV-D – INFORMATION (continued)
Page 3

7. Customer Flow Directive, Financial Assistance Directive, On-the-Job Training Directive, Gold Standard Directive and Eligibility Directives have been updated and published.

8. Training has been scheduled:

Liaison Training: 8:30 a.m. – 11 a.m./July 26

Customer Flow & Eligibility: 8:30 a.m. – 12:30 p.m./August 9

OJT Training: 8:30 a.m. – 12:30 p.m./August 14

Training Manuals are being prepared for staff

STAFF PRESENTER: Robin Purdy

ITEM IV-E INFORMATION

CAREER GPS UPDATED WEBSITE REVIEW

BACKGROUND:

The CareerGPS.com website that is maintained and updated by SETA, and promoted by NextEd, has recently been updated with new information and redesigned to be more user-friendly. Ms. Terri Carpenter will provide a summary overview of the changes to the site.

STAFF PRESENTER: Terri Carpenter

ITEM IV-F INFORMATION

SHOWCASE EMPLOYER OUTREACH EFFORTS

BACKGROUND:

This item provides Public Information Officer Terri Carpenter an opportunity to brief the board on the new outreach efforts being made in various media to educate employers on available services.

STAFF PRESENTER: Terri Carpenter

ITEM IV-G – INFORMATION

COVERED CALIFORNIA OUTREACH AND EDUCATION PROGRAM UPDATE

BACKGROUND:

Covered California, the public name of California's new health care marketplace administered by the California Health Benefit Exchange, released a Request for Proposals (RFP) in January 2013, to solicit applications from interested organizations to participate in the Outreach and Education Program Grant. The overall goal of Covered California is to increase the number of insured Californians by creating an organized, transparent marketplace for Californians to obtain affordable, quality health care coverage in order to meet the personal and employer responsibility requirements required under the Affordable Care Act.

Forty million dollars (\$40,000,000) was available statewide. SETA applied for and was awarded the maximum grant amount of \$1 million to implement a county-wide project for an 18 month period, July 1, 2013 through December 31, 2014.

SETA is the lead entity and fiscal agent to a partnership that is comprised of five (5) community-based organizations that possess the cultural and language capacity to reach Covered California's targeted populations, have existing links and trusted relationships with rural and underserved communities, and extensive experience in conducting outreach and education activities. Partners to this project and funding amounts are as follows:

- Community Resource Project \$ 80,670
- Child Action, Inc. \$195,252
- Folsom-Cordova Community Partnership \$ 92,508
- La Familia Counseling Center \$135,733
- South County Services \$ 69,866

SETA has assigned forty (40) staff to be trained as Certified Covered California Educators and the partner organizations have assigned twenty-eight (28). Beginning in late July, project partners will begin reaching out to the diverse populations in Sacramento County, inform uninsured individuals about the availability and benefits associated with obtaining health care coverage, help address barriers that prevent the purchase of health insurance, refer to enrollment resources, and motivate those eligible to take the next step to enroll in Covered California programs.

The target population for this project is the uninsured individual who is at 138% to 400% of the Federal Poverty Income Guidelines. The project staff will reach out to specific

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-G – INFORMATION (continued)
Page 2

segments of communities that have a high number of uninsured individuals, including part-time, low-wage workers, self-employed individuals, college students, monolingual individuals, families transitioning from welfare to work, senior citizens not yet eligible for MediCare, and those that experience barriers to accessing affordable health insurance programs. SETA's recruitment efforts will be conducted through small group workshops, home visits, and one-on-one sessions in rural, urban and suburban settings, at a wide variety of public venues, in twenty-seven (27) languages, and at a multitude of sites, including SETA's fourteen (14) career and training centers, thirty (30) Head Start Early Learning Centers, and twenty-seven (27) partner sites.

The project partners are expected to make at least 132,000 individual contacts county-wide. The ultimate goal is to provide the names and contact information of potential enrollees or "leads."

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-I - INFORMATION

MEDIA COVERAGE SUMMARY FOR THE PERIOD
JANUARY 1, 2013 – JUNE 30, 2013

BACKGROUND:

The following chart provides details of the media coverage SETA-Sacramento Works received for the first six months of 2013.

| Media Entity | Title | Date |
|--|--|--------------------------------|
| The Sacramento Bee Our Region- Front Page | Campbell Sets Layoff Timetable | Friday, January 11, 2013 |
| The Sacramento Bee Business – Business | Resume format can de- emphasize illness – Ask The Job Expert | Wednesday, January 23, 2013 |
| Fox 40 News | Head Start – Community Meeting to Address Neighborhood Violence | Friday, February 22, 2013 |
| The Sacramento Bee | Federal training funds in doubt | Monday, March 11, 2013 |
| KOVR CBS 13 | Lay-off Assistance | Tuesday, March 12, 2013 |
| The Sacramento Business Journal | Sacramento gets \$5.99M grant for retraining workers laid off by Campbell, Hostess | Wednesday, March 13, 2013 |
| Family Radio | PG&E PowerPathway Program | Wednesday, March 13, 2013 |
| The Sacramento Bee Our Region-Front Page | Coca Cola Closing Local Bottling Plant | Thursday, March 14, 2013 |
| KFBK Radio | Lay-off Assistance | Thursday, March 14, 2013 |
| KOVR CBS 13 | Sacramento Receives \$6M Grant To Help Retrain Region’s Laid-Off Employees | Thursday, March 14, 2013 |
| KCRA 3 | 6 Million Grant Will Help Unemployed Sacramentans | Thursday, March 14, 2013 |
| The Sacramento Bee Our Region-Job Front | Coke’s layoffs eligible for aid | Monday, March 18, 2013 |
| KCRA 3 | State about to hire hundreds to enroll people in health plans | Monday, April 8, 2013 |

STAFF PRESENTER: Terri Carpenter

ITEM IV-I - INFORMATION (continued)

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| Media Entity | Title | Date |
|---|---|--------------------------|
| KCRA 3 | Xratex Closure – Lay-off Assistance | Friday, April 12, 2013 |
| The Sacramento Bee Sunday Business-Front Page | Campbell Soup Co. Workers Start Over | Sunday, April 21, 2013 |
| Capital Public Radio | Summer Job Outlook for Teenagers | Tuesday, April 30, 2013 |
| The Sacramento Bee Front Page | Millions up for grabs in PR effort-Groups Vie For Grants To Push State’s New Law | Friday, May 10, 2013 |
| The Sacramento Bee Our Region-Job Front | Effort targets laid-off workers | Monday, May 13, 2013 |
| The Sacramento Bee Capitol & California | Grants to spread word on health overhaul | Wednesday, May 15, 2013 |
| The Sacramento Bee Our Region-Job Front | Ask The Expert | Monday, May 20, 2013 |
| The Sacramento Bee Our Region-Job Front | Ask The Expert | Monday, May 27, 2013 |
| The Sacramento Bee Our Region-Job Front | Ask The Expert | Monday, June 3, 2013 |
| The Sacramento Bee Front Page | State tax credit beneficiaries in Sacramento County include Fortune 500 firms, casino | Monday, June 3, 2013 |
| The Sacramento Bee Our Region-Job Front | Ask The Expert | Monday, June 10, 2013 |
| The Sacramento Bee Business | Get help with job hunt at career center - Ask The Expert | Wednesday, June 12, 2013 |
| KCRA 3 | Farrell’s Job Fair | Thursday, June 20, 2013 |
| The Sacramento Bee Our Region-Job Front | Ask The Expert | Monday, June 24, 2013 |
| The Sacramento Bee Business | Programs help ex-inmates find work - Ask The Expert | Wednesday, June 26, 2013 |

STAFF PRESENTER: Terri Carpenter

ITEM IV-J – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employer Activity Report

July 1, 2012 - June 28, 2013

| EMPLOYER | CRITICAL CLUSTERS | JOB | NO OF POSITIONS |
|--|-------------------|--|-----------------|
| Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations | | | |
| A1 Protective Services | 1 | Business Development Agent | 1 |
| Aamcom | 1 | Customer Service Representative (CSR) | 4 |
| ACS Roofing Company | 3 | Roofing Installer | 2 |
| Academic Advantage | 1 | Enrollment Representative | 4 |
| Advance Services Inc. | 9 | Packing Supervisor | 1 |
| Advanced Call Center Technologies | 1 | Bilingual Customer Service Representatives | 10 |
| | 1 | Call Center Representatives | 120 |
| | 1 | Customer Service & Sales Associates | 50 |
| | 1 | Customer Service Representatives | 10 |
| | 1 | Office Assistant | 1 |
| | 1 | Receptionist | 1 |
| | 1 | Supervisor II | 15 |
| Advantage Resourcing | 11 | Assistant Operator | 2 |
| Advantage Sales and Marketing, LLC | 10 | Event Specialist | 16 |
| | 1 | Accounts Receivable Clerk/Specialist | 1 |
| ALSCO, Inc. | 1 | Accounts Receivable Clerk | 1 |
| | 1 | Account Sales Consultant | 2 |
| | 9 | Assistant Production Manager | 1 |
| | 7 | Maintenance Technician | 1 |
| | 10 | Sales Consultant | 1 |
| | 1 | Service Manager | 1 |
| | 10 | Utility Laundry Worker | 1 |
| | 10 | Manager Trainee | 1 |
| Amarr | 9 | Assistant Machine Operator | 5 |
| | 6 | Computer Technician | 4 |
| Americans Helping America | 6 | Computer Technician | 4 |
| American Income Life Insurance Company | 10 | Union Service Representative | 50 |
| American River Package One | 9 | Assistant Machine Operator | 5 |
| AMERIGAS | 1 | Customer Service Agent | 32 |
| AppleOne Employment Services | 1 | Customer Service Representative (CSR) | 10 |
| | 10 | Sales Consultant | 30 |
| Area 4 Agency on Aging | 10 | Executive Director | 1 |
| ASAP Distribution | 1 | Customer Service/Sales Representative | 2 |
| | 9 | Line Worker/Packer | 2 |
| | 9 | Machine Operator | 2 |
| Associated General Contractors of California | 1 | Administrative Assistant | 1 |
| Atlas Disposal Industries | 7 | Diesel Mechanic | 1 |
| Atrium of Carmichael | 8 | Housekeeping Worker | 3 |
| Baja Insurance Services, Inc. | 1 | Bi-Lingual Customer Service Representative | 1 |
| | 10 | Insurance Sales Agent | 5 |
| BC CAB. Inc. | 10 | Taxi Driver | 25 |

Employer Activity Report
July 1, 2012 -June 28, 2013

| EMPLOYER | CRITICAL CLUSTERS | JOBS | NO OF POSITIONS |
|--|--------------------------|---|------------------------|
| Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations | | | |
| Berger Steel Corporation | 3 | Welders | 5 |
| Beutler Corporation | 7 | Field Installer | 20 |
| | 7 | Fleet Mechanic | 1 |
| | 7 | Low Voltage Alarm and Home Technology Installer | 2 |
| | 9 | Manufacturing | 24 |
| | 3 | Plumbers | 6 |
| | 9 | Warehouse | 6 |
| Butler's Environmental Cleaning Services | 10 | Truck Wash Technician | 5 |
| C&H Sugar Company, Inc. | 10 | Assistant Buyer | 1 |
| | 10 | Western Regional Sales Manager | 1 |
| | 7 | Maintenance Supervisor | 1 |
| Cal Electro, Inc. | 3 | Electrical Lineman | 1 |
| California Hispanic Chamber of Commerce | 10 | Program Specialist | 1 |
| California Network of Mental Health Clients | 1 | Book Keeper | 1 |
| California Workforce Association | 10 | Administrative/Technical Analyst | 1 |
| Capital Christian Center | 1 | Human Resources Manager (HR Manager) | 1 |
| Car Czar | 7 | Automotive Mechanic Technician | 2 |
| Cayuse Technologies | 6 | Computer Programmer | 4 |
| Center for Employment Training | 1 | Industrial Relations Specialist | 1 |
| | 1 | Recruiter | 1 |
| Centerplate | 1 | On-Call Banquet Busser | 5 |
| | 1 | On-Call Banquet Servers | 15 |
| | 1 | Starbucks Supervisor | 1 |
| Cenveo | 7 | Facilities Maintenance Technician | 1 |
| | 9 | Production Supervisor | 1 |
| Certified Employment Group | 1 | Bilingual Customer Service | 100 |
| Child Action | 6 | Programmer | 1 |
| Child Development Inc. | 1 | Associate Teachers | 5 |
| CLC Incorporated | 1 | Bilingual Customer Service Representative | 3 |
| | 3 | Apprentice Carpenters/Roofers | 10 |
| CLP Resources Inc. | 3 | Construction Laborers | 10 |
| | 3 | Journeyman CA Certified Electricians | 10 |
| | 3 | Journeyman CA Certified Electricians | 10 |
| Community Link Capital Region | 1 | Resource Database Technician | 1 |
| Composite Engineering, Inc. | 7 | CNC Machinist (Computer Numerically Controlled Machinist) | 1 |
| Court Of Appeal, Third Appellate District | 10 | Appellate Court Attorney | 1 |
| Cover the Kids | 4 | Health Program Specialist | 1 |
| CPP Alarm And Video, Inc. | 10 | Outside Sales Representatives | 2 |
| CR Moving Services | 9 | Load Master/Mover | 2 |
| | 9 | Project Supervisor- Driver/Lead Mover | 2 |

