



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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City of Sacramento

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Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, February 5, 2015

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.

AGENDA

PAGE NUMBER

- I. Call to Order/Roll Call/Pledge of Allegiance**
 - ➔ Introduction of New Governing Board Member: Supervisor Patrick Kennedy
 - ➔ Recognition of long-term employee: **Joan Kidwell**, Accountant I (35 years)
- II. Consent Items**
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“Preparing People for Success: in School, in Work, in Life”

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1. Approval to Augment Sacramento Works Training Centers (SWTC) with CalWORKs Funds for Additional Adult Basic Education/General Education Diploma (GED) Training Opportunities (Michelle O'Camb) 22-24

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 - ✓ Voluntary Legal Services of Northern California
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DISTRIBUTION DATE: WEDNESDAY, JANUARY 28, 2015

ITEM II-A - CONSENT

MINUTES OF THE DECEMBER 4, 2014 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the December 4, 2014 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, December 4, 2014
10:00 a.m.

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

Members Present:

Don Nottoli, Chair, Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, Governing Board; Public Representative
Jimmie Yee, Member, Board of Supervisors

Members Absent:

Allen Warren, Councilmember, City of Sacramento
Jay Schenirer, Councilmember, City of Sacramento

- ➔ Recognition of Supervisor Jimmie Yee: Children from the Sharon Neese Early Learning Center sang a song 'One Little Finger' which teaches body parts. Ms. Denise Lee presented Mr. Yee with a certificate of appreciation on behalf of the SETA/Head Start program.

Mr. Yee took over as Chair. He stated that every time he served on a board it was a learning experience. Over the eight years at SETA, he has learned a lot about our programs and services and what it means for the community.

- ➔ Recognition of long-term employees (20 years): **Mary Degnan**, Head Start Teacher and **Karen Gonzales**, Head Start Manager

Ms. Karen Gonzales presented Ms. Degnan, Head Start teacher. Ms. Degnan thanked the Agency and stated that this is an opportunity for her to be on earth is to spread her love. If you don't have the heart for teaching, don't get into it.

Ms. Denise Lee presented Ms. Karen Gonzales for her 20 years at SETA. Ms. Gonzales is the SETA/Head Start Martha Stewart and loves to decorate for all seasons and reasons.

II. Consent Items

- A. Minutes of the November 6, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

- D. Appointment of Labor Sector Member to the Sacramento Works, Inc. Board
- E. Approval of Resolution to Accept Program Year 2015 Community Services Block Grant (CSBG) Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement

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

- A. Approve the November 6 minutes
- B. Approve the claims and warrants for the period 10/30/14 through 11/25/14.
- C. Approve the modifications to the Policy Council bylaws.
- D. Appoint Mr. David Kieffer to the vacant Labor seat on the Sacramento Works, Inc. Board of Directors.
- E. Approve a resolution authorizing the Executive Director to sign the agreement and any amendments to the agreement.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Warren and Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Procurement of Workers Compensation Insurance

Mr. Roy Kim introduced Mr. Ken Urrudia. At the last meeting, the board granted permission to Mr. Urrudia to negotiate for insurance quotes; and he came up with a 20% reduction on the original quote.

Mr. Urrudia stated that he received a quote for Workers Compensation Insurance from our incumbent carrier, AIG. He is not particularly happy with the quote and will continue negotiations. The good news is that the quote reflects what believes SETA's current state of safety and loss control improvement. The Experience Modifier has gone down 20%, which gives him the ability to negotiate more vigorously than before. They want a 10% increase in the rate but he will negotiate the amount downward. One idea is to consider loss sensitive options which mean that SETA could take a little risk themselves. There is a guarantee cost reduction. He is still working the quotes; it will not get worse, but it will probably be better.

Moved/Yee, second/Nottoli, delegate authority to Executive Director to procure insurance quotes for the agency.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Warren and Schenirer)

2. Review and Approval of Annual Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2014

Ms. Loretta Su presented the audit and thanked staff for the hard work preparing the documents.

Mr. Yee thanked Ms. Su and staff for the hard work and the excellent audit.

Ms. Kossick acknowledged Ms. Su, Mr. Kim, and all staff that assisted to produce an outstanding audit.

Moved/Yee, second/Scherman, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2014.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Warren and Schenirer)

T

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Job Classification of Executive Coordinator and Establish the Salary Range for the Classification

Mr. Roy Kim stated that in December of 2012 the Facilities Coordinator retired and the duties were distributed among many staff. The Executive Assistant was assigned the duties of working with building issues. This is a proposed new job classification that combines the Executive Assistant job specification with the Facilities Coordinator job specification. There is a financial impact of \$5,000 per year

Mr. Yee opened a public hearing; there were no comments.

Moved/Yee, second/Scherman, to close the public hearing and approve the job classification of Executive Coordinator and the related salary range noted above.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Warren and Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval to Submit a Request to Transfer Workforce Investment Act (WIA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2014-15

Ms. Robin Purdy stated that this item allows the transfer of funds between one funding pot to another pot. This will allow for the streamlining of the processes and reduce paperwork. The Agency is able to serve dislocated workers as adults so it does not diminish the number of people served.

Moved/Yee, second/Nottoli, to approve the submission to the State of California, EDD of a request to transfer \$1,986,752 in WIA dislocated worker formula funds to the WIA adult formula funding stream for PY 2014-15.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Warren and Schenirer)

2. Approval to Augment Valley Vision with Regional Industry Cluster of Opportunity (RICO) Funds

Ms. Robin Purdy stated that one subcontractor, Sacramento Area Electrical Contractors, was unable to spend their allocation; these funds are being recommended to be added to Valley Vision to increase the hours to revamp the Take Charge web site; this will be a one stop website for electric vehicles and technology.

Moved/Nottoli, second/Yee, to approve the augmentation of Valley Vision for \$10,000, bringing the total contract award to \$112,180.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Warren and Schenirer)

3. Approval to Augment the Elk Grove Unified School District Sacramento Works Training Center (SWTC)

Ms. Robin Purdy staff is requesting approval to augment this program for their Medical Assistant program. This is a very successful program and this item requests the addition of five slots.

Moved/Scherman, second/Yee, to approve the augmentation of WIA Adult funds in the amount of \$27,500 to the Elk Grove Unified School District to provide an additional five (5) WIA Adult training opportunities for the National Certified Medical Assistant course.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Warren and Schenirer)

Community Services Block Grant

4. Approval of Community Services Block Grant Funding Extensions for FY 2015

Ms. Cindy Sherwood-Green stated that this will be her last board meeting. All program operators were reviewed and are being recommended for extension. Information Item A supports the funding extension recommendation.

Ms. Sherwood-Green reviewed the recommendations brought forward from the Community Action Board.

Ms. Sherwood-Green stated that Roberts Family Services was funded \$20,000 operating a family self-sufficiency program which is staff intensive. This program had a startup issues because case management programs were different. There was a lot of technical assistance provided and the program has brought their service level up.

Ms. Marylou Powers thanked SETA for the support. This program is celebrating 40 years in South Sacramento. Ms. Powers thanked Ms. Purdy, Ms. Sherwood-Green, and Ms. Kossick for the help they provided to ensure their program would survive.

Moved/Yee, second/Scherman, to approve the following staff recommendations:

1. Extend all CSBG subcontracts for an additional one year term.
2. Maintain Daren Maeda as a SETA consultant for an additional year at \$30,000.
3. Permit South County Services to carry over any unused amount remaining of the \$119,314 augmentation into the 2015 program year.

Roll Call Vote:

Aye: 3 (Nottoli, Scherman, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Warren and Schenirer)

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Community Services Block Grant Program Performance Report: No additional report.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: No additional report.
- D. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- E. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: Mr. Yee thanked SETA for the eight years of memories.
- B. Executive Director: Ms. Kossick wished Supervisor Nottoli Happy Birthday. The new Human Resources Department Chief, John Allen, was introduced.
- C. Deputy Directors: Ms. Purdy recognized Ms. Sherwood-Green for the work she did over the years. Ms. Purdy stated that she will be taking a part-time job with the CWIB offering a local view of the services needed.
- D. Counsel: Mr. Thatch has known Mr. Yee since 1988. He has dealt with a lot of elected officials and praised Mr. Yee for his integrity. In addition, Mr. Thatch acknowledged Ms. Sherwood-Green and Ms. Purdy's work which formed this agency and it was fun to watch it grow.

E. Members of the Board

Mr. Nottoli offered thanks to Ms. Sherwood-Green and Ms. Purdy for their outstanding work over the years.

Ms. Scherman thanked Toby Johnson and he recommended Sophia to the PIC board 20 years ago.

Mr. Yee reminded the audience to stay active; it keeps you young!!

F. Public: No comments.

Mr. Nottoli asked that we adjourn the meeting in memory of Toby Johnson. He was a friend and mentor to Mr. Nottoli and Mr. Johnson truly stood for integrity. Everything he did represented his heart and soul and dedication to the community.

VI. Adjournment: The meeting was adjourned at 11:17 a.m. in memory of Toby Johnson.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 11/26/14 through 1/29/15, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 11/26/14 through 1/29/15.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL OF OUT-OF-STATE TRAVEL TO ATTEND THE REFUGEE LIVELIHOODS: INNOVATIONS IN CAREER LADDERING CONFERENCE

BACKGROUND:

On March 4-5, 2015, Southern Methodist University's (SMU) Department of Anthropology will be holding its first conference for its Forced Migration Innovation Program. The conference, *Refugee Livelihoods: Innovations in Career Laddering* will take place in Dallas Texas. The purpose of the conference is to bring together stakeholders in refugee resettlement in a unique setting that will inspire, strengthen and introduce new paths toward durable solutions in refugee livelihoods. The conference will include panels that will showcase innovative solutions, technologies, research, and collaborations that are happening around the country in refugee resettlement.

Michelle O'Camb, Workforce Development Manager and Sacramento County Refugee Coordinator—Employment Services, has been invited by SMU to participate on the *Innovative Collaborations: Workforce Investment and Resettlement Stakeholders* panel. The purpose of the panel will be to give conference attendees a better understanding of the possible range of innovative collaborations that are occurring between the Department of Labor and refugee resettlement agencies across the country. Dr. Faith Nibbs, Director of the Forced Migration Innovation Project at SMU, extended the invitation to Ms. O'Camb after reading a jointly commissioned report by the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR) and the U.S. Department of Labor's Employment and Training Administration published in August 2014. The report, *Models of Collaboration between Workforce Investment and Refugee Resettlement Stakeholders*, highlighted three models of collaboration supporting refugees in finding employment. The Sacramento Employment and Training Agency's (SETA) integrated workforce investment and refugee resettlement system was one of the three models highlighted. The report offers effective and proven ways of maximizing resources by integrating the public workforce and refugee resettlement systems, and shares examples of collaboration resulting in expanded opportunities critical to assisting refugees increase their employability and competitiveness in the U.S. workforce.

Staff is seeking approval for Ms. O'Camb to attend SMU's *Refugee Livelihoods: Innovations in Career Laddering* conference in Dallas, Texas on March 4-5, 2015. The estimated cost to attend the conference as a panel member will not exceed \$1,800.

RECOMMENDATION:

Approve out-of-state travel for Ms. O'Camb to attend SMU's *Refugee Livelihoods: Innovations in Career Laddering* conference in Dallas, Texas on March 4-5, 2015 at a cost not to exceed \$1,800.

STAFF PRESENTER: Michelle O'Camb

ITEM III-A - 1- ACTION

AUTHORIZATION FOR EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH RAY MORGAN COMPANY TO PURCHASE ADDITIONAL LICENSES TO USE LASERFICHE AND TO DEVELOP AUTOMATED WORKFLOWS

BACKGROUND

In July, 2014, SETA procured document management and workflow automation software ("Laserfiche") from Ray Morgan Company, a Laserfiche authorized, value-added reseller throughout California. Laserfiche is a server based computer software program that provides the infrastructure upon which the following can be built: electronic document archiving and retrieval; paperless workflow and approval processes; intelligent document routing; web based search and retrieval; and Department of Defense certified activity audit trails. Ray Morgan Company has been selected by Laserfiche to be the value-added reseller in our region and, as such, is the only vendor who can provide Laserfiche software licenses and related services to SETA. This software program has been installed and is currently being used to enable potential job applicants to electronically apply for employment within SETA and to allow SETA staff to process application workflow and approval electronically.

SETA would like to secure additional Laserfiche licenses and services from Ray Morgan Company to develop additional workflow automation processes and increase the number of "named users" for these new workflow systems. The additional licenses and services would focus on processes to improve the efficiency and reduce the staff and calendar time required by permitting the following tasks of the Children and Family Services Department to be processed electronically, in a manner similar to the application workflow process:

- CFS maintenance work orders
- CFS supply inventory ordering and tracking

SETA's procurement policies authorize procurement by non-competitive proposals when other procurement methods are infeasible and, among other things, a product is available only from a single source. Because Ray Morgan Company is the only authorized entity who can provide Laserfiche licenses and related services to SETA, competition is not feasible, and therefore, staff is recommending approval of the agreement using non-competitive procurement. In order to do so, the Governing Board should make the following sole source findings: non-competitive procurement of additional Laserfiche licenses and services from Ray Morgan Company is justified because Ray Morgan Company is the only value-added reseller of Laserfiche software licenses and related services in California.

STAFF PRESENTER: Ed Proctor

ITEM III-A – 1 – ACTION (continued)
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Staff will be available to answer questions.

RECOMMENDATION

Make the necessary sole source findings outlined above and authorize the Executive Director to negotiate an agreement with Ray Morgan Company to purchase additional licenses and services for an aggregate amount not to exceed \$100,000.

STAFF PRESENTER: Ed Proctor

ITEM III-A-2 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF NEW JOB CLASSIFICATIONS OF HEAD START/EARLY HEAD START COORDINATOR (HEALTH-NUTRITION) (SUPERVISORY AND NON-SUPERVISORY) AND THE RELATED SALARY SCHEDULES

BACKGROUND:

Under the current Head Start Performance Standards it is required that Head Start programs have access to qualified professionals to support health and nutrition services to children and families (e.g., food allergies, special diets, asthma, diabetes, etc.)

Children and Family Services (CFS) has employed a Health Coordinator and a Nutrition Coordinator in separate and distinct job specifications. Most recently CFS has utilized part-time/on-call consultants to perform health and nutrition job functions. This part-time consultant model has proved to be a generally successful model to support children and families.

However, it has been determined that by combining the two job specifications into one role can generate greater effectiveness:

1. Health and Nutritional issues are often inter-related (e.g., obesity)
2. By having a single point of contact professional responding to an issue rather multiple individuals responding to parts of the issue can result in a more holistic approach.
3. Part-time on-call staff can have other commitments, while a full time employee does not.

The Coordinator position will continue to be supported by specialists in the department to ensure health and nutrition services are provided to children and families. No employees will lose employment due to the combining of classifications and this job specification has already been submitted to the union for approval.

Supervisory

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$25.35	\$26.61	\$27.95	\$29.34	\$30.80

Non-Supervisory

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$24.14	\$25.35	\$26.61	\$27.95	\$29.34

FINANCIAL IMPACT: None

STAFF PRESENTER: John Allen

ITEM III-A- 2 – ACTION (continued)

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Mr. John Allen will be available to answer questions.

The Head Start Policy Council reviewed and approved these job classifications at their January 27 meeting.

RECOMENDATION:

Open a public hearing, receive input, and take action to close the public hearing and approve the job classifications of Head Start/Early Head Start Health/Nutrition Coordinator (Supervisory and Non-Supervisory) and the related salary ranges noted above.

STAFF PRESENTER: John Allen

**HEAD START/EARLY HEAD START COORDINATOR (HEALTH-NUTRITION)
(SUPERVISORY)**

ORGANIZATIONAL RESPONSIBILITY

A Head Start Coordinator (Health-Nutrition) is responsible to the Deputy Director, Children and Family Services (CFS) Department or designee.

DEFINITION

Under general direction, to provide training and technical assistance on health, nutrition, safe environments services and standards to Head Start/Early Head Start programs and services throughout the area served by the Sacramento Employment and Training Agency; to ensure that enrolled children, ages birth to five, have the necessary medical, dental, and nutrition services and assessments and appropriate safe environments for young children; to assist in the planning and implementation of a health, nutrition and safety curriculum; to assist with program performance monitoring and evaluation; to provide training and technical assistance to Head Start/Early Head Start staff; to serve as staff liaison to the Health Services Advisory Committee; to prepare an annual assessment of the health, nutrition and safety components of local Head Start/Early Head Start Programs; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to the development and evaluation of health, nutrition and safety programs provided by the grantee and delegate agency operated Head Start/Early Head Start programs in the area served by the Sacramento Employment and Training Agency. Responsibilities include program development, training, monitoring, evaluation and supervision of health and nutrition support services staff in the grantee operated program and the Child Adult Care Food Program Reporting.

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. Organizes, recruits and staffs the Health Services Advisory Committee.
2. Ensures proper coordination of the functions of the Advisory Committee with delegate Head Start/Early Head Start Programs and parent groups.
3. Assesses needs and develops goals for health, nutrition and safety programs.
4. Assists with the development of health, nutrition and safety budgets for Head Start/Early Head Start programs.
5. Develops training in health and oral health problems of young children, preventive health methods, and coordinates with available community services.
6. Assists with identification of children with suspected special health conditions.
7. Teaches first aid methods and emergency procedures.

8. Develops policies for the control of communicable diseases.
9. Ensures the implementation of regulations regarding health and dental examinations and screenings in compliance within Federal, State and local health guidelines; provides assistance with follow-up for identified health problems.
10. Ensures proper maintenance of health records.
11. Coordinates health programs with community providers.
12. Develops plans and procedures in collaboration with health professionals to ensure that children enrolled in Head Start/Early Head Start programs receive meals which meet their daily nutritional needs.
13. Monitors grantee operated programs and delegate agencies for compliance with health standards and monitors meal services for compliance with Federal and State regulations regarding type, service size, and timing.
14. Works collaboratively with the fiscal department to ensure CACFP claims are submitted accurately and timely.
15. Monitors Head Start facilities for proper storage, handling, preparation, delivery, and serving of food.
16. Supervises and evaluates performance of health and nutrition support staff.
17. Conducts workshops and discussion groups on child health for program staff and parents as well as develops and conducts training programs for food service personnel, teaching staff and parents.
18. Gathers information and prepares reports on the delivery of food services.
19. Assesses the nutritional status of children in Head Start/Early Head Start programs.
20. Assists with the licensing with Head Start/Early Head Start facilities and program monitoring and licensing.
21. Works with parent groups.
22. Plans, develops, implements and monitors a disaster preparedness program within the SETA Operated Program.
23. Develops policies and procedures pertaining to health, nutrition and safe environments practices.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of supervision.
- Head Start/Early Head Start and SETA programs and functions.
- Public Health nursing principles and practices.
- Maternal and child health.
- Characteristics of control of communicable diseases.
- Principles of nutrition, including food science, child nutrition and diet therapy; menu planning and modification.
- USDA requirements for child care food programs.
- Food purchasing, preparation, storage, sanitation and kitchen safety.
- Problems and needs of low-income families.
- Staff development and training; and counseling techniques.
- Some word processing software.
- Title 22, Community Care Licensing Regulations; OSHA and fire regulations.