Employer Activity Report

July 1, 2012 -June 28, 2013

| EMPLOYER | CRITICAL CLUSTERS | JOBS | NO OF POSITIONS |
|--|-------------------|--|-----------------|
| Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations | | | |
| Creating Answers-Powell & Associates | 1 | Part-Time Administrative Assistant | 1 |
| Crossroads Diversified Services | 7 | Building Maintenance | 2 |
| | 1 | Dispatcher | 1 |
| | 4 | Community Work Incentives Coordinator (CWIC) | 2 |
| | 1 | Youth Specialist | 1 |
| Daryl Pao Farmers Insurance | 10 | Marketer Specialist | 1 |
| Developmental Disabilities Service Organization | 1 | Accounts Payable Clerk | 1 |
| Developmental Disabilities Service Organization | 1 | Direct Support Professional | 1 |
| DuctTesters, Inc. | 3 | HERS Rater II | 1 |
| Dunson & Associates, Inc. | 6 | Benefits IT Manager | 3 |
| | 1 | Data Processing Clerk | 40 |
| | 1 | Data Processing Manager | 4 |
| | 1 | Data Processor | 40 |
| | 1 | Database Manager | 4 |
| | 1 | Director of Cost Analysis | 1 |
| | 6 | Embedded Software Engineer | 2 |
| | 1 | Manager Data Inventory Control | 3 |
| | 1 | Program Review Director | 2 |
| | 6 | Senior Programmer | 3 |
| | 6 | Senior Programmer (Financial Audit) | 6 |
| | 1 | Senior Review Manager | 3 |
| | 6 | Software Maintenance Manager | 3 |
| Easy Circulation Promotions | 1 | Promotion Specialist | 7 |
| | 1 | Sales Representative | 7 |
| EBL, Inc. Janitorial Services | 1 | Janitor | 1 |
| Effie Yeaw Nature Center | 1 | Development Associate | 1 |
| El Dorado Savings Bank | 1 | Peak - Time Teller | 1 |
| eVerifile | 1 | Customer Service Representative (CSR) | 25 |
| | 1 | Team Manager | 1 |
| Fair Oaks Recreation & Park District | 1 | Recreation Leader I (Seasonal) | 1 |
| | 1 | Recreation Leader III (Seasonal) | 1 |
| | 1 | Senior Recreation Leader (Camp Director) | 1 |
| Fairytale Town | 8 | Admissions Cashier | 1 |
| | 8 | Cafe Cashier/Food Server | 1 |
| | 8 | Cafe Coordinator | 1 |
| Firefighters Burn Institute | 1 | Administrative Assistant | 1 |
| First Choice Lawn Care & Maintenance | 1 | Laborer | 1 |
| | 1 | Laborer/Lawn Route Maintenance Worker | 1 |
| Folsom Lake Ford Fleet Service Center | 7 | Diesel Mechanic | 1 |

Employer Activity Report

July 1, 2012 - June 28, 2013

| EMPLOYER | CRITICAL CLUSTERS | JOBS | NO OF POSITIONS |
|--|-------------------|--|-----------------|
| Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations | | | |
| Folsom OK Tire Stores, Inc. | 7 | Auto Mechanic | 1 |
| | 7 | Tire Technician | 1 |
| Foothill Associates | 10 | Biologist | 1 |
| Fresh Market Inc. | 8 | Assistant Deli Manager | 3 |
| | 10 | Assistant Front End Manager | 2 |
| | 10 | Assistant Grocery Specialist | 2 |
| | 10 | Assistant Produce Manager | 2 |
| | 8 | Baker | 2 |
| | 8 | Bakery Manager | 1 |
| | 10 | Bulk Specialist | 2 |
| | 10 | Cheese Specialist | 2 |
| | 8 | Coffee/Candy Specialist | 1 |
| | 8 | Floral/Gift Specialist | 2 |
| | 10 | Grocery Specialist | 2 |
| | 10 | Meat Cutter | 2 |
| | 10 | Seafood Specialist | 2 |
| FRSTeam | 10 | Marketer | 1 |
| Fushin Restaurant Ventures, Inc. | 8 | Denny's Restaurant Manager | 1 |
| | 8 | Line Cook | 1 |
| General Produce Company | 9 | Class A and Class B Delivery Route Drivers | 5 |
| | 9 | Delivery Route Drivers | 6 |
| | 9 | Order Selectors | 4 |
| | 1 | Part Time Retail Merchandiser | 1 |
| | 9 | Repack Workers | 5 |
| General Truss Company Inc. | 9 | Class A Truck Driver | 10 |
| | 9 | Crane Operator | 1 |
| Girl Scouts Heart of Central California | 1 | Volunteer Management Specialist | 1 |
| Girls on the Run Greater Sacramento, Inc. | 1 | Council Director | 1 |
| Greener Solutions | 1 | Administrative Assistant | 1 |
| | 3 | Duct Testers - HERS Rater II | 1 |
| | 3 | HVAC Technician | 1 |
| | 1 | Inside Sales Associate | 1 |
| | 1 | Outside/Inside Sales Associate | 2 |
| Hardware | 10 | Industrial Sales Cashier | 1 |
| | 10 | Industrial Sales Floor Person | 2 |
| | 10 | Outside Sales Representative | 1 |
| Harold E. Nutter & Son, Inc. | 7 | Tel/Data Installer (Voice-Data-Video) | 1 |
| Holiday Inn Capitol Plaza- John Q Hammons Hotels, LLC | 8 | Dining Room Utility | 1 |
| Home Instead Senior Care | 1 | Caregiver | 5 |
| Hunter Douglas Fabrication | 9 | Production Assembler | 20 |
| International Line Builders, Inc. | 1 | Account Clerk I (Temporary) | 1 |
| International Student Support & Educational Services | 10 | American Cultural Host | 50 |

Employer Activity Report

July 1, 2012 - June 28, 2013

| EMPLOYER | CRITICAL CLUSTERS | JOBS | NO OF POSITIONS |
|--|-------------------------------------|--|-----------------|
| Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations | | | |
| IUOE NTF | 3 | Heavy Construction Equipment Mechanic Instructor | 1 |
| | 3 | Heavy Equipment Operator Instructor | 1 |
| J C Penney Portrait Studio | 1 | Studio Team Member | 10 |
| J. Smith and Son, Inc. | 10 | Home Security (Alarm) Techncian/Installer | 1 |
| Jewish Federation of Sacramento Region | 1 | Administrative Assistant | 1 |
| KidsFirst | 1 | Human Resources Manager (HR Manager) | 1 |
| L-3 Narda Microwave-West | 7 | Machinist | 1 |
| | 2 | Process Engineer | 1 |
| | 9 | Top Level Assemblers | 3 |
| Lancaster Burns Construction, Inc. | 3 | Structural Steel Fabricators/Welders | 2 |
| Lewis Group of Companies | 1 | Groundskeeper | 20 |
| Los Rios Community College | 1 | Account Clerk III | 1 |
| | 1 | Accountant | 1 |
| | 1 | Accounting Assistant Professor | 3 |
| | 1 | Administrative Assistant | 6 |
| | 1 | Administrative Assistant I | 2 |
| | 1 | Admissions/Records Clerk I | 2 |
| | 1 | Admissions/Records Clerk I (Temporary) | 2 |
| | 1 | Admissions/Records Clerk II | 1 |
| | 10 | Admissions/Records Evaluator I | 1 |
| | 1 | Aeronautics Adjunct Assistant Professor Pool (SCC) | 1 |
| | 1 | Anthropology Assistant Professor | 1 |
| | 1 | Art History Adjunct Assistant Professor Pool | 1 |
| | 10 | Assistant Financial Aid Officer | 1 |
| | 1 | Assistant Financial Aid Officer (Temporary) | 1 |
| | 1 | Associate Vice Chancellor, Communications & Media Relations | 1 |
| | 1 | Associate Vice President Workforce Education Development | 1 |
| | 1 | Biology Assistant Professor | 1 |
| | 1 | Bookstore Stock Clerk | 1 |
| | 1 | Buyer III | 1 |
| | 1 | Campus Patrol On-Call Pool (Temporary) | 1 |
| 1 | Chemistry Assistant Professor | 1 | |
| 1 | Chief of Police | 1 | |
| 1 | Child Development Center Supervisor | 1 | |
| 1 | Clerk III | 3 | |
| 1 | Clerk III (75) | 2 | |

Employer Activity Report

July 1, 2012 - June 28, 2013

| EMPLOYER | CRITICAL CLUSTERS | JOBS | NO OF POSITIONS |
|--|-------------------|---|-----------------|
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| Los Rios Community College | 4 | College Nurse | 1 |
| | 1 | College Police Officer | 2 |
| | 1 | College Receiving Clerk/Storekeeper | 1 |
| | 1 | Communications & Marketing Supervisor - Harris Center For The Arts | 1 |
| | 1 | Commercial Music Adjunct Assistant Professor Pool | 1 |
| | 1 | Communications Studies Assistant Professor | 1 |
| | 1 | Computer Applications (Core Principles/Web Development) Assistant Professor (CIS) | 1 |
| | 1 | Computer Information Science Assistant Professor (Programming) | 1 |
| | 1 | Confidential Administrative Assistant III | 1 |
| | 1 | Cooperative Work Experience Education and Internship Coordinator | 2 |
| | 5 | Confidential Human Resources Officer | 1 |
| | 5 | Confidential Human Resources Specialist III | 1 |
| | 1 | Counseling Supervisor | 1 |
| | 1 | Counselor | 2 |
| | 1 | Custodian | 3 |
| | 1 | Custodian On-Call Pool (Temporary) - District wide | 1 |
| | 1 | Custodian On-Call Pool (Temporary) - El Dorado Center | 1 |
| | 6 | Data Communications Security Specialist | 1 |
| | 1 | Dean of Counseling and Student Success | 1 |
| | 1 | Dean, American River College - Natomas Education Center | 1 |
| | 1 | Dean, Behavioral and Social Sciences | 1 |
| | 1 | Dean, Kinesiology and Athletics | 1 |
| | 1 | Dean of Mathematics | 1 |
| | 1 | Dean, McClellan Center | 1 |
| | 1 | Early Childhood Education Assistant Professor | 1 |
| | 1 | Economics Assistant Professor | 1 |
| | 1 | English as a Second Language Assistant Professor | 1 |
| | 1 | English Assistant Professor | 1 |

Employer Activity Report

July 1, 2012 - June 28, 2013

| EMPLOYER | CRITICAL CLUSTERS | JOBS | NO OF POSITIONS |
|--|--------------------------------------|---|-----------------|
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| Los Rios Community College | 1 | English Assistant Professor (Writing) | 1 |
| | 1 | Faculty Diversity Internship Program Pool | 1 |
| | 1 | Financial Aid Clerk II | 1 |
| | 1 | Financial Aid Officer | 1 |
| | 1 | Financial Aid Supervisor | 2 |
| | 1 | Funeral Service Education Assistant Professor 60/Coordinator 40 | 1 |
| | 1 | Grant Coordination Clerk (60) | 1 |
| | 1 | Graphic Designer (Temporary) | 1 |
| | 1 | Groundskeeper | 1 |
| | 1 | Head Coach for Women's Soccer Adjunct Pool | 1 |
| | 1 | Head Custodian | 1 |
| | 4 | Health Service Assistant | 1 |
| | 7 | Heating/Ventilation/Air Conditioning (HVAC)/Plumbing Supervisor | 1 |
| | 7 | Heating/Ventilation/Air Conditioning (HVAC)/Plumbing Supervisor | 1 |
| | 1 | Information Technology Analyst I (Business Analyst) | 2 |
| | 3 | Information Technology Application Systems Supervisor | 1 |
| | 1 | Instructional Assistant - Chemistry/Math (Temporary) | 3 |
| | 1 | Instructional Assistant - Office Technology (Temporary) | 1 |
| | 1 | Instructional Assistant - Writing/English/Reading (50) | 1 |
| | 1 | Instructional Development Coordinator | 1 |
| | 1 | Instructional Services Assistant I | 1 |
| | 1 | Instructional Services Assistant II | 2 |
| | 1 | Journalism Assistant Professor | 1 |
| | 10 | Laboratory Technician- Science | 1 |
| | 7 | Lead Maintenance Plumber | 1 |
| | 1 | Library/Media Technical Assistant | 1 |
| | 7 | Maintenance Electronic/Alarm Technician | 1 |
| | 7 | Maintenance Technician I | 1 |
| | 1 | Mathematics Assistant Professor | 2 |
| | 7 | Mechanical/Electrical Systems Technician | 1 |
| | 1 | Medical Laboratory Technician Program Assistant Professor, 60/Coordinator, 40 | 1 |
| 1 | Nursing (RN/LVN) Assistant Professor | 1 | |

Employer Activity Report
July 1, 2012 - June 28, 2013

| EMPLOYER | CRITICAL CLUSTERS | JOBS | NO OF POSITIONS |
|--|--|--|-----------------|
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| Los Rios Community College | 1 | Occupational Therapy Assistant (OTA) Assistant Professor | 1 |
| | 1 | Operations Technician | 1 |
| | 1 | Payroll Supervisor | 1 |
| | 1 | Payroll Technician | 1 |
| | 1 | Philosophy Assistant Professor | 1 |
| | 1 | Physics/Astronomy Assistant Professor | 1 |
| | 1 | Police Communication Dispatcher | 1 |
| | 1 | Pre-Apprenticeship Adjunct Assistant Professor | 1 |
| | 1 | Pre-Apprenticeship Adjunct Assistant Professor (Utility Line Worker and/or Gas) | 1 |
| | 1 | Pre-Apprenticeship Associate Professor - Commercial and Industrial Construction | 1 |
| | 1 | Psychology Adjunct Assistant Professor Pool (Biological Psychology Class) | 1 |
| | 1 | Police Captain | 1 |
| | 1 | Public Relations Technician | 1 |
| | 1 | Recruitment Training Officer (RTO) - SRPSTC - Basic Law Enforcement Academy (Temporary) | 1 |
| | 1 | Senior Buyer/Contract Specialist | 2 |
| | 3 | Senior Information Technology Technician - Lab/Area Microcomputer Support | 1 |
| | 3 | Senior Information Technology Technician - Lab/Area Microcomputer Support | 1 |
| | 7 | Shop/Field Mechanic | 1 |
| | 1 | Sociology Assistant Professor | 1 |
| | 1 | Special Projects - Education Coach, College to Career (C2C) (Temporary) | 2 |
| | 1 | Student Government Adjunct Assistant Professor | 1 |
| | 1 | Student Personnel Assistant - Counseling | 1 |
| | 1 | Student Personnel Assistant - Disabled Student Programs and Services (DSP&S) - (Temporary) | 1 |
| 1 | Student Personnel Assistant - Student Services | 1 | |
| 1 | Student Personnel Assistant - Student Services (Temporary) | 2 | |