AND

Ability to:

- Plan, organize and supervise the work of others.
- Develop and implement health and nutrition programs which meet the needs of young children and their parents.
- Provide training programs and workshops for parents and Head Start staff.
- Promote parent involvement with Head Start health and nutrition programs.
- Work effectively with low-income families and parent groups.
- Assist with facility licensing.
- Speak and write effectively.
- Ensure proper maintenance of health records.
- Ensure program compliance with health and food regulations and standards.
- Maintain records and prepare reports.
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Establish and maintain cooperative working relationships.
- Train in the area of public health.

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 this knowledge and abilities would be:

- I. At least five (5) years of work experience in a Public Health or related field, preferably including experience in providing and/or coordinating public health services and dealing with the health, nutrition and safety problems/concerns of young children and their families. Bachelors or advanced degree in public health, nursing, nutrition and/or related fields is required. At least two years of this experience should be in a supervisory position. RN, PhN, RD certifications are highly desirable. Bilingual skills are preferred.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

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.
 - Navigate safely through a preschool
 - Read the labels on Medicine Bottles
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. Lift a small child safely in order to perform duties as needed. Approximately 40 to 50 pounds.
6. The Ability to Taste
 - Sufficient taste to evaluate the seasoning and saltiness of food.
 - To be able to explain flavors as part of training.
7. The Ability to Smell
 - To determine the freshness of foods.
 - To detect any unusual odors

**HEAD START/ EARLY HEAD START COORDINATOR (HEALTH-NUTRITION)
(NON-SUPERVISORY)**

ORGANIZATIONAL RESPONSIBILITY

A Head Start Coordinator (Health-Nutrition) is responsible to the Deputy Director, Children and Family Services (CFS) Department or designee.

DEFINITION

Under general direction, to provide training and technical assistance on health, nutrition, safe environments services and standards to Head Start/Early Head Start programs and services throughout the area served by the Sacramento Employment and Training Agency; to ensure that enrolled children, ages birth to five, have the necessary medical, dental, and nutrition services and assessments and appropriate safe environments for young children; to assist in the planning and implementation of a health, nutrition and safety curriculum; to assist with program performance monitoring and evaluation; to provide training and technical assistance to Head Start/Early Head Start staff; to serve as staff liaison to the Health Services Advisory Committee; to prepare an annual assessment of the health, nutrition and safety components of local Head Start/Early Head Start Programs; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to the development and evaluation of health, nutrition and safety programs provided by the grantee and delegate agency operated Head Start/Early Head Start programs in the area served by the Sacramento Employment and Training Agency. Responsibilities include program development, training, monitoring, evaluating health and nutrition services in the grantee operated program and the Child Adult Care Food Program Reporting.

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. Organizes, recruits and staffs the Health Services Advisory Committee.
2. Ensures proper coordination of the functions of the Advisory Committee with delegate Head Start/Early Head Start Programs and parent groups.
3. Assesses needs and develops goals for health, nutrition and safety programs.
4. Assists with the development of health, nutrition and safety budgets for Head Start/Early Head Start programs.
5. Develops training in health and oral health problems of young children, preventive health methods, and coordinates with available community services.
6. Assists with identification of children with suspected special health conditions.
7. Teaches first aid methods and emergency procedures.
8. Develops policies for the control of communicable diseases.

9. Ensures the implementation of regulations regarding health and dental examinations and screenings in compliance within Federal, State and local health guidelines; provides assistance with follow-up for identified health problems.
10. Ensures proper maintenance of health records.
11. Coordinates health programs with community providers.
12. Develops plans and procedures in collaboration with health professionals to ensure that children enrolled in Head Start/ Early Head Start programs receive meals which meet their daily nutritional needs.
13. Monitors grantee operated programs and delegate agencies for compliance with health standards and monitors meal services for compliance with Federal and State regulations regarding type, service size, and timing.
14. Works collaboratively with the fiscal department to ensure CACFP claims are submitted accurately and timely.
15. Monitors Head Start facilities for proper storage, handling, preparation, delivery, and serving of food.
16. Conducts workshops and discussion groups on child health for program staff and parents as well as develops and conducts training programs for food service personnel, teaching staff and parents.
17. Gathers information and prepares reports on the delivery of food services.
18. Assesses the nutritional status of children in Head Start/Early Head Start programs.
19. Assists with the licensing with Head Start/Early Head Start facilities and program monitoring and licensing.
20. Works with parent groups.
21. Plan, develop, implement and monitor a disaster preparedness program within the SETA Operated Program.
22. Develop policies and procedures pertaining to health, nutrition and safe environments practices.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Head Start/Early Head Start and SETA programs and functions.
- Public Health nursing principles and practices.
- Maternal and child health.
- Characteristics of control of communicable diseases.
- Principles of nutrition, including food science, child nutrition and diet therapy; menu planning and modification.
- USDA requirements for child care food programs.
- Food purchasing, preparation, storage, sanitation and kitchen safety.
- Problems and needs of low-income families.
- Staff development and training; and counseling techniques.
- Some word processing software.
- Title 22, Community Care Licensing Regulations; OSHA and fire regulations.

AND

Ability to:

- Develop and implement health and nutrition programs which meet the needs of young children and their parents.
- Provide training programs and workshops for parents and Head Start staff.
- Promote parent involvement with Head Start health and nutrition programs.
- Work effectively with low-income families and parent groups.
- Assist with facility licensing.
- Speak and write effectively.
- Ensure proper maintenance of health records.
- Ensure program compliance with health and food regulations and standards.
- Maintain records and prepare reports.
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Establish and maintain cooperative working relationships.
- Train in the area of public health.

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 this knowledge and abilities would be:

- II. At least five (5) years of work experience in a Public Health or related field, preferably including experience in providing and/or coordinating public health services and dealing with the health, nutrition and safety problems/concerns of young children and their families. Bachelors or advanced degree in public health, nursing, nutrition and/or related fields is required. RN, PhN, RD certifications are highly desirable. Bilingual skills are preferred.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

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:
 - a. Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - a. Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - a. Operate a personal computer.
 - b. Navigate safely through a preschool
 - c. Read the labels on Medicine Bottles

4. Sufficient Sensitivity of Touch to:
 - a. Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - a. Sit for long periods of time throughout the day.
 - b. Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain.
 - c. Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment.
 - d. Move from one area in the workplace to another. Lift a small child safely in order to perform duties as needed. Approximately 40 to 50 pounds.
6. The Ability to Taste
 - a. Sufficient taste to evaluate the seasoning and saltiness of food.
 - b. To be able to explain flavors as part of training.
7. The Ability to Smell
 - a. To determine the freshness of foods.
 - b. To detect any unusual odors

ITEM III-B -1 - ACTION

APPROVAL TO AUGMENT SACRAMENTO WORKS TRAINING
CENTERS (SWTC) WITH CALWORKS FUNDS FOR ADDITIONAL
ADULT BASIC EDUCATION/GENERAL EDUCATION DIPLOMA (GED)
TRAINING OPPORTUNITIES

BACKGROUND:

On June 5, 2014 the SETA Governing Board approved the funding extensions for nine Sacramento Works Training Centers (SWTCs) offering training services in Program Year (PY) 2014-15. The SWTCs reflected below are four of nine geographically distributed throughout the County and work with five Sacramento Works America's Job Centers (SWJC) to prepare low-skilled job seekers with the work preparedness and occupational skills necessary for "middle skills" jobs and career pathways. Training offered through SWTCs includes a combination of Work Preparedness Training and Occupational Skills Training.

Work Preparedness Training includes:

- Vocational English as a Second Language (VESL)
- Adult Basic Education (ABE), General Education Diploma (GED) Preparation/High School Completion Services
- Job Readiness training, which focuses on occupational clusters approved by the SWI—Job Readiness training includes services that teach skills needed to be successful in the workplace rather than skills needed to get into the workplace.

Occupational Skills Training includes:

- Occupational Skills Sector Initiatives (OSSI) in critical occupational clusters
- On-the-Job Training/Subsidized Employment (OJT/SE)
- Customized training conducted with a commitment by an employer or group of employers to employ, an individual upon successful completion of the training.

The purpose of this item is to request approval from the SETA Governing Board to augment SWTCs with CalWORKs funds to provide additional ABE/GED training opportunities for eligible CalWORKs recipients. Staff surveyed all SWTC providers that

STAFF PRESENTER: Michelle O'Camb

ITEM III-B – 1 – ACTION (continued)

Page 2

offer ABE/GED and the following expressed interest in receiving additional slots and are currently at or near ABE/GED enrollment goals for the program year:

- California Human Development
- Crossroads Diversified Services, Inc.
- Greater Sacramento Urban League
- Sacramento City Unified School District

RECOMMENDATION

Approve the augmentation of CalWORKs funds to the SWTCs reflected in the attached chart. The chart includes the breakdown of the recommended augmented ABE/GED training slots and amounts by SWTC.

STAFF PRESENTER: Michelle O’Camb

CalWORKs ABE/GED Training Augmentation Recommendation

Agency	Current		Recommended Augmentation		Total New	
	CalWORKs Funding	Training Slots	CalWORKs Funding	Training Slots	CalWORKs Funding	Training Slots
California Human Development	\$11,000	5	\$26,400	12	\$37,400	17
Crossroads Diversified Services, Inc.	\$55,000	27	\$40,000	20	\$95,000	47
Greater Sacramento Urban League	\$76,860	35	\$43,920	20	\$120,780	55
Sacramento City U.S.D.	\$44,000	35	\$12,500	10	\$56,500	45
TOTALS	\$186,860	102	\$122,820	62	\$309,680	164

ITEM III-C-1 - ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN EARLY HEAD START OR HEAD START

BACKGROUND:

On annual basis the Governing Board is required to review and approve the Countywide Enrollment Selection Criteria for the Head Start and Early Head Start programs. While the Head Start Selection Criteria remains unchanged from last year, the Early Head Start Selection Criteria has slight revisions.

On November 14, 2014, a working committee comprised of delegate agency and grantee staff gathered to discuss and review the Selection Criteria for Head Start and Early Head Start enrollment. Changes are reflected in the revised Early Head Start selection criteria for infants, toddlers and pregnant women and represent two key factors for change:

- Reduced teen pregnancies in Sacramento County - Due to the reduction in the number of teen pregnancies over the past decade in Sacramento County, the committee determined that there is no longer a need to prioritize pregnant women under the age of 21 as exclusively outlined in each category within the current selection criteria. Teen parents are still prioritized as High Risk in the selection criteria.
- Condensed duplicate wording - Some wording was moved due to being repetitive. For example: The statement "Within the same priority ranking, selection is based on age, with the youngest child receiving priority" was listed under several categories. This statement was moved to the box at the top with a notation that it applies to numbers 1-7.

Both, the Selection Criteria for Sacramento County Early Head Start and the Selection Criteria for Head Start meet all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance and updated guidelines in accordance with the Head Start Act. A copy with redline changes of each Selection Criteria is included in this packet.

Staff will be available to answer questions. The Policy Council approved this item at their January 27 meeting.

RECOMMENDATION:

Approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County as attached.

STAFF PRESENTER: Denise Lee

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2nd year enrollment within Sacramento County. _____
2. Transfer Head Start child to the same or another Sacramento Head Start agency within the same program option (full day, part day, home base). _____
3. Transition from Early Head Start whose family meets Federal Income Guidelines. _____
4. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days whose family meets Federal Income Guidelines. _____
5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
6. 4-year-old child whose family meets Federal Income Guidelines. _____
7. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
8. 3-year-old child whose family meets Federal Income Guidelines. _____
9. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
10. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____
11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
12. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____

Head Start Staff Signature

Date

Child's Name

Date of Birth

Date of Application

Status Enrolled Date Enrolled: _____ Waiting List

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an “X” by the category(s) that is applicable to applicant. Selection/ranking is based on the ~~the~~ “X” that is the highest on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For 1-7 in same priority ranking, selection is based on the age of the child, with the youngest child receiving priority
- For #8 – ~~115~~, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child’s age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation. _____
2. Family with a child birth to 36 months of age, ~~referred by Sacramento County Office of Education Infant Development Program and/or other Part C providers~~ with a current IFSP. ~~NOTE: Of these referrals, up to 10% may exceed Federal Income Guidelines. It is necessary to complete an income waiver before enrollment can be considered. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.~~
3. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days. _____
4. Pregnant woman/parent/guardian ~~under 22 years of age~~ with a child birth to 12 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional) _____ ● CPS
 - High Risk Pregnancy (includes moms >35 or < 18) _____ ● ~~Foster care~~ Homelessness
 - Death of a parent/guardian, sibling _____ ● Foster care
 - Homelessness
 - Parent with developmental delay or other disabling condition ● Teen Parent~~Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.~~ _____
5. Pregnant woman/parent/guardian ~~under 22 years of age~~ with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional) _____ ● CPS
 - High Risk Pregnancy (includes moms >35 or < 18) _____ ● ~~Foster care~~ Homelessness
 - Death of a parent/guardian, sibling _____ ● Foster care
 - Homelessness
 - Parent with developmental delay or other disabling condition ● Teen Parent~~Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.~~ _____
6. Pregnant woman/parent/guardian ~~under 22 years of age~~ with a child birth to 12 months of age. ~~Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.~~
7. Pregnant woman/parent/guardian ~~under 22 years of age~~ with a child 13 to 36 months of age. ~~Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.~~ _____

8. ~~Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:~~
~~•Abuse (physical, substance, sexual & emotional)~~
~~•Foster care~~
~~•Death of a parent/guardian, sibling~~
~~•Homelessness~~
~~•Parent with developmental delay or other disabling condition~~ _____

9. ~~Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:~~
~~•Abuse (physical, substance, sexual & emotional)~~
~~•Foster care~~
~~•Death of a parent/guardian, sibling~~
~~•Homelessness~~
~~•Parent with developmental delay or other disabling condition~~ _____

10. ~~Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age.~~ _____

11. ~~Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age.~~ _____

12.8. ~~Pregnant woman/parent/guardian under 22 years of age~~ with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____

13.9. ~~Pregnant woman/parent/guardian under 22 years of age~~ with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). _____

14.10. ~~Pregnant woman/parent/guardian under 22 years of age~~ with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____

15.11. ~~Pregnant woman/parent/guardian under 22 years of age~~ with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). _____

16. ~~Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).~~ _____

17. ~~Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).~~ _____

18. ~~Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).~~ _____

19. ~~Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).~~ _____

Head Start Staff Signature

Date

Child's Name

Date of Birth

Status:

Enrolled Date Enrolled: _____

Waiting List

**EARLY HEAD START SELECTION CRITERIA:
SACRAMENTO COUNTY**

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an "X" by the highest applicable category on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #1-7, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #8-11, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation.
(copy of Application and Eligibility Verification Form must be attached to wait list) _____
2. Family with a child birth to 36 months of age with a current IFSP.
(up to 10% may exceed Federal Income Guidelines) (waiver necessary) _____
3. A previously enrolled child (who dropped on good standing)
who requests to return to original agency within 60 days. _____
4. Pregnant woman/parent/guardian with a child birth to 12 months of age having
one or more documented family situations within the past year such as:

• Abuse (physical, substance, sexual & emotional)	• Teen Parent
• High Risk Pregnancy (includes moms >35 or <18)	• Homelessness
• Death of a parent/guardian, sibling	• Foster care
• Parent with developmental delay or other disabling condition	• CPS

5. Pregnant woman/parent/guardian with a child 13 to 36 months of age having
one or more documented family situations within the past year such as:

• Abuse (physical, substance, sexual & emotional)	• Teen Parent
• High Risk Pregnancy (includes moms >35 or <18)	• Homelessness
• Death of a parent/guardian, sibling	• Foster care
• Parent with developmental delay or other disabling condition	• CPS

6. Pregnant woman/parent/guardian with a child birth to 12 months of age. _____
7. Pregnant woman/parent/guardian with a child 13 to 36 months of age. _____
8. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
9. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines with no cap (waiver necessary). _____
10. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
11. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines with no cap (waiver necessary). _____

Child's Name: _____

ITEM IV-A - INFORMATION

MEMORANDUM OF UNDERSTANDING WITH CALIFORNIA CAPITAL FINANCIAL
DEVELOPMENT CORPORATION

BACKGROUND:

In October, 2014, SETA entered into a Memorandum of Understanding (MOU) with California Capital Financial Development Corp. (CCFDC), in order to work cooperatively to increase access to services for small businesses and entrepreneurs throughout the region.

CCFDC is a certified Community Development Financial Institution and Community Development Entity, administers the State of California's Small Business Loan Guarantee Program, and is designated as a Women's Business Center by the U.S. Small Business Administration and a Procurement Technical Assistance Center by the U.S. Defense Logistics Agency. CCFDC has a long history of providing economically and socially disadvantaged entrepreneurs and business owners with small business development and capacity building programs that include training, technical assistance, counseling, and access to capital.

Under the MOU, CCFDC's Women's Business Center and Procurement Technical Assistance Center is designated as part of the local network of Business Information Centers.

STAFF PRESENTER: Roy Kim

ITEM IV-B - INFORMATION

SACRAMENTO WORKS FIRST QUARTER PERFORMANCE REPORTS

BACKGROUND:

Staff will review the Workforce Investment Act program results for the period July 1, 2014 – September 30, 2014. Mr. Ralph Giddings will be available to answer questions.

STAFF PRESENTER: Ralph Giddings

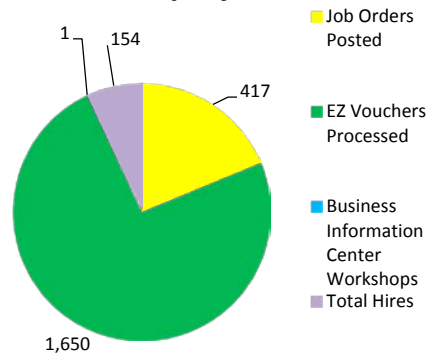
Sacramento Works System 1st Quarter (7/1/2014- 9/30/2014) Report

Dashboard Question	Answer
<p>Sacramento Works Job & Training Center Universal Access: Is the Sacramento Works system meeting the goal of providing universal access services to 5,619 job seekers this quarter?</p>	<p>Reporting Quarter: 9,854 Benchmark: 5,619</p>
<p>Intensive & Training Services: Adult/Dislocated Worker Services: Is the Sacramento Works system meeting the enrollment?</p>	<p>Total Customers, Who Received Intensive Services, Percent Enrolled of Plan Reporting Quarter: 238% Benchmark: 85%</p> <p>2,527 customers received intensive services.</p>
<p>Youth Services: Is the Sacramento Works system meeting the enrollment?</p>	<p># of New Enrollments Quarter 1 Goal (OS Youth): Reporting Quarter 167, Benchmark 113 # of New Enrollments Quarter 1 Goal (IS Youth): Reporting Quarter 176, Benchmark 95</p>
<p>Common Measures: Did the Sacramento Works system meet common measure performance goals for customers completing services? Yes, met all performance measures.</p>	<p>DW % Entered Employment: Reporting Quarter 76%, Benchmark 63% Adult % Entered Employment: Reporting Quarter 65%, Benchmark 55%</p>
	<p>DW % Employment Retention: Reporting Quarter 86%, Benchmark 83% Adult % Employment Retention: Reporting Quarter 79%, Benchmark 79%</p>
	<p>DW Average Six-Months Earnings: Reporting Quarter \$19,138, Benchmark \$17,800 Adult Average Six-Months Earnings: Reporting Quarter \$13,340, Benchmark \$13,450</p>
	<p>Literacy/Numeracy Gains: Reporting Quarter 73%, Benchmark 60% Youth % Attained Degree/Certificate: Reporting Quarter 82%, Benchmark 64% Youth % Entered Employment or Education: Reporting Quarter 79%, Benchmark 65%</p>
<p>Job Seeker Customer Satisfaction Survey: Are customers satisfied with the services received? (On a scale from 1-5 with 5 being the highest) Yes, customer satisfaction increased over last year.</p>	<p>Number of Surveys Completed: 482 Minimum Average Rating: 4.72 Collective Job Center Average Satisfaction Rating: 4.77</p>