Employer Activity Report
July 1, 2012 - June 28, 2013

| EMPLOYER | CRITICAL CLUSTERS | JOBS | NO OF POSITIONS |
|--|-------------------|---|-----------------|
| Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations | | | |
| Los Rios Community College | 5 | TANF/CalWORKS Specialist (Temporary) | 1 |
| | 1 | Utility Worker | 1 |
| | 1 | Veterinary (Animal Health) Technology Adjunct Asst. Professor Pool - Introduction to Diagnostic Imaging | 1 |
| | 1 | Vice President of Student Services | 1 |
| | 1 | Women's Tennis Coach | 1 |
| Marathon Home Services | 3 | Carpenter | 2 |
| MarketSource, Inc. | 10 | T-Mobile Wireless Sales Representative (Part Time) | 1 |
| Marshalls | 10 | Merchandise Associates | 21 |
| Mascon, Inc. | 1 | Customer Service Specialist | 1 |
| Medstar, LLC | 4 | Part-Time Non-Emergency Wheelchair Transportation Driver | 1 |
| Mass Mutual | 1 | Financial Services Representative | 10 |
| Microform Precision | 1 | Account Manager | 1 |
| | 3 | Painter | 1 |
| | 9 | Shipping Clerk | 1 |
| | 9 | Shipping Team Leader | 1 |
| | 9 | Utility Worker | 1 |
| | 3 | Welder | 1 |
| Mojo Distribution | 1 | Shipping Receiving Clerk | 1 |
| Mutual Housing California | 1 | Administrative Assistant | 1 |
| NAMI California | 1 | Programs Administrative Assistant | 1 |
| | 1 | Program Coordinator | 1 |
| Natomas Auto Body & Paint | 1 | Dispatcher, Maintenance Services | 1 |
| Netbuilds | | Lead Construction Working Superintendent | 1 |
| | 3 | | |
| Northern Sheets LLC | 7 | Electrical Maintenance Mechanic | 1 |
| Pacific Coast Producers | 7 | PLC Technician | 1 |
| Pacific Fresh Seafood | 10 | Night Warehouse Clerk | 1 |
| Pacific Gas and Electric Company | 3 | Hydro Utility Worker - GC (Auburn) | 1 |
| | 3 | PG&E Power Pathway Welding for Veterans | 35 |
| | 3 | Utility Worker | 30 |
| | 3 | Utility Worker-Gas | 5 |
| | 3 | Utility Worker - GC (Angels Camp) | 1 |
| Pacific Housing, Inc. | 5 | Resident Services Specialist | 1 |
| Pacific Staffing | 1 | Part Time Bilingual Spanish Customer Service Representative | 2 |
| Pacwest Security | 1 | Security Officer | 14 |
| Paramount Petroleum Corporation | 9 | Terminal Operator | 1 |
| PETS, INC. dba The Tutoring Center, Roseville | 1 | SAT/ACT Instructor | 2 |
| | 7 | Maintenance Mechanic/Millwright | 1 |
| Pick-N-Pull | 1 | Call Center Sales Trainer | 1 |
| Polar Service Centers | 7 | Tank Technician | 2 |

Employer Activity Report

July 1, 2012 - June 28, 2013

| EMPLOYER | CRITICAL CLUSTERS | JOBS | NO OF POSITIONS |
|--|-------------------|--|-----------------|
| Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations | | | |
| The Pool Doctor | 7 | Swimming Pool & Spa Service/Repair Technician | 1 |
| Preferred Plumbing and Drain | 3 | Plumber and Drain Cleaner | 1 |
| Pride Staff | 9 | Production and Manufacturing Technician | 50 |
| Product Development Corporation | 10 | Telephone Book Delivery Person | 20 |
| Quality First Home Improvement | 10 | Home Improvement Consultant | 5 |
| Quick Quack Carwash | 1 | Cashier, Checker | 10 |
| Relationship Skills Center | 1 | Flourishing Families Program Instructor | 6 |
| | 4 | Coordinator | 1 |
| Resource Staffing Group | 10 | Survey Collectors | 30 |
| Retail Business Development | 10 | Sales Specialists | 1 |
| | 10 | Sales Representative, Communication Equipment | 1 |
| Right At Home | 4 | Caregiver | 5 |
| Road Dog Drivers | 10 | CDL Truck Driver (Commercial Drivers License Truck Driver) | 10 |
| Sacramento Area Sewer District | 1 | Environmental Assistant | 1 |
| Sacramento Employment and Training Agency | 1 | Accountant II | 1 |
| | 1 | Family Service Worker, Range I | 1 |
| | 1 | Temporary Receptionist | 1 |
| Sacramento Loaves & Fishes | 1 | Accountant/Bookkeeper | 1 |
| | 1 | Accounting/Office Manager | 1 |
| | 1 | Outreach Assistant | 1 |
| Sacramento Public Library | 9 | General Service Worker / Driver | 1 |
| | 1 | Professional Custodians | 6 |
| | 1 | Senior Accounts Payable Technician | 1 |
| Sacramento Regional Transit | 9 | Bus Operator | 1 |
| | 1 | Customer Service Representative III | 1 |
| | 1 | Facilities & Grounds Worker II | 1 |
| | 7 | Facilities Maintenance Mechanic | 1 |
| | 7 | Light Rail Vehicle Technician | 1 |
| | 7 | Network Operations Technician | 1 |
| | 1 | Rail Laborer - Internal/External | 1 |
| | 1 | Service Worker (Bus and/or Light Rail) | 1 |
| | 1 | Student Intern | 1 |
| Sacramento Steps Forward | 1 | Full Charge Bookkeeper | 1 |
| | 1 | Grants Manager | 1 |
| Saladino's, Inc. | 6 | Fleet Maintenance Mechanic | 1 |
| | 7 | Loader | |
| | 9 | Receiver | 1 |
| Salvation Army Sac Metro | 1 | On-Call Property Manager | 1 |
| | 1 | Receptionist | 1 |
| Save Mart Supermarkets | 9 | Commercial Driver | 12 |

Employer Activity Report

July 1, 2012 - June 28, 2013

| EMPLOYER | CRITICAL CLUSTERS | JOBS | NO OF POSITIONS |
|--|----------------------------------|--|-----------------|
| Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations | | | |
| Scholastic Corporation | 9 | Part-Time Warehouse Workers | 20 |
| ServiceMaster | 1 | Branch Sales Professional/Sales Representative | 1 |
| Sierra Pacific | 7 | Solar Installer | 8 |
| | 7 | Solar Pool Heating Thermal Installer | 6 |
| Sing Inc. | 10 | PT - Member Services Admin | 1 |
| | 10 | Singing Coach | 2 |
| SMUD | 3 | Utility Lineman | 10 |
| Solar Cookers International | 1 | Bookkeeper | 1 |
| Special Order Systems - SOS | 1 | Executive Administrative Assistant | 1 |
| | 1 | Office Assistant | 2 |
| | 1 | Project Coordinator | 1 |
| | 1 | Service Coordinator | 1 |
| St. Marks United Methodist Church | 1 | Custodian | 1 |
| St. Patrick Academy | 1 | Bookkeeper/Office Staff position | 1 |
| Steve Revering Landscaping | 6 | Landscape Installation Laborer | 1 |
| Tony's Fine Foods, Inc. | 1 | Account Manager - San Diego | 1 |
| | 1 | Accounts Payable Specialist | 2 |
| | 1 | Accounts Receivable Specialist | 1 |
| | 1 | Administrative Assistant | 1 |
| | 9 | Class A Route Driver | 1 |
| | 9 | Class A Feeder Driver - Petaluma | 1 |
| | 9 | Class A Feeder Driver - West Sacramento | 4 |
| | 9 | Class A Route Driver - Redding | 1 |
| | 9 | Class A Route Driver - West | 1 |
| | 9 | Class B Driver | 1 |
| | 9 | Class B Route Driver - Berkeley | 1 |
| | 9 | Class C Delivery Driver | 1 |
| | 1 | Corporate Account Specialist | 1 |
| | 1 | Customer Service Rep | 1 |
| | 9 | Delivery Driver - Class C (Seasonal) | 1 |
| | 9 | Facilities Support | 2 |
| | 6 | Facilities Technicians - Day Shift | 1 |
| | 9 | Facilities Technicians - Graveyard Shift | 1 |
| | 1 | Financial Analyst | 1 |
| | 9 | Forklift Driver | 1 |
| | 9 | General Warehouse | 1 |
| | 3 | Information Technology | 1 |
| | 3 | IT Software Support | 1 |
| | 3 | IT Support Specialist | 1 |
| | 1 | Jr. Financial Analyst | 1 |
| | 9 | Logistics Analyst | 1 |
| | 9 | Order Selector | 6 |
| 9 | Order Selector - Swing Shift | 1 | |
| 9 | Order Selector - Truckee | 1 | |
| 9 | Order Selector - West Sacramento | 2 | |
| 9 | Over-the-Road Driver (OTR) | 4 | |

Employer Activity Report

July 1, 2012 - June 28, 2013

| EMPLOYER | CRITICAL CLUSTERS | JOBS | NO OF POSITIONS |
|--|-------------------|---|-----------------|
| Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations | | | |
| Tony's Fine Foods, Inc. | 1 | Pricing Analyst | 1 |
| | 1 | Pricing Specialist | 2 |
| | 1 | Receptionist | 1 |
| | 1 | Staff Accountant | 1 |
| | 1 | Senior Staff Accountant | 1 |
| | 1 | Vehicle Washer | 1 |
| | 1 | Wine Sales Account Manager - Part Time | 1 |
| | 1 | Will Call Representative | 1 |
| Tree Pros Arboricultural Services, Inc. | 1 | Tree Service Groundsman / Climber | 2 |
| United Site Services | 10 | Service Technician | 5 |
| UPS Store | 10 | Sales Associate | 1 |
| | 8 | Adult's Ski Instructor Non Certified - Part Time Seasonal - Northstar California | 20 |
| | 8 | Assistant Store Manager - Village Rental - Northstar | 20 |
| Vail Resorts | 8 | Boot Fitter / Sales Associate - Kirkwood Mountain Sports Village Retail | 20 |
| | 8 | Cashier, FT Seasonal - Northstar California | 20 |
| | 8 | Children's Ski Instructor Non Certified - Part Time Seasonal - Northstar California | 20 |
| | 8 | Dining Staff - Northstar, California | 20 |
| | 8 | Dishwasher - PT Seasonal - Northstar California | 20 |
| | 8 | Entry Grounds Crew - FT Seasonal - Northstar California | 20 |
| | 8 | Head Cashier - Kirkwood Ski Resort | 20 |
| | 8 | Lead Sales Associate - Kirkwood Mountain Sports Village Retail - Kirkwood, CA | 20 |
| | 8 | Service Technician - Kirkwood Ski Resort - Tuning Center | 20 |
| | 8 | Ski Technician - Northstar California | 20 |
| | 8 | Ski Technician Demo Shop - Northstar California | 20 |
| | 8 | Summit Deck and Grille Dining Staff - Northstar California | 20 |
| | 8 | Supervisor - Village Rental - Northstar | 20 |
| | 8 | Supervisor -Kirkwood Mountain Resorts - Timber Creek Retail | 20 |
| | 8 | Supervisor -Kirkwood Ski Resort -871 Village Rentals | 20 |
| | 8 | Zephyr Lodge Steward - PT Seasonal - Northstar California | 20 |

Employer Activity Report
July 1, 2012 -June 28, 2013

| EMPLOYER | CRITICAL CLUSTERS | JOBS | NO OF POSITIONS |
|--|--------------------------|---|------------------------|
| Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations | | | |
| Valley Utility Services | 10 | Accounts Receivable Clerk | 1 |
| Visiting Angels Senior Home Care | 4 | In-home Caregivers | 10 |
| Volt Workforce Solutions | 7 | Electronic Test Technician | 10 |
| Warehouse Markets | 10 | Cashier | 100 |
| Western & Southern Life Insurance | 10 | Sales Representative | 10 |
| Wind Youth Services | 4 | Development Associate / Part-Time | 1 |
| Winnie Bales Allstate Insurance | 1 | Customer Service Representative | 1 |
| Work Truck Solutions | 1 | Regional Customer Success Manager | 1 |
| | 1 | Regional Inside Sales and Marketing Consultant | 1 |
| | 1 | Regional Outside Sales and Marketing Consultant | 1 |
| | 1 | Virtual Office Manager | 1 |
| Zaharis Landscaping | 1 | Laborer - Landscaping and Groundskeeping | 2 |
| TOTAL | | | 2146 |

Employer Activity Report

July 1 - July 10, 2013

| EMPLOYER | CRITICAL CLUSTERS | JOBS | NO OF POSITIONS |
|---|-------------------|--|-----------------|
| <small>Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations</small> | | | |
| Atlas Disposal Industries | 7 | Diesel Mechanic | 1 |
| California Association for Health Services at Home | 1 | Registration Assistant | 1 |
| California Department of Fish & Wildlife | 10 | Fish and Wildlife Seasonal Aide | 1 |
| Cenveo | 1 | Adjuster | 2 |
| Fairytale Town | 1 | Part-Time Grounds Keeper | 1 |
| Los Rios Community College District | 1 | Assistant Financial Aid Officer (Temporary) | 1 |
| | 1 | Automotive Collision Technology Adjunct Professor Pool | 1 |
| | 1 | Grant Coordination Clerk | 1 |
| | 1 | Groundskeeper (2 Positions) | 2 |
| Prime Flight Aviation Services | 10 | Cabin Service Cleaner | 3 |
| Sacramento Loaves & Fishes | 1 | Part-Time Student Resource Specialist | 1 |
| Staffing Network LLC | 9 | Production Workers | 10 |
| Support For Home | 4 | Home Care Aide | 1 |
| Transglobal Solutions, LLC. | 9 | Class A Commercial Truck Driver | 20 |
| TOTAL | | | 48 |

ITEM IV-K – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

This report covers the fiscal year beginning July 1, 2012.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2012/2013

The following is an update of information as of June 28, 2013 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

| | MONTH RECEIVE NOTICE | COMPANY AND ADDRESS | WARN STATUS | # OF AFFECTED WORKERS | SETA'S INTERVENTION |
|------------|----------------------|---|-------------|-----------------------|---------------------------------------|
| Unofficial | 5/16/2012 | California Dept. Corrections and Rehabilitation 100 Prison Rd Represa, CA 95671 | 9/30/2012 | 90 | 6/18/2012 1/24/13 |
| Official | 6/1/2012 | Statewide Safety & Signs, Inc. 7920 Cucamonga Avenue Sacramento, CA 95826 | 8/14/2012 | 34 | Declined Services |
| Unofficial | 6/14/2012 | California State Senate State Capital Sacramento, CA 95814 | 11/30/2012 | 250 | 9/26/2012 |
| Unofficial | 7/17/2012 | California State Assembly State Capital Sacramento, CA 95814 | 11/30/2012 | 450 | 9/19/2012 |
| Official | 8/6/2012 | Microsemi 105 Lake Forest Way Folsom, CA 95630 | 9/30/2012 | 130 | 9/25/2012 |
| Official | 8/17/2012 | Wise Buys Liquidators, Inc. 8457 Elk Grove Blvd. Elk Grove, CA 95758 | 10/31/2012 | 20 | Packets Delivered |
| Official | 8/23/2012 | Xerox State Healthcare, LLC 1501 Capitol Avenue , Suite #71 Sacramento, CA 95814 | 10/20/2012 | 4 | Declined Services |
| Official | 9/25/2012 | Comcast 4450 East Commerce Way Sacramento, CA 95834 | 11/30/2012 | 400 | 10-29-12 11-13-12 ~ 11/20/12 |
| Official | 9/27/2012 | Campbell Soup 6200 Franklin Boulevard, Sacramento, CA 95824 | 7/1/2013 | 700 | 11/17/12 ~ 1/5/13 additional dates |
| Unofficial | 10/1/2012 | RockTenn 4800 Florin Perkins Rd Sacramento, CA 95826 | 10/5/2012 | 4 | 10/8/2012 |
| Official | 11/13/2012 | Hostess Brands 1324 Arden Way Sacramento, CA 95815 | 12/1/2012 | 300 | 1/22~23/13 |
| Official | 11/14/2012 | Capital Nursery 4700 Freeport Blvd Sacramento, CA 95822 | 1/14/2013 | unknown | Declined Services |
| Official | 12/10/2012 | Sears Repair Department 1200 Blumenfeld Dr. Sacramento, CA 95815 | 1/18/2013 | 29 | 12/19/2012 |
| Official | 12/10/2012 | TriWest Healthcare Alliance Group 5324 Dudley Blvd, Bldg 98 McClellan Park, CA 95652 | 2/15/2013 | 2 | No Services |
| Official | 2/7/2013 | Bank of America 10850 White Rock Rd. Rancho Cordova, CA 95670 | 4/1/2013 | 57 | Declined Services |