Employer Services:

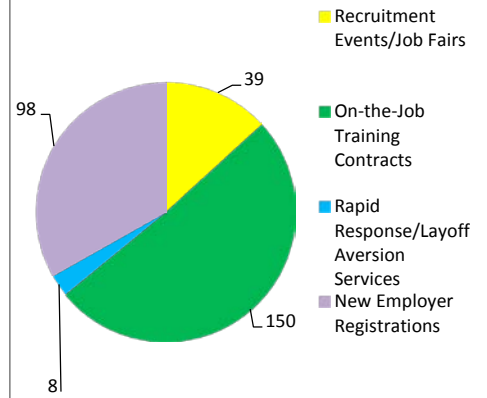
Is the Sacramento Works system meeting the needs of the region's employers? **New reporting platform being used, annual outcome will be used to establish benchmarks for next year. EZ Vouchering program ended November 2014.**

Total Services To Employers



Average Wage: \$13.06

Total Employers Served



ITEM IV-C - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

MEMORANDUM

TO: Stephanie Nguyen **DATE:** December 5, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/TC/CW	ABE/GED	\$ 53,750	7/1/14-6/30/15	7/1/14-9/30/14
WIA/TC	DW 25%	\$ 87,000	7/1/14-3/31/15	7/1/14-9/30/14
WIA/TC	AD/ABE/GED	\$ 81700	7/1/14-6/30/15	7/1/14-9/30/14
WIA	OOS/YOUTH	\$ 245,728	7/1/14-6/30/15	7/1/14-9/30/14
WIA	US	\$ 61,000	7/1/14-6/30/15	7/1/14-9/30/14
WIA /CW	OJT	\$ 376,732	7/1/14-6/30/15	7/1/14-9/30/14
WIA	AD/OJT	\$ 384,084	7/1/14-6/30/15	7/1/14-9/30/14

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Oct. 14 – 17, 2014; and follow-up Oct. 31, 2014

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Stephanie Nguyen **DATE:** December 5, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/TC/CW	ABE/GED	\$ 107,500	7/1/13-6/30/14	1/1/14-6/30/14
WIA/TC	DW/GED	\$ 26,875	7/1/13-6/30/14	1/1/14-6/30/14
WIA/TC	ABE/GED	\$ 80,625	7/1/13-6/30/14	1/1/14-6/30/14
WIA	OOS/YOUTH	\$ 245,728	7/1/13-6/30/14	1/1/14-6/30/14
WIA	AD/OJT	\$ 83,900	7/1/13-6/30/14	1/1/14-6/30/14
WIA/TC/CW	OJT	\$ 66,360	7/1/13-6/30/14	1/1/14-6/30/14
WIA/TC	AD carryover	\$ 45,000	7/1/13-6/30/14	1/1/14-6/30/14
WIA/TC	DW carryover	\$ 15,000	7/1/13-6/30/14	1/1/14-6/30/14
WIA	US	\$ 71,500	7/1/13-6/30/14	1/1/14-6/30/14
WIA /CW	OJT	\$ 306,967	7/1/13-6/30/14	1/1/14-6/30/14
WIA	AD/OJT	\$ 324,844	7/1/13-6/30/14	1/1/14-6/30/14
TA	VESL/ES	\$ 6,267	10/1/13-9/30/14	2/1/14-9/30/14
TA	ES	\$ 67,000	10/1/13-9/30/14	2/1/14-9/30/14
TAD	VESL/ES	\$ 4,414	9/30/13-9/30/14	2/1/14-9/30/14
RESS	VESL/ES	\$ 73,795	10/1/13-9/30/14	2/1/14-9/30/14

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: Oct. 14 – 17, 2014; and follow-up Oct. 31, 2014

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Marie Jachino **DATE:** November 24, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove Food Bank Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	SN	\$ 20,000	1/1/14-12/31/14	1/1/14-8/31/14
Monitoring Purpose: Initial <input checked="" type="checkbox"/> Follow-Up <input type="checkbox"/> Special <input type="checkbox"/> Final <input type="checkbox"/>				
CSBG	SN	\$ 20,000	1/1/13-12/31/13	3/1/13-12/31/13
Monitoring Purpose: Initial <input type="checkbox"/> Follow-Up <input type="checkbox"/> Special <input type="checkbox"/> Final <input checked="" type="checkbox"/>				

Date of review: Oct. 13, 2014

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

Program Operator: Elk Grove Food Bank Services

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. James Shelby **DATE:** January 7, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	AD GED/OSSI	\$ 268,440	7/1/14-6/30/15	7/1/14-9/30/14
WIA	DW OSSI	\$ 63,860	7/1/14-6/30/15	7/1/14-9/30/14
WIA	DW 25%	\$ 120,000	7/1/13-3/31/15	7/1/13-9/30/14
CSBG	Safety Net	\$ 24,200	1/1/14-12/31/14	1/1/14-9/30/14

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: Sept 25 – Oct 3, 2014 and various follow up dates

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

MEMORANDUM

TO: Mr. James Shelby **DATE:** January 7, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US/Youth	\$ 71,500	7/1/12-6/30/13	4/1/13-6/30/13
WIA	OSS/Adult	\$ 203,291	7/1/12-6/30/13	4/1/13-6/30/13
WIA	OSS/DW	\$ 67,764	7/1/12-6/30/13	4/1/13-6/30/13
WIA	DW 25%	\$ 30,000	3/7/12-6/30/13	4/1/13-6/30/13
CSBG	Safety Net	\$ 24,200	1/1/13-12/31/13	1/1/13-12/31/13
WIA	AD GED	\$ 17,129	7/1/13-6/30/14	7/1/13-6/30/14
WIA	DW GED	\$ 11,419	7/1/13-6/30/14	7/1/13-6/30/14
WIA	AD carryover	\$ 45,000	7/1/13-6/30/14	7/1/13-6/30/14
WIA	DW carryover	\$ 15,000	7/1/13-6/30/14	7/1/13-6/30/14
WIA	CW GED	\$ 26,352	7/1/13-6/30/14	7/1/13-6/30/14
WIA	AD OSSI	\$ 271,260	7/1/13-6/30/14	7/1/13-6/30/14
WIA	DW OSSI	\$ 144,672	7/1/13-6/30/14	7/1/13-6/30/14
WIA	US	\$ 71,500	7/1/13-6/30/14	7/1/13-6/30/14

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: Sept 25 – Oct 3, 2014 and various follow up dates

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

Program Operator: Greater Sacramento Urban League

Findings and General Observations:

The total costs as reported to SETA for WIA and CSBG programs have been reviewed and traced to the subgrantee's fiscal records. Although there are no disallowed costs, the following are findings and concerns that require corrective actions.

1. GSUL does not claim expenses for reimbursement in a timely fashion which creates cash flow issues to their agency. Additionally, the delay in claims created problems with repaying their advances for the 2013-2014 program periods. (Approval was granted to carry the balances of the advances forward to the 2014-2015 program periods.) This is a continued issue and was a finding during their last fiscal monitoring review. Since the last monitoring review, the agency has not implemented the necessary internal controls to adequately address the on-going cash flow concerns.
2. GSUL is not in compliance with federal regulations. The agency has expended more than \$500,000 in federal grant funds during the fiscal years reviewed and is therefore subject to the A-133 audit requirements. The last audit completed was for the fiscal year ended June 30, 2012. No audit has been conducted for the fiscal years ending June 30, 2013 or June 30, 2014. Although an audit is scheduled for January 5, 2015, GSUL is not compliant in producing an audit for the fiscal year ending 2013.
3. As of the date of this review, GSUL has not submitted their IRS Form 990 for the fiscal year ended June 30, 2014. The Form 990 was due on November 15, 2014.
4. During the review it was noted that bank reconciliations were not completed in a timely manner. Bank reconciliations were several months behind.