Dislocated Worker Information PY 2012/2013

The following is an update of information as of June 28, 2013 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

| | MONTH RECEIVE NOTICE | COMPANY AND ADDRESS | WARN STATUS | # OF AFFECTED WORKERS | SETA'S INTERVENTION |
|------------|----------------------|---|--|-----------------------|---------------------|
| Official | 2/25/2013 | PennySaverUSA.com 11311 White Rock Rd. Sacramento, CA 95742 | 4/27/2013 | 30 | 4/22/2013 |
| Official | 2/26/2013 | Phoenix Casino& Lounge 5948 Auburn Blvd. Citrus Heights, CA 95621 | 4/14/2013 | 61 | 5/24/2013 |
| Official | 3/4/2013 | Sacramento Pyramid Alehouse 1029 K Street Sacramento, CA 95814 | 3/4/2013 | 53 | Packets Delivered |
| Unofficial | 3/13/2013 | Coca-Cola Company 2200 Stockton Blvd. Sacramento, CA 95817 | 3/14/2013 | 60 | 5/2/13 5/14/2013 |
| Official | 4/10/2013 | Point Walker, Inc. dba Lucky Derby Casino 7433 Greenback Lane Citrus Heights, CA 95610 | 6/8/2013 | 117 | Pending |
| Official | 4/19/2013 | Dignity Health 3941 J St. Sacramento, CA | 6/28/2013 | 148 | 5/4/2013 6/30/13 |
| Official | 6/18/2013 | Verizon Wireless 255 Parkshore Dr. Folsom, CA 95630 | 8/31/2013 | 132 | Pending |
| Official | 6/27/2013 | Volcano 2870 Kilgore Rd Rancho Cordova, CA 95670 | 9/2/2013 | 39 | Pending |
| | | | Total # of Affected Workers | 3,110 | |

Dislocated Worker Information PY 2013/2014

The following is an update of information as of July 11, 2013 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

| | MONTH RECEIVE NOTICE | COMPANY AND ADDRESS | WARN STATUS | # OF AFFECTED WORKERS | SETA'S INTERVENTION |
|----------|----------------------|--|------------------------------------|-----------------------|---------------------|
| Official | 7/1/2013 | AT&T 7405 Greenhaven Drive Sacramento, CA 95831 | 9/1/2013 | 97 | Pending |
| Official | 7/9/2013 | Lucky Derby Casino 7433 Greenhaven Lane Citrus Heights, Ca 95610 | 7/29/2013 | 113 | Pending |
| | | | Total # of Affected Workers | 210 | |

ITEM IV-L – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

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

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

Also attached is the most current Neighborhood ZIP code Unemployment Rate Report.

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

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

Employment was up over-the-month and over-the-year

NOTE TO EDITORS: *This California labor force and industry employment data is being released today instead of tomorrow as scheduled due to an inadvertent early release of data by the U.S. Bureau of Labor Statistics (BLS). While the BLS announced some state and regional data and county unemployment rates, more detailed local labor force and industry data must be completed each month here at EDD. That work was expedited for this early release.*

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 8.5 percent in June 2013, up from a revised 7.8 percent in May 2013, and below the year-ago estimate of 10.7 percent. This compares with an unadjusted unemployment rate of 8.8 percent for California and 7.8 percent for the nation during the same period. The unemployment rate was 8.2 percent in El Dorado County, 7.5 percent in Placer County, 8.7 percent in Sacramento County, and 8.5 percent in Yolo County.

Between May 2013 and June 2013, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 7,800 to total 850,700 jobs.

- Leisure and hospitality lead the month-over expansion with a 3,700-job gain, predominately in accommodation and food services (up 3,000 jobs).
- Trade, transportation, and utilities contributed 2,600 jobs. Retail trade accounted for most of the additions (up 2,300 jobs), while transportation, warehousing, and utilities and wholesale trade contributed 200 jobs and 100 jobs, respectively.
- Construction reported its largest May-to-June increase since 2006 with an addition of 2,100 jobs.
- Other services lost 700 jobs over the month.

Between June 2012 and June 2013, total jobs in the region increased by 7,000, or 0.8 percent.

- Trade, transportation, and utilities picked up 5,300 jobs over the year. Retail trade (up 4,200 jobs), transportation, warehousing, and utilities (up 600 jobs), and wholesale trade (up 500 jobs) all contributed to the expansion.
- Leisure and hospitality (up 4,600 jobs) reported its largest year-over increase since June of 2006. The majority of the gains were in accommodation and food services (up 4,300 jobs).
- Education and health services expanded by 2,900 jobs. Healthcare and social assistance added 2,000 jobs, and education services picked up 900 jobs over the year.
- Other services lost 2,700 jobs. The decline in residual other services (down 2,800 jobs) more than offset the minimal gain in repair and maintenance (up 100 jobs).

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

| COUNTY | RANK BY RATE | LABOR FORCE | EMPLOYMENT | UNEMPLOYMENT | RATE |
|--------------------|--------------|-------------------|-------------------|------------------|-------------|
| STATE TOTAL | --- | 18,693,300 | 17,039,400 | 1,653,900 | 8.8% |
| ALAMEDA | 13 | 780,500 | 723,000 | 57,500 | 7.4% |
| ALPINE | 49 | 400 | 350 | 50 | 12.3% |
| AMADOR | 29 | 16,450 | 14,850 | 1,590 | 9.7% |
| BUTTE | 35 | 101,500 | 91,000 | 10,500 | 10.3% |
| CALAVERAS | 31 | 19,430 | 17,490 | 1,950 | 10.0% |
| COLUSA | 57 | 11,860 | 9,990 | 1,880 | 15.8% |
| CONTRA COSTA | 10 | 538,500 | 499,500 | 39,100 | 7.3% |
| DEL NORTE | 40 | 11,240 | 10,000 | 1,240 | 11.0% |
| EL DORADO | 21 | 90,700 | 83,300 | 7,400 | 8.2% |
| FRESNO | 49 | 446,000 | 391,100 | 54,900 | 12.3% |
| GLENN | 48 | 12,890 | 11,330 | 1,560 | 12.1% |
| HUMBOLDT | 23 | 59,700 | 54,700 | 5,100 | 8.5% |
| IMPERIAL | 58 | 76,400 | 58,400 | 18,000 | 23.6% |
| INYO | 16 | 9,400 | 8,700 | 700 | 7.5% |
| KERN | 43 | 393,400 | 348,100 | 45,300 | 11.5% |
| KINGS | 52 | 61,600 | 53,700 | 7,900 | 12.8% |
| LAKE | 46 | 25,550 | 22,490 | 3,060 | 12.0% |
| LASSEN | 30 | 12,700 | 11,450 | 1,260 | 9.9% |
| LOS ANGELES | 33 | 4,970,900 | 4,464,000 | 506,800 | 10.2% |
| MADERA | 40 | 69,000 | 61,400 | 7,600 | 11.0% |
| MARIN | 1 | 142,400 | 135,200 | 7,200 | 5.1% |
| MARIPOSA | 10 | 10,360 | 9,610 | 750 | 7.3% |
| MENDOCINO | 13 | 43,030 | 39,860 | 3,170 | 7.4% |
| MERCED | 55 | 110,700 | 95,100 | 15,700 | 14.1% |
| MODOC | 32 | 3,990 | 3,590 | 400 | 10.1% |
| MONO | 26 | 8,030 | 7,320 | 710 | 8.8% |
| MONTEREY | 20 | 235,700 | 216,700 | 19,000 | 8.1% |
| NAPA | 4 | 80,600 | 75,900 | 4,700 | 5.8% |
| NEVADA | 16 | 50,210 | 46,420 | 3,790 | 7.5% |
| ORANGE | 5 | 1,634,400 | 1,534,800 | 99,600 | 6.1% |
| PLACER | 16 | 179,700 | 166,200 | 13,500 | 7.5% |
| PLUMAS | 37 | 9,810 | 8,790 | 1,020 | 10.4% |
| RIVERSIDE | 33 | 934,500 | 839,200 | 95,300 | 10.2% |
| SACRAMENTO | 25 | 684,000 | 624,300 | 59,700 | 8.7% |
| SAN BENITO | 28 | 26,300 | 23,800 | 2,500 | 9.6% |
| SAN BERNARDINO | 35 | 855,700 | 767,500 | 88,200 | 10.3% |
| SAN DIEGO | 10 | 1,612,800 | 1,494,400 | 118,400 | 7.3% |
| SAN FRANCISCO | 3 | 483,200 | 455,500 | 27,700 | 5.7% |
| SAN JOAQUIN | 46 | 309,200 | 272,100 | 37,100 | 12.0% |
| SAN LUIS OBISPO | 7 | 148,600 | 139,100 | 9,500 | 6.4% |
| SAN MATEO | 2 | 400,000 | 378,400 | 21,600 | 5.4% |
| SANTA BARBARA | 6 | 236,000 | 221,000 | 15,000 | 6.3% |
| SANTA CLARA | 9 | 928,200 | 865,300 | 63,000 | 6.8% |
| SANTA CRUZ | 19 | 161,800 | 148,900 | 12,800 | 7.9% |
| SHASTA | 38 | 80,500 | 72,000 | 8,500 | 10.6% |
| SIERRA | 39 | 1,530 | 1,360 | 170 | 10.9% |
| SISKIYOU | 42 | 19,340 | 17,190 | 2,150 | 11.1% |
| SOLANO | 21 | 219,100 | 201,100 | 18,000 | 8.2% |
| SONOMA | 8 | 258,800 | 241,400 | 17,400 | 6.7% |
| STANISLAUS | 51 | 239,100 | 208,700 | 30,400 | 12.7% |
| SUTTER | 56 | 42,800 | 36,500 | 6,300 | 14.7% |
| TEHAMA | 45 | 25,170 | 22,240 | 2,930 | 11.6% |
| TRINITY | 43 | 5,000 | 4,420 | 580 | 11.5% |
| TULARE | 52 | 210,400 | 183,400 | 27,000 | 12.8% |
| TUOLUMNE | 27 | 25,640 | 23,350 | 2,290 | 8.9% |
| VENTURA | 13 | 443,400 | 410,600 | 32,800 | 7.4% |
| YOLO | 23 | 97,700 | 89,500 | 8,300 | 8.5% |
| YUBA | 54 | 27,600 | 23,900 | 3,700 | 13.6% |

Notes

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

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

| Area Name | Labor Force | Employment | Unemployment Number | Unemployment Rate | Census Ratios Emp | Census Ratios Unemp |
|-----------------------------|--------------------|-------------------|----------------------------|--------------------------|--------------------------|----------------------------|
| Sacramento County | 684,000 | 624,300 | 59,700 | 8.7% | 1.000000 | 1.000000 |
| Arden Arcade CDP | 56,900 | 52,000 | 4,900 | 8.7% | 0.083249 | 0.082638 |
| Carmichael CDP | 29,600 | 27,600 | 2,000 | 6.7% | 0.044196 | 0.033389 |
| Citrus Heights city | 51,100 | 48,000 | 3,100 | 6.1% | 0.076838 | 0.052031 |
| Elk Grove CDP | 35,600 | 33,100 | 2,500 | 7.1% | 0.052995 | 0.042014 |
| Fair Oaks CDP | 17,500 | 16,700 | 800 | 4.7% | 0.026690 | 0.013634 |
| Florin CDP | 12,600 | 10,900 | 1,700 | 13.8% | 0.017414 | 0.029215 |
| Folsom city | 27,600 | 26,500 | 1,100 | 3.9% | 0.042525 | 0.018086 |
| Foothill Farms CDP | 9,700 | 8,500 | 1,200 | 12.0% | 0.013648 | 0.019477 |
| Galt city | 10,800 | 9,200 | 1,500 | 14.3% | 0.014787 | 0.025876 |
| Gold River CDP | 5,000 | 4,900 | 100 | 1.7% | 0.007807 | 0.001391 |
| Isleton city | 400 | 400 | 100 | 11.7% | 0.000606 | 0.000835 |
| La Riviera CDP | 7,100 | 6,700 | 400 | 5.2% | 0.010764 | 0.006121 |
| Laguna CDP | 20,900 | 19,900 | 1,000 | 4.7% | 0.031834 | 0.016416 |
| Laguna West Lakeside CDP | 5,400 | 5,000 | 300 | 6.2% | 0.008082 | 0.005565 |
| North Highlands CDP | 22,400 | 19,300 | 3,100 | 13.7% | 0.030952 | 0.051475 |
| Orangevale CDP | 16,100 | 15,100 | 900 | 5.9% | 0.024229 | 0.015860 |
| Parkway South Sacramento CD | 15,800 | 13,400 | 2,500 | 15.5% | 0.021400 | 0.041180 |
| Rancho Cordova City | 31,000 | 27,900 | 3,100 | 10.0% | 0.044619 | 0.052031 |
| Rancho Murieta CDP | 2,300 | 2,300 | 100 | 2.8% | 0.003619 | 0.001113 |
| Rio Linda CDP | 5,700 | 4,900 | 800 | 13.9% | 0.007917 | 0.013356 |
| Rosemont CDP | 14,100 | 13,000 | 1,000 | 7.3% | 0.020867 | 0.017251 |
| Sacramento city | 216,200 | 194,000 | 22,200 | 10.3% | 0.310678 | 0.371731 |
| Vineyard CDP | 6,000 | 5,700 | 300 | 4.4% | 0.009185 | 0.004452 |
| Walnut Grove CDP | 500 | 400 | 100 | 22.0% | 0.000569 | 0.001669 |
| Wilton CDP | 2,800 | 2,600 | 200 | 5.9% | 0.004225 | 0.002782 |

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

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

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

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

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

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

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

Data Not Seasonally Adjusted

| | Jun 12 | Apr 13 | May 13 | Jun 13 | Percent Change | |
|----------------------------|-----------|-----------|-----------|-----------|----------------|--------|
| | | | Revised | Prelim | Month | Year |
| Civilian Labor Force (1) | 1,054,900 | 1,045,500 | 1,044,600 | 1,052,100 | 0.7% | -0.3% |
| Civilian Employment | 942,200 | 959,500 | 962,900 | 963,200 | 0.0% | 2.2% |
| Civilian Unemployment | 112,700 | 86,000 | 81,800 | 88,900 | 8.7% | -21.1% |
| Civilian Unemployment Rate | 10.7% | 8.2% | 7.8% | 8.5% | | |
| (CA Unemployment Rate) | 10.7% | 8.5% | 8.1% | 8.8% | | |
| (U.S. Unemployment Rate) | 8.4% | 7.1% | 7.3% | 7.8% | | |

| | | | | | | |
|---|---------|---------|---------|---------|-------|--------|
| Total, All Industries (2) | 843,700 | 837,600 | 842,900 | 850,700 | 0.9% | 0.8% |
| Total Farm | 10,200 | 7,700 | 9,200 | 9,600 | 4.3% | -5.9% |
| Total Nonfarm | 833,500 | 829,900 | 833,700 | 841,100 | 0.9% | 0.9% |
| Total Private | 606,100 | 605,500 | 608,600 | 616,100 | 1.2% | 1.6% |
| Goods Producing | 73,400 | 69,600 | 69,900 | 72,000 | 3.0% | -1.9% |
| Mining and Logging | 400 | 300 | 300 | 400 | 33.3% | 0.0% |
| Construction | 39,200 | 34,400 | 34,800 | 36,900 | 6.0% | -5.9% |
| Construction of Buildings | 9,600 | 8,600 | 8,800 | 8,900 | 1.1% | -7.3% |
| Specialty Trade Contractors | 24,800 | 24,000 | 23,300 | 24,900 | 6.9% | 0.4% |
| Building Foundation & Exterior Contractors | 5,800 | 5,000 | 4,900 | 5,100 | 4.1% | -12.1% |
| Building Equipment Contractors | 9,900 | 10,400 | 10,400 | 10,700 | 2.9% | 8.1% |
| Building Finishing Contractors | 5,700 | 4,800 | 4,700 | 4,900 | 4.3% | -14.0% |
| Manufacturing | 33,800 | 34,900 | 34,800 | 34,700 | -0.3% | 2.7% |
| Durable Goods | 23,100 | 23,700 | 23,800 | 23,700 | -0.4% | 2.6% |
| Computer & Electronic Product Manufacturing | 7,800 | 8,400 | 8,400 | 8,300 | -1.2% | 6.4% |
| Nondurable Goods | 10,700 | 11,200 | 11,000 | 11,000 | 0.0% | 2.8% |
| Food Manufacturing | 4,600 | 4,600 | 4,500 | 4,800 | 6.7% | 4.3% |
| Service Providing | 760,100 | 760,300 | 763,800 | 769,100 | 0.7% | 1.2% |
| Private Service Providing | 532,700 | 535,900 | 538,700 | 544,100 | 1.0% | 2.1% |
| Trade, Transportation & Utilities | 137,900 | 140,600 | 140,600 | 143,200 | 1.8% | 3.8% |
| Wholesale Trade | 25,600 | 25,800 | 26,000 | 26,100 | 0.4% | 2.0% |
| Merchant Wholesalers, Durable Goods | 14,100 | 14,000 | 14,000 | 14,000 | 0.0% | -0.7% |
| Merchant Wholesalers, Nondurable Goods | 8,800 | 8,700 | 8,700 | 8,800 | 1.1% | 0.0% |
| Retail Trade | 90,200 | 92,300 | 92,100 | 94,400 | 2.5% | 4.7% |
| Motor Vehicle & Parts Dealer | 11,900 | 12,400 | 12,500 | 12,500 | 0.0% | 5.0% |
| Building Material & Garden Equipment Stores | 7,600 | 7,500 | 7,600 | 7,700 | 1.3% | 1.3% |
| Grocery Stores | 16,900 | 17,200 | 17,400 | 17,600 | 1.1% | 4.1% |
| Health & Personal Care Stores | 5,500 | 5,400 | 5,400 | 5,500 | 1.9% | 0.0% |
| Clothing & Clothing Accessories Stores | 7,300 | 7,200 | 7,100 | 7,300 | 2.8% | 0.0% |
| Sporting Goods, Hobby, Book & Music Stores | 4,000 | 4,000 | 4,000 | 4,000 | 0.0% | 0.0% |
| General Merchandise Stores | 18,700 | 18,200 | 18,200 | 18,400 | 1.1% | -1.6% |
| Transportation, Warehousing & Utilities | 22,100 | 22,500 | 22,500 | 22,700 | 0.9% | 2.7% |
| Information | 15,500 | 14,600 | 14,600 | 14,500 | -0.7% | -6.5% |
| Publishing Industries (except Internet) | 2,800 | 2,700 | 2,700 | 2,700 | 0.0% | -3.6% |
| Telecommunications | 7,700 | 7,200 | 7,200 | 7,200 | 0.0% | -6.5% |
| Financial Activities | 47,800 | 47,300 | 47,300 | 47,400 | 0.2% | -0.8% |
| Finance & Insurance | 35,300 | 34,900 | 34,700 | 34,600 | -0.3% | -2.0% |
| Credit Intermediation & Related Activities | 12,600 | 12,800 | 12,700 | 12,700 | 0.0% | 0.8% |
| Depository Credit Intermediation | 8,400 | 8,300 | 8,300 | 8,200 | -1.2% | -2.4% |
| Nondepository Credit Intermediation | 2,100 | 2,500 | 2,500 | 2,500 | 0.0% | 19.0% |
| Insurance Carriers & Related | 18,600 | 18,700 | 18,600 | 18,600 | 0.0% | 0.0% |
| Real Estate & Rental & Leasing | 12,500 | 12,400 | 12,600 | 12,800 | 1.6% | 2.4% |
| Real Estate | 9,300 | 9,200 | 9,300 | 9,400 | 1.1% | 1.1% |
| Professional & Business Services | 112,400 | 114,100 | 115,100 | 115,100 | 0.0% | 2.4% |
| Professional, Scientific & Technical Services | 51,900 | 54,900 | 54,700 | 54,300 | -0.7% | 4.6% |
| Architectural, Engineering & Related Services | 8,900 | 8,900 | 9,000 | 9,100 | 1.1% | 2.2% |
| Management of Companies & Enterprises | 9,500 | 9,700 | 9,700 | 9,700 | 0.0% | 2.1% |
| Administrative & Support & Waste Services | 51,000 | 49,500 | 50,700 | 51,100 | 0.8% | 0.2% |
| Administrative & Support Services | 48,700 | 47,100 | 48,500 | 48,700 | 0.4% | 0.0% |
| Employment Services | 20,000 | 20,200 | 20,600 | 20,700 | 0.5% | 3.5% |

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

Data Not Seasonally Adjusted

| | Jun 12 | Apr 13 | May 13 | Jun 13 | Percent Change | |
|---------------------------------------|---------|---------|---------|---------|----------------|-------|
| | | | Revised | Prelim | Month | Year |
| Services to Buildings & Dwellings | 11,900 | 11,900 | 12,100 | 12,200 | 0.8% | 2.5% |
| Educational & Health Services | 104,900 | 107,800 | 108,000 | 107,800 | -0.2% | 2.8% |
| Education Services | 13,400 | 14,800 | 15,100 | 14,300 | -5.3% | 6.7% |
| Health Care & Social Assistance | 91,500 | 93,000 | 92,900 | 93,500 | 0.6% | 2.2% |
| Ambulatory Health Care Services | 39,800 | 40,600 | 40,700 | 40,700 | 0.0% | 2.3% |
| Hospitals | 23,200 | 22,900 | 22,900 | 22,800 | -0.4% | -1.7% |
| Nursing & Residential Care Facilities | 14,500 | 15,000 | 15,000 | 15,100 | 0.7% | 4.1% |
| Leisure & Hospitality | 85,000 | 83,900 | 85,900 | 89,600 | 4.3% | 5.4% |
| Arts, Entertainment & Recreation | 14,800 | 14,300 | 14,400 | 15,100 | 4.9% | 2.0% |
| Accommodation & Food Services | 70,200 | 69,600 | 71,500 | 74,500 | 4.2% | 6.1% |
| Accommodation | 8,100 | 7,700 | 7,800 | 8,300 | 6.4% | 2.5% |
| Food Services & Drinking Places | 62,100 | 61,900 | 63,700 | 66,200 | 3.9% | 6.6% |
| Full-Service Restaurants | 29,300 | 28,800 | 29,200 | 30,200 | 3.4% | 3.1% |
| Limited-Service Eating Places | 29,800 | 29,400 | 30,000 | 30,900 | 3.0% | 3.7% |
| Other Services | 29,200 | 27,600 | 27,200 | 26,500 | -2.6% | -9.2% |
| Repair & Maintenance | 8,300 | 8,200 | 8,300 | 8,400 | 1.2% | 1.2% |
| Government | 227,400 | 224,400 | 225,100 | 225,000 | 0.0% | -1.1% |
| Federal Government | 13,900 | 13,600 | 13,700 | 13,800 | 0.7% | -0.7% |
| Department of Defense | 1,700 | 1,700 | 1,700 | 1,700 | 0.0% | 0.0% |
| State & Local Government | 213,500 | 210,800 | 211,400 | 211,200 | -0.1% | -1.1% |
| State Government | 109,900 | 109,900 | 110,300 | 110,100 | -0.2% | 0.2% |
| State Government Education | 27,900 | 28,300 | 28,500 | 28,500 | 0.0% | 2.2% |
| State Government Excluding Education | 82,000 | 81,600 | 81,800 | 81,600 | -0.2% | -0.5% |
| Local Government | 103,600 | 100,900 | 101,100 | 101,100 | 0.0% | -2.4% |
| Local Government Education | 59,500 | 58,200 | 57,900 | 56,900 | -1.7% | -4.4% |
| Local Government Excluding Education | 44,100 | 42,700 | 43,200 | 44,200 | 2.3% | 0.2% |
| County | 18,300 | 17,900 | 18,000 | 18,000 | 0.0% | -1.6% |
| City | 10,200 | 9,500 | 9,700 | 10,200 | 5.2% | 0.0% |
| Special Districts plus Indian Tribes | 15,600 | 15,300 | 15,500 | 16,000 | 3.2% | 2.6% |

Notes:

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

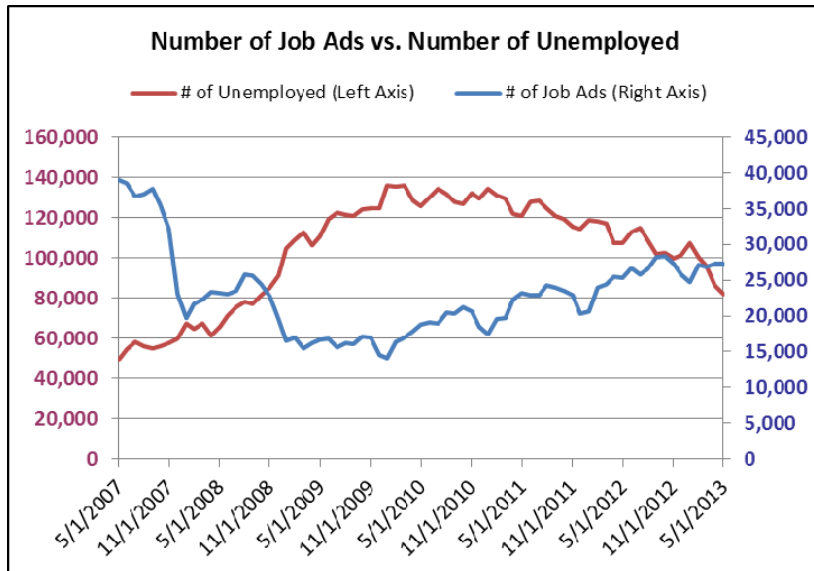
(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Heather Chamizo 916/262-2216 or Diane Patterson 916/865-2453

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

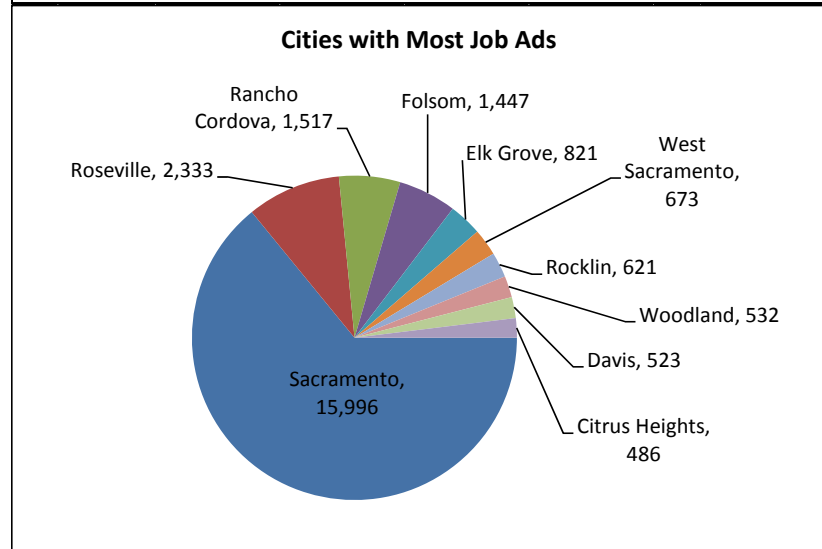
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Recent Job Ads for Sacramento Arden Arcade Roseville MSA May 2013



- Employers with Most Job Ads**
- Sutter Health - 811
 - Dignity Health - 441
 - Intel - 307
 - Kaiser Permanente - 270
 - Volt Workforce Solutions - 242
 - Randstad - 170
 - Hewlett-Packard Company - 151
 - AeroJet - 139
 - Sears Holdings Corporation - 135
 - Aerotek - 124

- Occupations with Most Job Ads**
- Registered Nurses - 1052
 - Retail Salespersons - 737
 - First-Line Supervisors of Office and Administrative Support - 574
 - Computer Systems Analysts - 557
 - Customer Service Representatives - 546
 - First-Line Supervisors of Retail Sales Workers - 530
 - Heavy and Tractor-Trailer Truck Drivers - 510
 - Computer User Support Specialists - 485
 - Sales Representatives, Wholesale and Manufacturing - 432
 - Management Analysts - 425

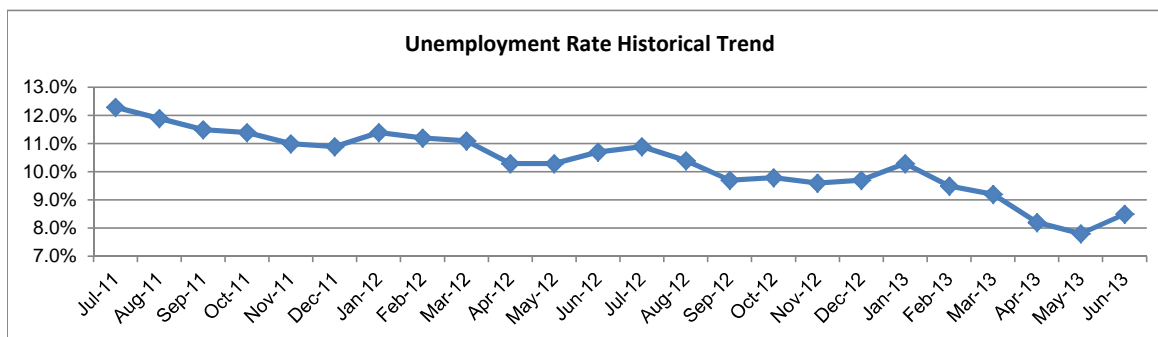


IMMEDIATE RELEASE

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

NOTE TO EDITORS: This California labor force and industry employment data is being released today instead of tomorrow as scheduled due to an inadvertent early release of data by the U.S. Bureau of Labor Statistics (BLS). While the BLS announced some state and regional data and county unemployment rates, more detailed local labor force and industry data must be completed each month here at EDD. That work was expedited for this early release.