Recommendations for Corrective Action:

1. Submit to SETA a corrective action plan detailing what internal controls will be implemented to ensure reimbursement claims are submitted in a timely fashion.
2. Immediately upon completion, submit to SETA an A-133 compliant audit for fiscal years ending June 30, 2013 and June 30, 2014.
3. Immediately upon completion, submit to SETA the Form 990 for the fiscal year ending June 30, 2014.
4. Submit to SETA a corrective action plan detailing what internal controls will be implemented to ensure bank reconciliations are completed in a timely fashion. Additionally, submit to SETA evidence that GSUL is current on all bank reconciliations.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Victoria Jacobs **DATE:** January 14, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Voluntary Legal Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 27,500	1/1/13-12/31/13	7/1/13-12/31/13

Monitoring Purpose: Initial Follow-Up Special Final

CSBG	Safety Net	\$ 28,000	1/1/14-12/31/14	1/1/14-10/31/14
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Monitoring Purpose: Initial Follow-Up Special Final

Date of review: Nov. 18, 2014

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

Program Operator: Voluntary Legal Services of Northern California

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-D - INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

**Employment Recruitment Activity Report
July 1 - January 19, 2015**

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			
A Plus Construction	3	Finish Carpenter	4
	7	Window Installer	4
A+ Pro Cleaning LLC	1	Janitorial/House Cleaner	1
	1	Office Assistant	1
Aamcom	1	Customer Service Representative	3
Able Building Maintenance	1	Janitor/Porter	70
Able Force	1	Customer Service Representative	11
	1	Intake Rep III	10
Action Military Surplus	1	eBay Technician	1
	10	Retail Clerk	1
Acorn Aboricultural Services, Inc.	10	Tree Climber/Trainee	2
Adams and Associates	1	Administrative Assistant	1
Adecco Employment Services	9	Almond Sorter	50
	9	Certified Forklift Driver - Warehouse High Stack	25
	1	Call Center Customer Service Representative	20
	4	Clinical Coordinator Coverage Determination	1
	1	Customer Service Representative	1
	3	General Laborer	50
	9	Lift Truck Driver - DC	25
	9	Lift Truck Driver - Production	25
	1	Quality Control Inspector	1
	1	Sanitation Worker	25
Advanced Call Center Technologies	1	Customer Service & Sales Advocates	50
Aerospace Museum of California	1	Director of Education	1
Alchemist Community Development Corporation	1	Administrative Manager	1
All In Energy	1	Account Manager	1
ALSCO, INC	7	Maintenance Worker	1
Area 4 Agency on Aging	1	Office Specialist II	1
Autobahn Performance Inc.	1	Receptionist Bi-Lingual Spanish/English	1
B&R Head & Block Repair	7	Diesel/Auto Engine Head and Block Repair Technician/Machinist	2
Backflow Distributors	3	Warehouse/Forklift Operator	1
Better Life Children Services	5	Social Worker	1
Beutler Corporation	1	Administrative Assistant	1
	10	Career Developer	1
	1	Customer Service Representative	1
	10	Inventory Controller	1
	9	Manufacturing	10
	7	Retrofit Installer	1
	3	Solar Engineer & Planning Tech	1
Big O Tires	7	Tire/Lube Technician	1
Breathe California	1	Communications Associate	1
Building Materials Distribution Inc.	9	Class A Truck Driver	1
	9	Part-Time Warehouse Worker	1
	7	Service Technician and Carpenter	1
	10	Stock Cutter	1
Butte County Office-Education	1	Family Support Paraprofessional	1
Caballo Bronco Barber Styling	10	Barber/Styling Salon Cosmetologist	1
Cal Pac Gutters	7	Gutter Installer	1
California Custom Coatings	7	Installer	2
California Learning Center	1	Tutor	1
California Special Districts Association	1	Member Services Representative	1
California Workforce Association	1	Program Manager	1
Capital Social Services	1	ILS Instructor	2

Employment Recruitment Activity Report
July 1 - January 19, 2015

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			
Carillos Tax, Inc..	1	Bilingual Receptionist	1
Certified Property Rescue	7	Property Damage Restoration Production Team Leader or Technician	1
CEVA Logistics US INC	1	Customer Service Representative II	1
Child Action	1	Administrative Assistant	1
	6	Programmer	1
Children All Around	1	Children Assistant to Teacher	1
Chime Solutions	10	Customer Service Representatives	40
Class A Powdercoat, Inc.	10	Operations Manager	1
Clean World	9	Material Handler	2
ClearPlex Corporation	9	Film Molder and Packer	50
Cokeva, Inc.	3	Associate Engineer	1
Colbert/Ball Tax Service	1	Tax Professional	1
Combined Insurance Company	1	Territory Manager	2
Community Link Capital Region	6	Database Program Manager	1
CPS Security Solutions	1	Security Guard	10
Craig Cares	4	Caregiver/ Personal Attendant	10
Creative Living Options	1	Direct Support Professional / Personal Attendant	50
	1	General Administrative Assistant	1
Crossroads Facility Services	1	Community Support Specialist	1
	1	Job Developer - Citrus Heights- Full Time with Benefits	1
	10	Landscape Crew Lead	1
	1	ON-CALL Janitor	1
Curves Jenny Craig	10	Health and Wellness Consultant	1
D3 LED, LLC	1	Buyer/Planner	1
	3	Drafting Specialist	1
Delta Protective Services	1	Security Guard	10
Developmental Disabilities Service Organization	1	Direct Support Professional	1
	7	Maintenance Technician I	1
Dickeys Barbecue	10	Assistant Manager	1
	10	Food Service Counter Clerk	15
Eastman Building Products	9	Driver/Yardman--Lumber Yard	1
	1	Lumber Sales	1
Elica Health Center	4	Medical Assistant	8
Engineered Monitoring Systems	2	Technician Apprentice	2
	2	Journeyman / Lead Tech	2
Excel Managed Care & Disability Services, Inc.	1	Office Clerk	1
Eventus Solutions Group	1	Call Center Representative	2
EverRae Association Services, Inc.	7	General Maintenance	1
Express Employment Professionals	9	Class A Flatbed Driver Local Routes	1
	9	Production Worker	150
	10	Registered Veterinary Technician	1
FedEx Ground 958	1	Line haul Coordinator	1
	1	Maintenance Service Manager	1
	1	Operations Manager	1
	9	Package Handler	50
	1	Special Assignment Clerk	2
Floor & Decor	1	Customer Service Associate	8
	1	Inventory Control Specialist	1
	9	Warehouse Specialist	1
FolioDynamix	10	DB2DBA	1
	10	Overlay Manager I	1

**Employment Recruitment Activity Report
July 1 - January 19, 2015**

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			
Frito-Lay	9	Detailer	1
	10	Merchandiser	1
G&K Services	9	Route Relief - Hourly	1
General Produce Company	1	Order Selectors	6
	9	Commercial Driver	5
	1	Receptionist	1
Genesis ATC	10	Resource Recovery Specialist	5
	9	Warehouse Attendant	1
Global Touchpoints Inc.	1	HR Assistant	1
Gourmet Demo Svc	10	Demo Associate	6
GroundWorks Campaigns	1	Canvasser	50
GSI	10	Telemarketing Fundraiser	10
Harris Miller Miller & Hanson	10	Aviation Environmental Services Consultant	2
Horizon Personnel Services	9	Class A Driver	10
	9	Class C Driver	50
	7	Maintenance Mechanic	2
	9	Order Picker	10
	9	Warehouse Worker	10
HP Hood	9	Dairy Manufacturing	3
	7	Maintenance Engineer	1
HR Management, Inc.	1	Admissions/Records Clerk III	1
	1	Office Clerk	50
Hunter Douglas Fabrication	9	Entry Level Production Associate	50
Hylton Security Incorporated	1	Security Guard	1
Ignition Interlock Service Centers of California	1	Customer Service Representative	1
Infinity Energy	10	Canvasser	4
Ingenuity Films LLC		Editor/Film Maker	2
Innovative Maintenance Solutions, Inc.	1	Custodial Quality Control	1
	7	General Maintenance & Lighting Technician	1
	3	Licensed Roofing Contractor	1
	7	Lighting/Electrical Technician	1
	7	Roofing Technician	2
	1	Special Service Manager (Natomas)	1
	7	Utility/Carpet & Floor Lead	3
InSync Consulting Services LLC	1	Customer Service Professional	100
IUOE NTF	1	Heavy Equipment Operator Instructor	1
Kirkland's	1	Senior Assistant Manager	1
J4 Systems	6	Microsoft Dynamics AX 2013	1
	6	Network Engineer	3
J Williams Staffing	1	Community Manager	1
Kings Arena Limited Partnership, LP	1	Box Office Attendant	10
	1	Janitor Custodian	10
	10	Merchandise Seller	7
	10	Parking Attendant	10
	10	Security Officer	25
Kirkland's	1	Senior Assistant Manager	1
L-3 Narda Microwave-West	1	Program Manager	1
LCA SERVICES	1	Lead Case Manager	1
Learn It Systems Llc	1	Program Specialist	1
Liberty Home Equity Solutions	1	Call Screener - Inside Sales	4
	1	Inside Sales Advisor	4

Employment Recruitment Activity Report
July 1 - January 19, 2015

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	1	Account Clerk II	1
	1	Administrative Assistant I	2
		Admissions/Records Clerk II	1
	1	Admissions/Records Clerk III	2
	1	Admissions/Records Evaluator I	3
	1	Admissions/Records Evaluator II	1
	1	Admissions/Records Evaluator/Degree Auditor	1
	1	Anthropology Adjunct Assistant Professor Pool	1
	1	Architectural Design Technology Assistant Professor	1
	1	Associate Vice Chancellor, Instruction	1
	1	Athletic Counselor	1
	1	Athletic Trainer	1
	7	Audio/Visual Production and Maintenance Technician II	1
	1	Bookstore Stock Clerk	1
	10	Buyer III	1
	1	CalWORKs District-Wide Coordinator	1
	1	Certified Nurse Assistant/Aide and Home Health Aide - Assistant Professor	1
	1	Chemistry Assistant Professor	1
	1	Child Development Center Supervisor	1
	1	Clerk II	1
	1	Clerk III	6
	1	College Information Technology Systems Supervisor	1
	1	College Receiving Clerk/Storekeeper	2
	1	Computer Information Science Adjunct Assistant Professor Pool	1
		Confidential Human Resources Specialist I	1
	1	Confidential Human Resources Specialist III	1
	1	Confidential Internal Auditor	1
	1	Counseling Clerk II	1
	1	Counselor	1
	1	Counselor/ Articulation Officer	1
	1	Custodian	1
	1	Dean of Counseling and Student Services	1
	1	Dean of Mathematics	1
	1	Dean of Science, Mathematics and Engineering	1
	1	Dean of Student Services	1
	1	Dean of Technical Education	1
	1	Diesel Technology Assistant Professor	1
	1	Director of Institutional Research	1
	1	Director of Technical Services Information Technology	1
	1	Director, Administrative Services	1
1	Disabled Students Programs & Services Coordinator	1	
1	Electronics Technology Assistant Professor	1	
1	Financial Aid Clerk II	1	

**Employment Recruitment Activity Report
July 1 - January 19, 2015**

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>			
Los Rios Community College District	1	Grant Coordination Clerk	1
	10	Graphic Designer	1
	1	Groundskeeper	1
	1	Head Coach for Intercollegiate Softball	1
	1	Head Groundskeeper	1
	1	Health Information Technology Assistant Professor	1
	1	Horticulture Assistant Professor	1
	1	Hospitality Management/Culinary Arts Assistant Professor	1
	1	Information Technology Application Systems Supervisor	1
	1	Information Technology Business/Technical Analyst II	2
	6	Information Technology Specialist I - Microcomputer Support	1
	1	Instructional Assistant - Aeronautics	1
	1	Instructional Assistant - Chemistry	1
	1	Instructional Assistant - Communication, Visual and Performing Arts	1
	1	Instructional Assistant - Foreign Language	1
	1	Instructional Assistant - Learning Resources	2
	1	Instructional Assistant - Music	1
	1	Instructional Assistant - Sign Language Studies	1
	1	Instructional Assistant - Writing/English/Reading	2
	1	Instructional Services Assistant II	2
	1	Laboratory Technician - Science	3
	1	Laboratory Technician - Science (Chemistry)	1
	1	Lead Library Media Technical Assistant	1
	1	Librarian (Technical Services) Adjunct Pool	1
	1	Library Area - Special Project - Instructional Assistant - Library	1
	1	Library/Media Technical Assistant	1
	1	Mathematics Adjunct Assistant Professor Pool	1
	1	Nursing (RN/LVN) Assistant Professor	1
	1	Outreach Clerk	1
	1	Police Officer	1
	1	President, Cosumnes River College	1
	6	Programmer I	1
	6	Programmer II	1
	1	Real Estate/Management (Business) Assistant Professor	1
	1	Research Analyst	1
	1	Senior Information Technology Systems/Database Administrator	1
	6	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	6	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	6	Senior IT Technician - Lab/Area Microcomputer Support	2
	1	Sign Language Assistant Professor	1
1	Speech Communication Assistant Professor	1	
1	Student Life Supervisor	1	
1	Student Personnel Assistant - Assessment/Testing	1	

**Employment Recruitment Activity Report
July 1 - January 19, 2015**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	1	Student Personnel Assistant - Davis Outreach Program	1
	1	Student Personnel Assistant - Disabled Student Programs and Services	1
	1	Student Personnel Assistant - Extended Opportunity Programs and Services	1
	1	Student Personnel Assistant - Internship Developer	1
	1	Student Personnel Assistant - Student Services	1
	1	Student Success and Support Program	1
	1	Vice President of Student Services	1
	1	Welding Technology Assistant Professor	1
Markstein Beverage Co.	9	Class A Commercial Delivery Driver	1
	9	Delivery Helper	1
	1	Executive Assistant	1
	10	Merchandiser	1
	9	Night Warehouse Associate	1
McConnell Jones Lanier & Murphy LP	1	Bookkeeper and Clerk	1
	1	Cook	
	1	On-Call Safety/Security Advisor	6
	1	Substitute Academic Instructor	3
	10	Substitute Cook	1
	1	Substitute Vocational Instructor	3
Mexifoods Inc.	9	Delivery Driver	2
Michael's Transportation Service	9	Bus Driver	20
MJ Communications, INC	7	Installers	1
Mutual Housing California	1	Accounting Supervisor	1
N T Engineering	7	CNC Machine Setup	2
New Hope Baptist Church	1	Receptionist	1
Nurses PRN	1	Caregiver	30
Office of Environmental Health Hazard Assessment	6	Staff Programmer Analyst	1
Old Dominion Freightlines	9	Short line & Team Drivers	16
Opening Doors, Inc.	1	Anti-Trafficking Coalition Manager	1
	1	Director of Operations	1
	1	Prosperity Economic Development Coordinator	1
	1	Prosperity Program Assistant	1
	1	Survivors of Human Trafficking Case Coordinator	1
Patriot National Insurance Group	1	Senior Claims Adjuster	2
Pennell Consulting, Inc.	6	Low Voltage Security Electronics Engineer	1
Pinnacle Workforce Logistics	9	Freight Handlers	15
	1	Janitor	5
PRIDE Industries	1	Custodian	3
Pro Pacific Fresh	9	Class A or B Route Driver	2
ProctorU	1	Exam Proctor	25
	1	French Language Proctor	25
Puddles	1	Manager	1
Ready-Set-Go Children's Center	1	Preschool Teacher	4
	1	Sales Associate	1
Resource Staffing Group	10	Team Leader	1
Ryder Transportation	9	Class A Driver	15
Sacramento Covered	1	Health Navigator/Certified Enrollment Counselor	5
Sacramento Loaves & Fishes	1	Montessori Preschool And Nap Assistant	1
	1	Teacher	1

**Employment Recruitment Activity Report
July 1 - January 19, 2015**

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			
Sacramento Employment and Training Agency	1	Accountant I	1
	1	Early Head Start Educator	1
	1	Head Start Teacher	1
	1	Family Services Worker Range III	1
	1	Personnel/Human Resources Department Chief - Exempt	1
	1	Senior Accountant	1
	1	Site Supervisor	1
Sacramento Regional Transit District	1	Administrative Technician	1
	9	Bus Operator - Community Bus Services (CBS) and Fixed Route (FR)	1
	7	Facilities Maintenance Mechanic	1
	9	Light Rail Vehicle Technician	1
	1	Pension and Retirement Administrator	1
	1	Senior Information Technology Business Systems Analyst	1
Samarrah Independent Living Services	1	Life Skills Educator/ILS	2
SCIS	1	Armed Security Officer	30
Safety Dynamics Corporation	1	Unarmed security guard	10
San Juan Unified School District	1	Substitute Instructional Assistant II & III	20
Segovia Carehome	4	Direct Care Staff	3
Select Staffing	9	Assembler	5
	1	Call Center Representative & Data Entry Clerk	200
	9	Graveyard Forklift Driver	1
	10	Sorter	5
Serenity Respite	4	Respite Caregiver	25
Sierra Asphalt Inc.	7	Heavy Duty Mechanic/Welder	1
Sierra Wes Wall Systems Inc.	3	Drywall and Insulation Installers	10
Smart & Final Stores	1	Service Clerk	30
	1	Store Associate	40
Softsol Resources INC.	1	Document Preparation & Scanning Operator	1
South Side Art Center	1	Community Skills Trainer	1
SSP America	10	Food Preparation Worker	4
	10	Food Service Worker	12
	10	Line Cook	4
Stans Auto & Towing	9	Tow Operator	2
Strategies To Empower People STEP	1	Job Coach	10
Subway #25628	1	Sandwich Artist	1
Supply	1	Assistant Manager Retail	1
Tahoe Lodging	1	Night Clerk	1
Teledyne Microwave Solutions	9	Assembler I	1
	2	Electronic Engineer	1
	9	Product Finisher	1
	9	Stockroom Clerk	1
	9	Technician/Brazing Furnace Operator	1

**Employment Recruitment Activity Report
July 1 - January 19, 2015**

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			
South Side Art Center	1	Community Skills Trainer	1
The Spanish Immersion Program	1	Preschool Teacher	2
The Staffing Solutions Group	6	CNC Programmer I, II, III	1
	9	Machinist I, II	1
	1	Planner/Scheduler I, II	1
	1	Precision Inspector I, II, III	1
	3	Welder I - III	1
THR Cleaning Services	1	House Cleaning Specialist/Housekeeping Associate	2
Tony's Fine Foods, Inc.	1	Accounts Receivable Specialist	1
	9	Class A Route Driver - West Sacramento	5
	9	Class C Delivery Driver	1
	9	Crane Support	3
	1	Dispatcher	1
	9	Forklift Operator	2
	1	Human Resources Generalist	1
	1	Inventory Clerk	1
	6	IT Support Specialist II	1
	9	Loader	1
	9	Night Shipping Supervisor	1
	9	Order Selector	18
	1	Pricing Specialist	1
	9	Regional Route Driver	1
United Site Services	10	Retail Support Specialist	1
	1	Administrative Clerk I	1
	1	Fence Manager	1
US Solar Distributing	1	Operations Supervisor	1
	1	Account Manager	1
Voice Empowered Tech Org	1	Business Operational Professional	3
	1	Teacher/Tutor	1
W C Stein Construction Corp	7	Service Plumber	2
Wealth Strategies Retirement Asset Management Services	1	Receptionist	1
Wendy's	7	Maintenance Technician	1
West Coast Frame & Collision	7	Journeyman Bodyman	1
Western States Fire Protection	10	Designer	1
	10	Fire Extinguisher Technician	1
	7	Residential Fire Sprinkler Fitter	1
	1	Senior Designer / Project Manager	1
Wind Youth Services	5	On-Call Shelter Worker	1
	5	Shelter Program Coordinator	1
	5	Street Outreach Worker	1
Wollborg Michelson	9	Group Level Processor	50
Women's Empowerment	1	Childcare Coordinator	1
Yolo County Children's Alliance	1	STAR Readers Reading Coordinator	1
Z Squared Construction	3	Rough and Finish Carpenter	3
ZETA Communities	3	Carpenter - Rough & Finish	15
	3	Dry Wall Installer	5
	3	Electrician	5
	3	Plumber	5
Total			2255

ITEM IV-E – 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, 2014.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2014/2015

The following is an update of information as of January 20, 2015 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	6/6/2014	North Sacramento Chrysler Jeep Dodge, LLC 3610 Fulton Blvd. Sacramento, CA 95821	8/3/2014	66	No Job Loss
Official	7/15/2014	Intuit Inc. 620 Coolidge Dr. Suite 200 Folsom, CA 95630	9/15/2014	15	7/30/2014
Official	7/16/2014	Video Products Distributors Inc. 150 Parkshore Dr. Folsom, CA 95630	10/12/2014	90	8/19/2014 8/20/2014
Unofficial	7/16/2014	Orchard Supply Hardware 3350 Arden Way Sacramento, CA 95825	10/10/2014	50	8/26/2014 8/27/2014
Official	8/27/2014	Verizon Wireless 295 Pakshore Dr. Folsom , CA 95630-4716	1/27/2014	372	Relocated
Official	10/6/2014	Prometheus 2345 Northrop Ave. Sacramento, CA 95825	12/31/2014	2	Declined
Official	10/14/2014	Harrold Ford 1535 Howe Avenue Sacramento, CA 95825	12/16/2014	120	No Job Loss
Official	10/15/2014	Volcano 2870 Kilgore Rd Rancho Cordova, CA 95670	12/16/2014	170	12/3/2014 1-7-15
			Total # of Affected Workers	885	

ITEM IV-F – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of December was 6.2%.