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 8.5 percent in June 2013, up from a revised 7.8 percent in May 2013, and below the year-ago estimate of 10.7 percent. This compares with an unadjusted unemployment rate of 8.8 percent for California and 7.8 percent for the nation during the same period. The unemployment rate was 8.2 percent in El Dorado County, 7.5 percent in Placer County, 8.7 percent in Sacramento County, and 8.5 percent in Yolo County.



| Industry | May-2013 | Jun-2013 | Change | | Jun-2012 | Jun-2013 | Change |
|-----------------------------------|----------|----------|--------|--|----------|----------|---------|
| | Revised | Prelim | | | | Prelim | |
| Total, All Industries | 842,900 | 850,700 | 7,800 | | 843,700 | 850,700 | 7,000 |
| Total Farm | 9,200 | 9,600 | 400 | | 10,200 | 9,600 | (600) |
| Total Nonfarm | 833,700 | 841,100 | 7,400 | | 833,500 | 841,100 | 7,600 |
| Mining and Logging | 300 | 400 | 100 | | 400 | 400 | 0 |
| Construction | 34,800 | 36,900 | 2,100 | | 39,200 | 36,900 | (2,300) |
| Manufacturing | 34,800 | 34,700 | (100) | | 33,800 | 34,700 | 900 |
| Trade, Transportation & Utilities | 140,600 | 143,200 | 2,600 | | 137,900 | 143,200 | 5,300 |
| Information | 14,600 | 14,500 | (100) | | 15,500 | 14,500 | (1,000) |
| Financial Activities | 47,300 | 47,400 | 100 | | 47,800 | 47,400 | (400) |
| Professional & Business Services | 115,100 | 115,100 | 0 | | 112,400 | 115,100 | 2,700 |
| Educational & Health Services | 108,000 | 107,800 | (200) | | 104,900 | 107,800 | 2,900 |
| Leisure & Hospitality | 85,900 | 89,600 | 3,700 | | 85,000 | 89,600 | 4,600 |
| Other Services | 27,200 | 26,500 | (700) | | 29,200 | 26,500 | (2,700) |
| Government | 225,100 | 225,000 | (100) | | 227,400 | 225,000 | (2,400) |

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

Labor Force Characteristics of Selected Sacramento County ZIP Codes
 June 2013, Data are Not Seasonally Adjusted

| 2000 ZCTA | June 2013 Labor Force | June 2013 Labor Force Employment | June 2013 Labor Force Unemployment |
|----------------------|----------------------------------|---|---|
| 95608 | 34,705 | 32,420 | 2,284 |
| 95610 | 26,756 | 25,264 | 1,492 |
| 95621 | 24,377 | 22,730 | 1,647 |
| 95624 | 23,533 | 22,236 | 1,297 |
| 95632 | 12,455 | 10,941 | 1,513 |
| 95641 | 1,169 | 1,029 | 140 |
| 95660 | 15,348 | 13,163 | 2,185 |
| 95662 | 19,549 | 18,409 | 1,141 |
| 95670 | 28,037 | 25,966 | 2,071 |
| 95673 | 7,543 | 6,668 | 875 |
| 95758 | 27,840 | 26,473 | 1,368 |
| 95814 | 9,110 | 7,632 | 1,478 |
| 95815 | 12,074 | 10,272 | 1,801 |
| 95816 | 12,359 | 11,698 | 661 |
| 95817 | 7,171 | 6,136 | 1,035 |
| 95818 | 13,147 | 12,068 | 1,079 |
| 95819 | 11,249 | 10,093 | 1,156 |
| 95820 | 17,037 | 14,757 | 2,280 |
| 95821 | 19,466 | 17,393 | 2,073 |
| 95822 | 20,803 | 18,441 | 2,363 |
| 95823 | 33,336 | 29,282 | 4,054 |
| 95824 | 12,481 | 10,446 | 2,034 |
| 95825 | 19,744 | 18,016 | 1,728 |
| 95826 | 24,818 | 23,294 | 1,524 |
| 95827 | 11,610 | 10,577 | 1,033 |
| 95828 | 27,713 | 24,754 | 2,959 |
| 95829 | 6,739 | 6,438 | 300 |
| 95830 | 297 | 281 | 15 |
| 95831 | 27,335 | 26,013 | 1,322 |
| 95832 | 3,287 | 2,724 | 563 |
| 95833 | 19,496 | 17,797 | 1,699 |
| 95834 | 5,033 | 4,573 | 460 |
| 95835 | 433 | 408 | 25 |
| 95836 | 0 | 0 | 0 |
| 95838 | 15,218 | 13,386 | 1,832 |
| 95841 | 12,305 | 11,352 | 954 |
| 95842 | 18,014 | 16,200 | 1,814 |
| 95843 | 21,733 | 20,314 | 1,420 |
| 95864 | 13,369 | 12,654 | 714 |

The zip code data is the most detailed breakout of areas that we have. The zip code data are calculated by applying each area ratio (2000 Census) to the County labor force data. It is an estimate only, and that the levels of employment and unemployment are constant.

Source: EDD, Labor Market Information Division, Current Economic Statistics Group

ITEM IV-M – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, May 21, 2013
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:08 a.m. Mr. Jonathan White read the Thought of the Day for the Policy Council. Ms. Dominique Rios Farias was appointed the secretary.

Members Present:

Dominique Rios Farias, Sacramento City Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Annette Duran, WCIC/Playmate
Teresa Jay, SETA-Operated Program
Mayra Partida, SETA-Operated Program
Marshaun Tate, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Toni Espinoza, Home Base Option (arrived at 9:10 a.m.)
Nse Akang, Foster Parent Representative
Jonathan White, Male Involvement Committee

Members Absent:

Iyshiah Lacey, SETA-Operated Program (excused)
Ana Calderon, Early Head Start (SETA) (excused)
Sarah Proteau, San Juan Unified School District (excused)
Benjamin Bailey, Sacramento City Unified School District (excused)

II. Consent Item

A. Approval of the Minutes of the April 23, 2013 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/White, second/Espinoza, to approve the April 23, 2013 minutes
Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Akang)

III. Action Item

A. Approval of Revised Fiscal Year 2013-2014 Head Start/Early Head Start Budget Due to Federal Sequester

Ms. Denise Lee reported that when she reported on the annual budget approval, the sequestration came through the following week with a 5.27% budget reduction.

Ms. Lee reviewed the proposed revised budget with the sequestration cuts. As part of the sequestration cuts, SETA will not open the Rio Linda center or open new classrooms. The Agency will be reducing enrollment by 140 slots. These are not slots that are currently serving children. Along with those decisions, SCOE will reduce by 5% and River Oaks will also have a reduction; both will now serve 36 children. This is not due to the lowering of quality of services.

No other delegates, with the exception of San Juan, will be reducing their enrollment. San Juan will be reducing their enrollment by seven children; there will be no EHS reductions.

The plan county-wide is to reduce 147 Head Start slots and 24 Early Head Start slots. Any age-eligible children will stay on board at River Oak or will transition to SETA/Head Start.

The Government recognizes that we serve only 27% of the eligible children in the county. Giving up slots was a concession in order to maintain a high quality program.

There are a total of five vacant staff positions that will not be filled.

There will be four center closures: Sacramento City USD will be consolidating three centers into one center, and the SETA-Operated program is not opening the Rio Linda planned in the original budget presented to the board on April 23.

Sixteen center-based slots will be moved to the home-base model since it is not as expensive to run.

The majority of the reductions are in personnel and in fringe benefit. The budget coincides with the personnel and fringe cuts.

Ms. Toni Espinoza asked if staff has contacted families and staff that they may have to move to another site? Ms. Lee replied that the SETA-Operated Program is in the midst of doing that; board approval is needed before anything is finalized. A letter to affected families has been drafted. These changes will take place August 1 and go through July 31, 2014.

The three centers going to the traditional school year: Grizzly Hollow, Bright Beginnings, and Kennedy Estates

The lease at Country Wood has expired and SETA/Head Start is on a month-to-month basis; this center provides services to 80 children. The center will be provided only morning classes. Cost savings will be through the closing of the Country Wood center. Fruitridge and Solid Foundation will be taking the children from Country Wood. There are 39 out of 80 families eligible to come back in August.

Mr. Tate asked if Parker Head Start one of the centers going to the traditional track system; Ms. Lee stated that Parker was part of the original group of classrooms going to the traditional track and will be increasing enrollment by 20 children. A new center is still in the planning stages of being built; Ms. Lee is hoping the actual construction will begin in the next couple of months

Moved/White, second/Espinoza, to approve the revised Fiscal Year 2013-2014 Head Start/Early Head Start Budget in the amount of \$47,783,787 for Basic and Training/Technical Assistance.

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Akang)

B. Approval of Revised Job Classification Family Services Worker

Ms. Lee stated that this board item aligns with the changes that are needed with the changes in the classroom. In 2011, there was a classification modification of a number of Head Start job specifications. The Family Services Worker position was divided into three ranges.

At the time the job classification was developed, the FSW III would have a caseload of no more than 60 or more families or children. Currently, staff is not assigned more than 60 children. As the Agency moves into the new way of traditional system, management needed to increase the caseload in the FSW Range III position; the caseload will be modified to provide services to 60-80 children. There was a lot of feedback from staff in this position that they would not be able to have a larger caseload than 80 children.

Ms. Lee stated that management has received feedback from union and the concession is that if the FSW III's caseload is raised to 80, the number of required duties will be reduced. This will be done at only two locations: Fruitridge and Solid Foundation.

Ms. Espinoza asked if the Family Services Workers now in the centers are capable of the increased workload? Ms. Lee replied that the staff currently there are capable to take on the additional caseload.

Moved/Tate, second/Jay, to approve the revised job specification for Family Services Worker, Range I, Range II and Range III.

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Akang)

IV. Other Reports

A. Open Discussion and Comments: No comments.

B. Public Participation: None.

V. Adjournment: The meeting was adjourned at 9:47 a.m.

Head Start Monthly Report

July 2013

SETA Operated Program

Program Operations:

Summer is here and the hot weather has arrived with it. Summer is a time for fun in the sun and lots of water play at our centers. It is also a time to focus on those important skills that children will be taking with them to kindergarten. SETA teachers are using a summer activity packet that aligns with the Head Start Early Learning Framework as well as the dimensions of the CLASS assessment tool. The goal is to provide fun and engaging activities that kids love while also promoting Cognitive, Literacy, Social/Emotional, Physical skills and Approaches to Learning. This is also the time of year when we recognize all the hard work and play of our students. The centers have planned wonderful transition activities for children and their families to celebrate the big move to kindergarten.

Program Support Services:

Quality Assurance Unit. Onsite monitoring of SETA-Operated Program (SOP) Head Start and Early Head Start Home-based option was completed in June. Executive and Summary Reports will be available in July. An exit meeting with EGUSD Head Start to discuss monitoring results was held on June 13, 2013. Programs that will be monitored in July are EHS Home-based programs at SCUSD, SJUSD, River Oak Center for Children EHS and SCOE EHS.

Training and Technical Assistance. Each Delegate is now assigned a delegate liaison to follow up on correcting findings, providing support, and maintaining ongoing communication. The delegate liaison is also a Quality Assurance Analyst staff, but is not assigned to monitor the delegate program she serves as a liaison to. The delegate liaison will be reporting to Program Officer/Manager to discuss action plan for each delegate.

Delegate Kick-Off Event on October 24, 2013. The date for the annual delegate event for program year 2013-2014 has been set for October 24, 2013 to be held in Sacramento. Details of the event will be available next month.

Family Engagement Unit

Over the last several months, the Family Engagement Unit has worked on ways to involve fathers into the day to day happenings at the early learning centers, and to educate fathers and father figures on the importance of staying involved and connected to their child's education.

Six of the early learning sites have hosted a "Daddy and Me" breakfast or lunch. Over 75 men participated in classroom activities with their children, met as a group to talk about the research

linked to male involvement in a child's life and school success. Afterwards, fathers and their children shared a meal together.

In collaboration with the Department of Fish and Game, SETA Head Start hosed over 100 men and their families at a Daddy and Me fishing activity in Elk Grove Park. Each family received breakfast, fishing equipment and a quick tutorial on fishing to help them have great experience fishing with their children. On hand were also community resources for families, and discussion again on the importance of that father/child connection.

A five part discipline series; Love and Logic started on June 5 and will be wrapping up on July 10. Fifteen families have gone to a weekly workshop and have applied the strategies and techniques they learned in class. Families have all stated that the techniques they have learned have already made a difference in the way they parent their children.

Finally, at the MAAC meeting (Men's Activities Affecting Children) are in the process of looking at fatherhood curriculums to be implemented in the fall. Each weekly component will discuss various issues that fathers/men are dealing with and ways to stay connected with their children.

Elk Grove Unified School District

Enrollment

Elk Grove Unified School District Head Start has 14 classes on a traditional calendar which ended the school year on May 30, and seven (7) classes on a modified traditional calendar which ended the school year on June 26. Average daily attendance in the seven (7) classes that remained open in June was 88%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK social worker, Florence Oneto, and with the PreK psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. The program served 55 students (13%), with active IEPs during the 2012-2013 school year. This number exceeds the 10% minimum required by Head Start.

Health Services Update

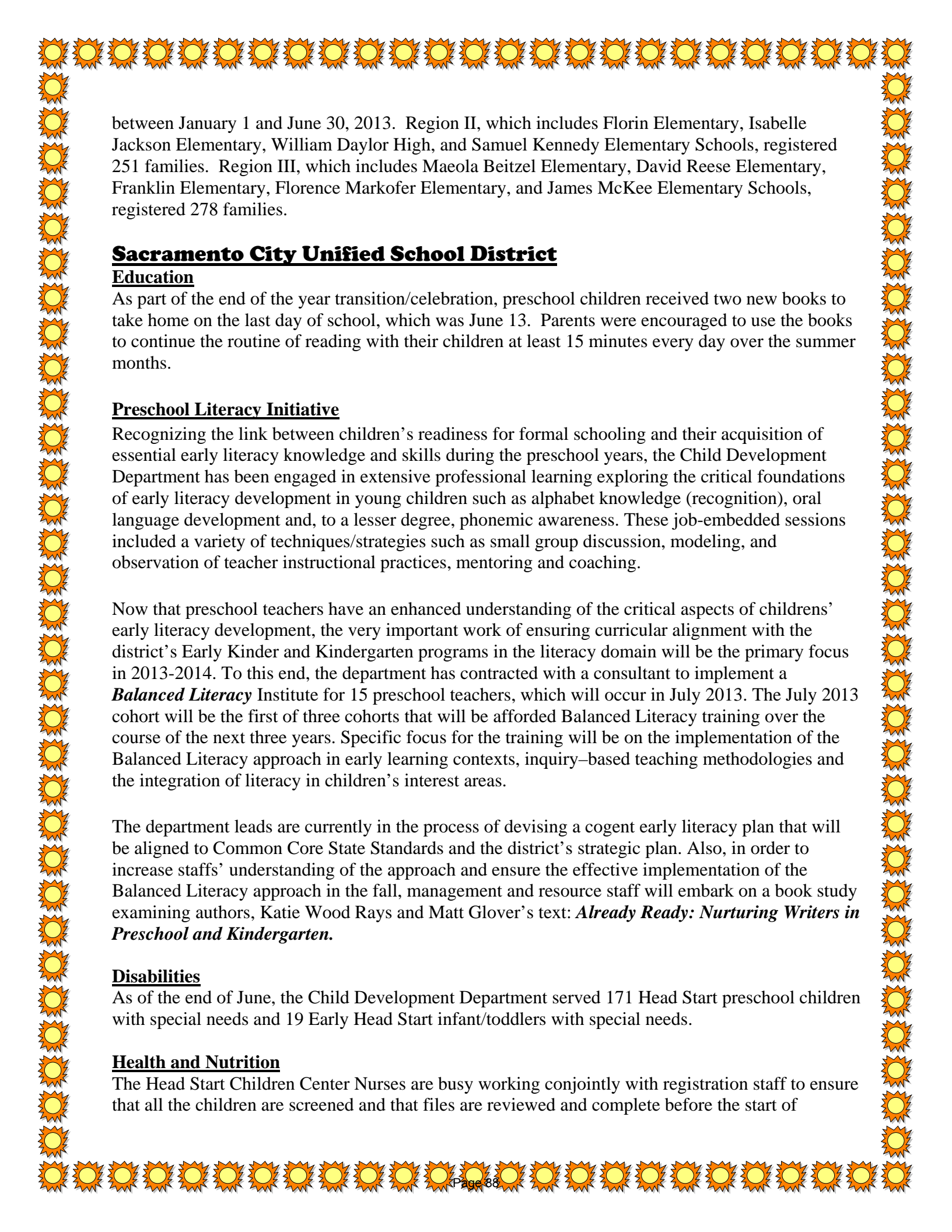
The program Educators are monitoring files and providing additional support to parents and para-educators to ensure that children in need of further dental or medical treatment receive those services.

In June, 3,574 meals were served to Head Start students.

Recruitment

An internal office calendar with registration dates for January through July has been created to ensure full enrollment and create a waiting list to fill vacancies if families move between registration and the first day of school in August.

Region I, which includes John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, registered 373 families



between January 1 and June 30, 2013. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 251 families. Region III, which includes Maeola Beitzel Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 278 families.

Sacramento City Unified School District

Education

As part of the end of the year transition/celebration, preschool children received two new books to take home on the last day of school, which was June 13. Parents were encouraged to use the books to continue the routine of reading with their children at least 15 minutes every day over the summer months.

Preschool Literacy Initiative

Recognizing the link between children's readiness for formal schooling and their acquisition of essential early literacy knowledge and skills during the preschool years, the Child Development Department has been engaged in extensive professional learning exploring the critical foundations of early literacy development in young children such as alphabet knowledge (recognition), oral language development and, to a lesser degree, phonemic awareness. These job-embedded sessions included a variety of techniques/strategies such as small group discussion, modeling, and observation of teacher instructional practices, mentoring and coaching.

Now that preschool teachers have an enhanced understanding of the critical aspects of children's early literacy development, the very important work of ensuring curricular alignment with the district's Early Kinder and Kindergarten programs in the literacy domain will be the primary focus in 2013-2014. To this end, the department has contracted with a consultant to implement a *Balanced Literacy* Institute for 15 preschool teachers, which will occur in July 2013. The July 2013 cohort will be the first of three cohorts that will be afforded Balanced Literacy training over the course of the next three years. Specific focus for the training will be on the implementation of the Balanced Literacy approach in early learning contexts, inquiry-based teaching methodologies and the integration of literacy in children's interest areas.

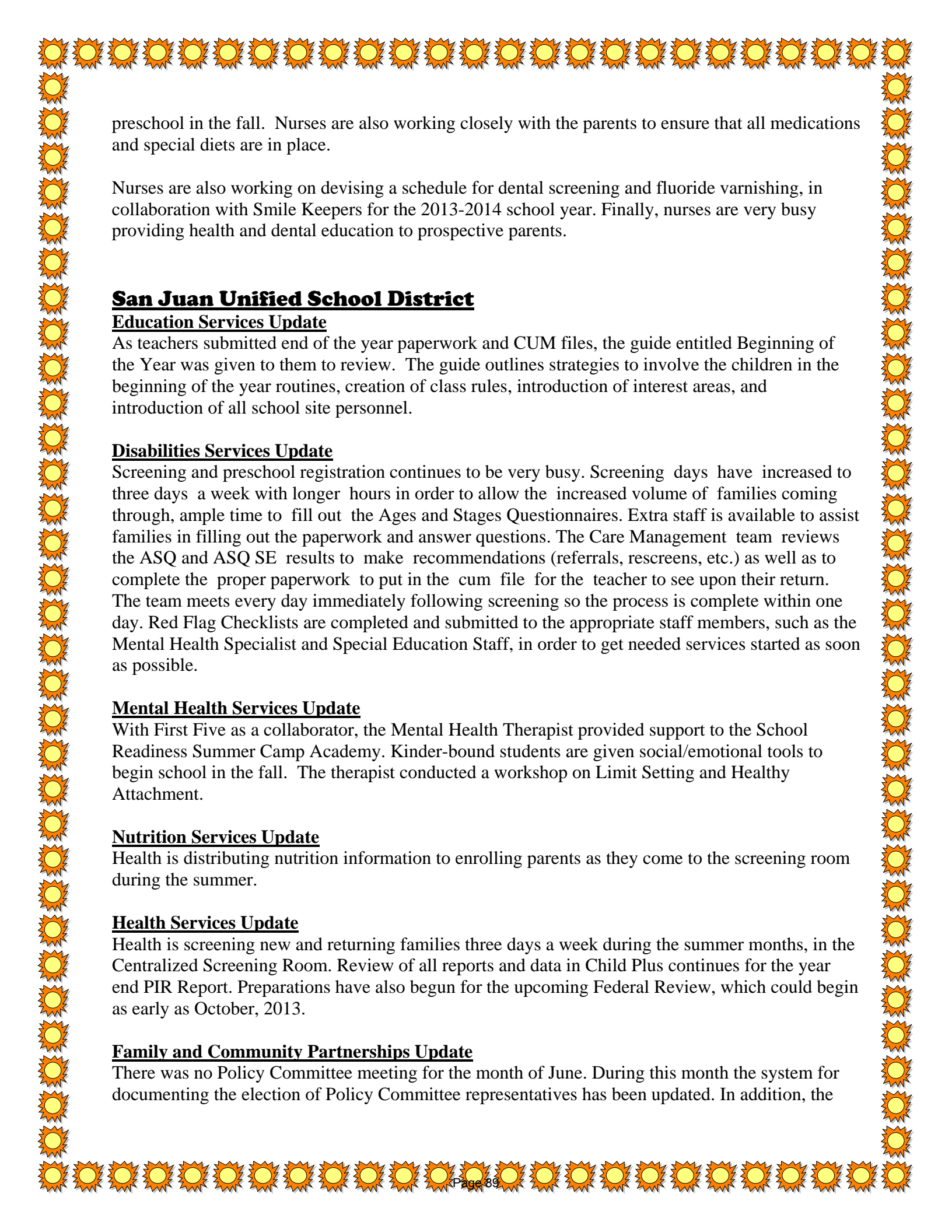
The department leads are currently in the process of devising a cogent early literacy plan that will be aligned to Common Core State Standards and the district's strategic plan. Also, in order to increase staffs' understanding of the approach and ensure the effective implementation of the Balanced Literacy approach in the fall, management and resource staff will embark on a book study examining authors, Katie Wood Rays and Matt Glover's text: *Already Ready: Nurturing Writers in Preschool and Kindergarten*.

Disabilities

As of the end of June, the Child Development Department served 171 Head Start preschool children with special needs and 19 Early Head Start infant/toddlers with special needs.

Health and Nutrition

The Head Start Children Center Nurses are busy working conjointly with registration staff to ensure that all the children are screened and that files are reviewed and complete before the start of



preschool in the fall. Nurses are also working closely with the parents to ensure that all medications and special diets are in place.

Nurses are also working on devising a schedule for dental screening and fluoride varnishing, in collaboration with Smile Keepers for the 2013-2014 school year. Finally, nurses are very busy providing health and dental education to prospective parents.

San Juan Unified School District

Education Services Update

As teachers submitted end of the year paperwork and CUM files, the guide entitled Beginning of the Year was given to them to review. The guide outlines strategies to involve the children in the beginning of the year routines, creation of class rules, introduction of interest areas, and introduction of all school site personnel.

Disabilities Services Update

Screening and preschool registration continues to be very busy. Screening days have increased to three days a week with longer hours in order to allow the increased volume of families coming through, ample time to fill out the Ages and Stages Questionnaires. Extra staff is available to assist families in filling out the paperwork and answer questions. The Care Management team reviews the ASQ and ASQ SE results to make recommendations (referrals, rescreens, etc.) as well as to complete the proper paperwork to put in the cum file for the teacher to see upon their return. The team meets every day immediately following screening so the process is complete within one day. Red Flag Checklists are completed and submitted to the appropriate staff members, such as the Mental Health Specialist and Special Education Staff, in order to get needed services started as soon as possible.

Mental Health Services Update

With First Five as a collaborator, the Mental Health Therapist provided support to the School Readiness Summer Camp Academy. Kinder-bound students are given social/emotional tools to begin school in the fall. The therapist conducted a workshop on Limit Setting and Healthy Attachment.

Nutrition Services Update

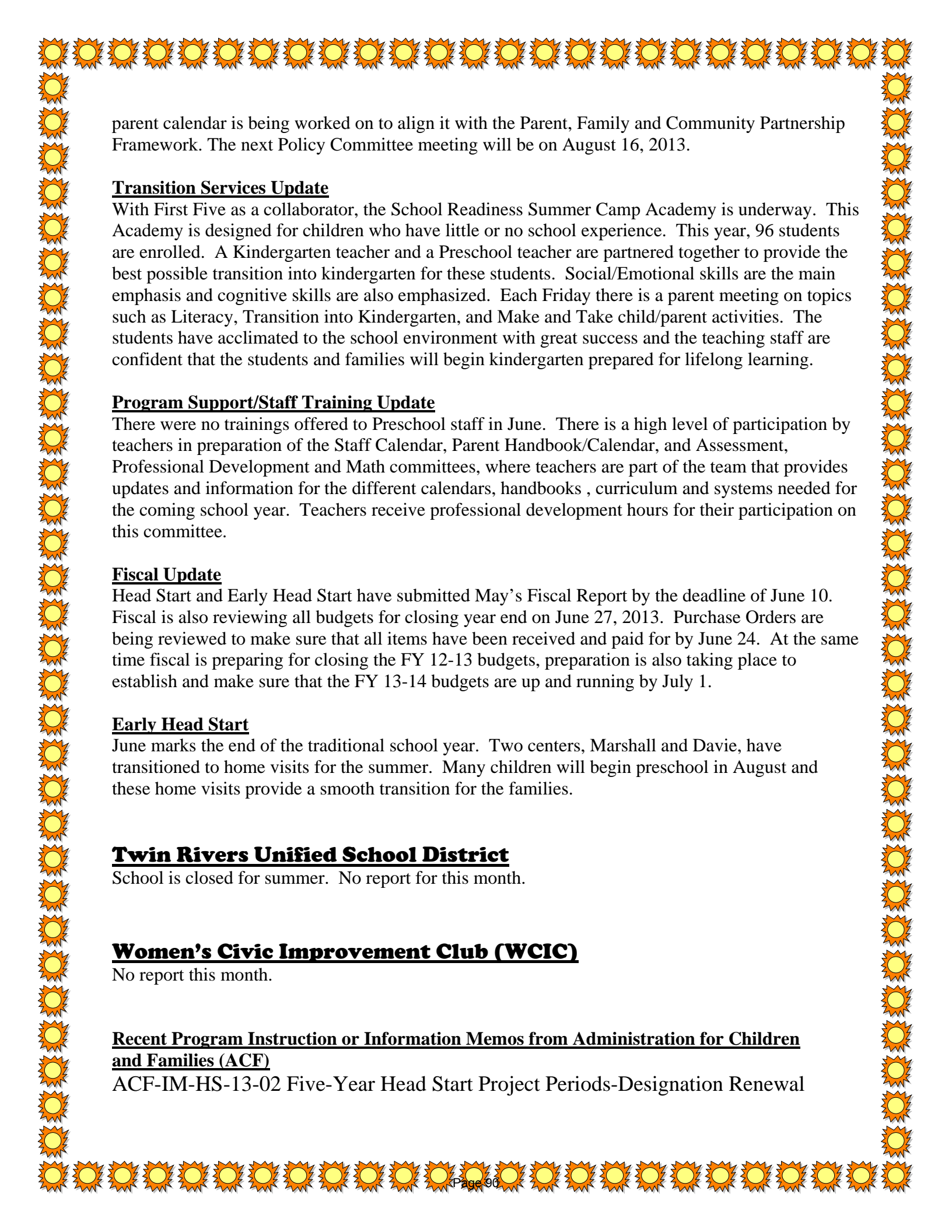
Health is distributing nutrition information to enrolling parents as they come to the screening room during the summer.

Health Services Update

Health is screening new and returning families three days a week during the summer months, in the Centralized Screening Room. Review of all reports and data in Child Plus continues for the year end PIR Report. Preparations have also begun for the upcoming Federal Review, which could begin as early as October, 2013.

Family and Community Partnerships Update

There was no Policy Committee meeting for the month of June. During this month the system for documenting the election of Policy Committee representatives has been updated. In addition, the



parent calendar is being worked on to align it with the Parent, Family and Community Partnership Framework. The next Policy Committee meeting will be on August 16, 2013.

Transition Services Update

With First Five as a collaborator, the School Readiness Summer Camp Academy is underway. This Academy is designed for children who have little or no school experience. This year, 96 students are enrolled. A Kindergarten teacher and a Preschool teacher are partnered together to provide the best possible transition into kindergarten for these students. Social/Emotional skills are the main emphasis and cognitive skills are also emphasized. Each Friday there is a parent meeting on topics such as Literacy, Transition into Kindergarten, and Make and Take child/parent activities. The students have acclimated to the school environment with great success and the teaching staff are confident that the students and families will begin kindergarten prepared for lifelong learning.

Program Support/Staff Training Update

There were no trainings offered to Preschool staff in June. There is a high level of participation by teachers in preparation of the Staff Calendar, Parent Handbook/Calendar, and Assessment, Professional Development and Math committees, where teachers are part of the team that provides updates and information for the different calendars, handbooks, curriculum and systems needed for the coming school year. Teachers receive professional development hours for their participation on this committee.

Fiscal Update

Head Start and Early Head Start have submitted May's Fiscal Report by the deadline of June 10. Fiscal is also reviewing all budgets for closing year end on June 27, 2013. Purchase Orders are being reviewed to make sure that all items have been received and paid for by June 24. At the same time fiscal is preparing for closing the FY 12-13 budgets, preparation is also taking place to establish and make sure that the FY 13-14 budgets are up and running by July 1.

Early Head Start

June marks the end of the traditional school year. Two centers, Marshall and Davie, have transitioned to home visits for the summer. Many children will begin preschool in August and these home visits provide a smooth transition for the families.

Twin Rivers Unified School District

School is closed for summer. No report for this month.

Women's Civic Improvement Club (WCIC)

No report this month.

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

ACF-IM-HS-13-02 Five-Year Head Start Project Periods-Designation Renewal

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 06/30/13)

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

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

| <u>Agency/AFE (HS)(EHS)</u> | <u>Head Start #IEP (% AFE)</u> | | <u>Early Head Start #IFSP (% AFE)</u> | |
|------------------------------------|--------------------------------|--------------|--|--------------|
| Twin Rivers USD (211) | 26 | (12%) | N/A | |
| Elk Grove USD (420) | 54 | (13%) | N/A | |
| Sacramento City USD (1292)(147) | 175 | (14%) | 17 | (12%) |
| San Juan USD (700) (161) | 101 | (14%) | 16 | (10%) |
| WCIC (120) | 12 | (10%) | N/A | |
| SETA (2796) (345) (1878 Tracks) | 205 | (11%) | 54 | (16%) |
| County (4621)* (653)* | 573 | (12%) | 87 | (13%) |

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

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

June, 2013

Head Start

| Agency | Funded Enrollment | (a) Last Day of Month Enrollment | (b) % Actual to Funded |
|--------------------------|-------------------|----------------------------------|------------------------|
| Elk Grove USD | 420 | 135* | 32 |
| Sacramento City USD | 1,292 | 1,275* | 99 |
| SETA | 1,880 (2,796) | 1,892 | 101 |
| San Juan USD | 700 | 682 | 97 |
| Twin Rivers USD | 211 | 0* | 0 |
| WCIC/Playmate Head Start | 120 (20) | 20 | 100 |

*Delegates have chosen not to replace slots within 60 days of the end of the program year and some programs closed during the month of June. Numbers reflected are those at the last day of class for these programs.

Early Head Start

| Agency | Funded Enrollment | (a) Last Day of Month Enrollment | (b) % Actual to Funded |
|---------------------|-------------------|----------------------------------|------------------------|
| Sacramento City USD | 147 | 147 | 100 |
| SETA | 345 | 345 | 100 |
| San Juan USD | 161 | 165 | 102 |

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.
- (b) If enrollment is less than 100%, agency must include corrective plan of action.
- (c) Attendance on the last day of month

SETA Head Start Food Service Operations Monthly Report * June 2013

June 3rd - Bannon Creek Center closes one PM Class

June 7th - WCIC and WCIC Playmate Closed
Daddy & Me at Northview Lunch provided for 40 guests

June 11th - Mather Center food reduced due to low numbers

June 10th -WCIC / Playmate One Full Day Class Opens for the Summer

June 12th - Daddy & Me at North Avenue Breakfast & Lunch provided for 20 guests

June 14th - Daddy & Me at Norma Johnson Breakfast provided for 20 guests

June 14th & 18th - Central Valley Fire Control serviced the Fire Control Systems at All of the Kitchens

June 21st - Minimum Day - no PM classes, except for WCIC Playmate

June 24th - Food Enhancement - Avocados - delivered to all Centers

June 24th & 25th - Food Service Review by Cris Cochran

Meetings and Trainings:

Cook / Driver Joyce Gray attended a Serv Safe Training on June 11, 2013

All of the Food Service Team attended a Wellness Activity - Healthy Cooking Made Easy provided by Teresita Saechao on June 14, 2013.

Total Number of Meals and Snacks Prepared for All Kitchens

| Lunch | PM Snack | Breakfast | Field Trips |
|--------|----------|-----------|-------------|
| 39,252 | 23,170 | 24,420 | 2216 |

Total Amount of Meals and Snacks Prepared 89,058

Purchases:

| | |
|------------|-------------|
| Food | \$70,329.66 |
| Non - Food | \$14,736.90 |

Building Maintenance and Repair: \$2,218.53

Kitchen Small Wares and Equipment: \$9,606.36

Vehicle Maintenance and Repair : \$1,895.48

| | |
|----------------------|------------|
| Vehicle Gas / Fuel: | \$1,927.36 |
| Normal Delivery Days | 20 |



Overview and Methodology:

A comprehensive SETA Quality Assurance (QA) Monitoring Review was conducted on February-May 2013 for the listed programs. Monitoring activities included an onsite Entrance Meeting, comprehensive review of children’s files and other pertinent reports, class observations, facilities inspection and staff and parent interviews. Program areas reviewed were: 1) Health, Nutrition and Safe Environments, 2) Family, Parent and Community Engagement, 3) Education, Disabilities and Mental Health and 4) ERSEA. Each agency received an Executive Report and a Summary Report at the conclusion of the review. Exit Meetings were held to discuss findings. Plan of Action was submitted by each agency to SETA within 30 days of receipt of their agency report. A complete copy of the tool used for the review can be found online:

<http://psscfs.sacramentoheadstart.net/QA/QAtool.html>

The following information is a summary of individual monitoring reports and resulting plans of action. Individual program reports are available upon request.

| Program Name/ Review Date | Exemplary Practice/Strengths | Findings* | Corrective Action Plan by Delegate |
|--|---|---|---|
| Twin Rivers USD Head Start (February 5-13, 2013) 2 school sites 7 classes 21 children’s files | Parent engagement in the classrooms and in implementing educational services Centers were welcoming, with culturally diverse materials | Inadequate recordkeeping in health services Lack of individualized support in completing Family Partnership Agreements (FPA) Educational screenings were not all completed with 45-day timeline Adult-child ratio requirements while class was in session were not | TRUSD submitted Monitoring Response Plan that includes : 1) procedures for improved internal monitoring of children’s files for health services tracking , ERSEA paperwork and screening completion 2) increased staff support for individualized assistance to complete FPAs 3) changes in classroom and playground schedule to ensure group size ratio and supervision |

| | | | |
|---|---|--|--|
| | | observed at all times Inconsistent practice in ERSEA recordkeeping procedures | requirements are met |
| <p>WCIC Head Start (February 19-25, 2013) 2 center locations 6 classes 18 children’s files</p> | <p>Clean and well-maintained facilities</p> <p>Organized file recordkeeping in education and health service areas</p> <p>Ethnically and linguistically diverse staff</p> <p>Cohesive team work and camaraderie</p> <p>Strong community partnerships</p> | <p>Inconsistencies found between file records and Child Plus database system in health and ERSEA FPA goal and strategies development needs improvement and staff documentation of FPA follow-up</p> <p>Imbalance in teacher-directed and child-directed activities in daily schedule; interactions and activities were more teacher-directed; indoor and outdoor environment need more variety of materials that encourage independent use by children</p> | <p>WCIC Monitoring Response Plan includes:</p> <p>1)internal monitoring procedure for file review in the ERSEA, FPA and education areas</p> <p>2)increased staff training for Child Plus and FPA goal and strategies development</p> <p>3) teacher training and mentoring plans are already in place to support changes in the education service area</p> |
| <p>Sacramento City USD Head Start and Early Head Start (Center-based Option) (March 4-22, 2013) 13 school sites 23 classes 69 children’s files</p> | <p>Supportive and strong teamwork between support services and teaching staff</p> | <p>Inadequate and inconsistent recordkeeping in health services (screening and follow-up)</p> <p>Not all health screenings and appropriate rescreens were done in a timely manner</p> <p>FPA goal and strategies development and documentation of follow-up need improvement</p> | <p>SCUSD submitted a Monitoring Response Plan that includes :</p> <p>1)procedures for improved internal monitoring of children’s files for health services tracking and Child Plus database use; parent meeting documentation; documentation of follow up services; education services documentation</p> <p>2) scheduled staff training for FPA goals development; classroom health practices in</p> |

| | | | |
|--|---|---|--|
| | | <p>Inconsistent documentation of parent meetings and training and records were not easily accessible to parents</p> <p>Adult-child ratio requirements during transitions were not observed at all times</p> <p>Re-screens (educational screenings) were not completed in a timely manner; inadequate recordkeeping (assessments, anecdotes and portfolios, IDPs) did not show individualization in providing education services</p> <p>ERSEA recordkeeping procedures were not consistently followed by the program</p> | <p>hygiene; written individualization; revised ERSEA procedures</p> <p>3) revised ERSEA procedures and data specialist position was created to address ERSEA issues.</p> |
| <p>San Juan USD Head Start and Early Head Start (Center-based Option) (April 8-29, 2013) 11 school sites 16 classes 48 children's files</p> | <p>Exemplary full inclusion program</p> <p>Strong partnerships between families, children, teachers and staff. A sense of community was evident at the centers.</p> <p>Family Partnership</p> | <p>Inadequate recordkeeping in health services</p> <p>Participation by teachers at meal service was not observed in all classes</p> <p>Lack of evidence to show regular fire and earthquake drill at sites. Evacuation plan was not clear at centers.</p> | <p>SJUSD submitted a plan that includes:</p> <p>1) scheduled staff training related to health services recordkeeping, family-style meal services, fire and earthquake drill requirements and recordkeeping process, appropriate group size ratio and supervision, parent meeting recordkeeping requirements, written individualization procedures and forms</p> <p>2) revised procedure for meal service</p> |

| | | | |
|---|--|---|---|
| | <p>Agreements and linkage with community resources were notable.</p> | <p>Inconsistent documentation of parent meetings and training</p> <p>Adult-child ratio requirements during transitions were not observed at all times.</p> <p>Inadequate recordkeeping at some classes to show individualization in providing education services</p> <p>Not all educational screenings were done in timely manner, and not all files reviewed had copies of results.</p> <p>Inconsistencies in ERSEA recordkeeping procedures</p> | <p>3)assessment of children’s bathrooms if physical changes are needed to provide adequate supervision at transition</p> <p>4)improved internal monitoring procedures that denotes frequency and responsible staff</p> |
| <p>Elk Grove USD Head Start (May 6-31, 2013) 8 school sites 13 classes 39 children’s files</p> | <p>Teaching staff teamwork evident in classes</p> <p>Timely follow-up on FPA and mental health services.</p> <p>Exemplary tracking system of managing waitlist and centers with available enrollment slots</p> <p>Within district transfer</p> | <p>Overall system of screening, record keeping and tracking of health status information needs significant review and improvement due to numerous inaccuracies and inconsistent documentation.</p> <p>Inconsistent practice in observing family-style meals and following classroom safety procedures</p> <p>Inadequate and/or lack of parent meeting documentation to meet all requirements related to parent</p> | <p>EGUSD submitted a plan that includes:</p> <p>1)scheduled staff training related to classroom health practices, classroom safety checklist, parent meeting documentation; accuracy and completeness of children’s forms to document timely follow up, use of new lesson plan format to ensure inclusion of child-initiated activities on a daily basis.</p> <p>2) improved internal monitoring procedures denoting frequency of file and document review by responsible staff</p> |

| | | | |
|--|--|--|--|
| | <p>process between Head Start classes and transition into district kindergarten was seamless</p> | <p>training and election of parent representatives to Parent Committee.</p> <p>Inadequate recordkeeping at some classes to show individualization in providing education services</p> <p>Adult-child ratio requirements during transitions were not observed at all times.</p> <p>Daily schedule appears to be more structured, with more large group, teacher-initiated activities.</p> <p>Interest areas in the classrooms lacked diversity of materials and were of limited access to children.</p> | |
|--|--|--|--|

*For this program year 2012-3013, the Quality Assurance Unit applied a less than 90% threshold to determine a finding in any content category reviewed. A countywide data profile will be gathered to determine future thresholds.

ITEM IV - REPORTS TO THE BOARD

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

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

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

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

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

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

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

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