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

Also attached is information breaking down the fastest growing job classifications and regional highlights.

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

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

Seasonal declines in government and construction lead to MSA job reduction month over

The unemployment rate in the Sacramento-Arden-Arcade-Roseville MSA was 6.2 percent in December 2014, down from a revised 6.7 percent in November 2014, and below the year-ago estimate of 7.5 percent. This compares with an unadjusted unemployment rate of 6.7 percent for California and 5.4 percent for the nation during the same period. The unemployment rate was 6.2 percent in El Dorado County, 5.2 percent in Placer County, 6.2 percent in Sacramento County, and 8.2 percent in Yolo County.

Between November 2014 and December 2014, combined employment located in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 1,100 to total 901,800 jobs.

- Government led the month-over decline with a seasonal decrease of 3,200 jobs. The losses were predominately in local government education, down 3,000 jobs. State government dipped by 400 jobs, while federal government was up 300 jobs.
- Construction saw a seasonal decline of 1,800 jobs, which is about average for the industry from November to December. Specialty trade contractors scaled back 1,600 jobs for the month. Construction of buildings was down by 200 jobs.
- Total farm decreased by 400 jobs or 5.4 percent over the month.
- Six industries saw month-over job increases, led by trade, transportation, and utilities' gain of 1,900 jobs. Leisure and hospitality saw an increase of 900 jobs, while financial activities grew by 600 jobs. Other industries posting job gains for the month included professional and business services (up 500 jobs), education and health services (up 400 jobs), and information (up 100 jobs).

Between December 2013 and December 2014, total jobs in the region increased by 18,000 or 2.0 percent.

- Professional and business services maintained its robust year-over growth, expanding by 5,900 jobs. Professional, scientific, and technical services increased by 3,200 jobs. Administrative and support and waste services added 2,400 jobs, and management of companies and enterprises picked up 300 jobs.
- Educational and health services grew by 4,400 jobs or 3.4 percent for the year. Health care and social assistance accounted for a majority of the industry's job growth with a gain of 4,300 jobs. Private education ticked up by 100 jobs.
- Government added 2,600 jobs year over. State government led the industry with an increase of 3,100 jobs. Federal government edged upward by 100 jobs, while local government slipped by 600 jobs over the year.
- Two industries saw job declines year over. Leisure and hospitality decreased by 2,600 jobs since December 2013. Information dipped by 500 jobs for the year.

REPORT 400 C
Monthly Labor Force Data for Counties
December 2014 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,726,400	17,474,600	1,251,800	6.7%
ALAMEDA	8	789,800	750,300	39,600	5.0%
ALPINE	7	630	600	30	4.9%
AMADOR	26	15,610	14,480	1,120	7.2%
BUTTE	28	103,000	95,300	7,700	7.5%
CALAVERAS	28	18,980	17,560	1,420	7.5%
COLUSA	57	10,700	8,480	2,230	20.8%
CONTRA COSTA	10	544,300	516,400	27,900	5.1%
DEL NORTE	35	10,810	9,870	940	8.7%
EL DORADO	19	89,100	83,600	5,600	6.2%
FRESNO	51	440,800	392,500	48,300	11.0%
GLENN	42	13,080	11,790	1,290	9.9%
HUMBOLDT	22	57,500	53,800	3,700	6.4%
IMPERIAL	58	81,400	64,300	17,100	21.0%
INYO	23	8,810	8,240	570	6.5%
KERN	42	390,800	352,300	38,500	9.9%
KINGS	53	58,100	51,300	6,800	11.6%
LAKE	40	26,270	23,770	2,490	9.5%
LASSEN	36	12,100	11,040	1,060	8.8%
LOS ANGELES	28	5,034,800	4,658,900	375,900	7.5%
MADERA	47	67,600	60,500	7,100	10.5%
MARIN	1	146,600	141,600	4,900	3.4%
MARIPOSA	31	9,050	8,360	690	7.6%
MENDOCINO	19	42,760	40,090	2,670	6.2%
MERCED	55	113,900	99,300	14,600	12.8%
MODOC	41	3,410	3,080	330	9.7%
MONO	15	8,740	8,240	490	5.7%
MONTEREY	49	214,200	191,200	23,000	10.7%
NAPA	10	76,400	72,500	3,900	5.1%
NEVADA	14	49,070	46,360	2,710	5.5%
ORANGE	4	1,627,500	1,555,800	71,700	4.4%
PLACER	12	178,700	169,300	9,400	5.2%
PLUMAS	45	9,150	8,200	950	10.4%
RIVERSIDE	27	959,000	888,200	70,800	7.4%
SACRAMENTO	19	675,600	634,000	41,600	6.2%
SAN BENITO	38	27,400	24,900	2,600	9.4%
SAN BERNARDINO	24	868,700	808,000	60,700	7.0%
SAN DIEGO	12	1,606,700	1,523,800	82,900	5.2%
SAN FRANCISCO	3	502,100	482,800	19,300	3.8%
SAN JOAQUIN	45	292,000	261,600	30,400	10.4%
SAN LUIS OBISPO	8	138,500	131,500	6,900	5.0%
SAN MATEO	2	416,000	401,300	14,700	3.5%
SANTA BARBARA	15	222,300	209,700	12,600	5.7%
SANTA CLARA	5	948,500	906,200	42,300	4.5%
SANTA CRUZ	34	150,000	137,600	12,400	8.3%
SHASTA	32	79,700	73,300	6,500	8.1%
SIERRA	44	1,410	1,270	140	10.0%
SISKIYOU	51	18,110	16,120	1,990	11.0%
SOLANO	18	218,500	205,200	13,300	6.1%
SONOMA	6	263,600	251,300	12,300	4.7%
STANISLAUS	47	233,800	209,400	24,400	10.5%
SUTTER	56	40,600	35,300	5,300	13.0%
TEHAMA	36	24,890	22,690	2,200	8.8%
TRINITY	38	4,860	4,410	460	9.4%
TULARE	54	197,700	172,600	25,100	12.7%
TUOLUMNE	24	23,490	21,840	1,650	7.0%
VENTURA	17	434,200	408,500	25,700	5.9%
YOLO	33	99,100	90,900	8,200	8.2%
YUBA	50	26,000	23,200	2,800	10.8%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2013 benchmark and Census 2010 population controls at the state level.

REPORT 400 C
Monthly Labor Force Data for Counties
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 Data Not Seasonally Adjusted

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AMADOR	26	15,610	14,480	1,120	7.2%
BUTTE	28	103,000	95,300	7,700	7.5%
CALAVERAS	28	18,980	17,560	1,420	7.5%
COLUSA	57	10,700	8,480	2,230	20.8%
CONTRA COSTA	10	544,300	516,400	27,900	5.1%
DEL NORTE	35	10,810	9,870	940	8.7%
EL DORADO	19	89,100	83,600	5,600	6.2%
FRESNO	51	440,800	392,500	48,300	11.0%
GLENN	42	13,080	11,790	1,290	9.9%
HUMBOLDT	22	57,500	53,800	3,700	6.4%
IMPERIAL	58	81,400	64,300	17,100	21.0%
INYO	23	8,810	8,240	570	6.5%
KERN	42	390,800	352,300	38,500	9.9%
KINGS	53	58,100	51,300	6,800	11.6%
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MADERA	47	67,600	60,500	7,100	10.5%
MARIN	1	146,600	141,600	4,900	3.4%
MARIPOSA	31	9,050	8,360	690	7.6%
MENDOCINO	19	42,760	40,090	2,670	6.2%
MERCED	55	113,900	99,300	14,600	12.8%
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MONO	15	8,740	8,240	490	5.7%
MONTEREY	49	214,200	191,200	23,000	10.7%
NAPA	10	76,400	72,500	3,900	5.1%
NEVADA	14	49,070	46,360	2,710	5.5%
ORANGE	4	1,627,500	1,555,800	71,700	4.4%
PLACER	12	178,700	169,300	9,400	5.2%
PLUMAS	45	9,150	8,200	950	10.4%
RIVERSIDE	27	959,000	888,200	70,800	7.4%
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SAN BERNARDINO	24	868,700	808,000	60,700	7.0%
SAN DIEGO	12	1,606,700	1,523,800	82,900	5.2%
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SAN LUIS OBISPO	8	138,500	131,500	6,900	5.0%
SAN MATEO	2	416,000	401,300	14,700	3.5%
SANTA BARBARA	15	222,300	209,700	12,600	5.7%
SANTA CLARA	5	948,500	906,200	42,300	4.5%
SANTA CRUZ	34	150,000	137,600	12,400	8.3%
SHASTA	32	79,700	73,300	6,500	8.1%
SIERRA	44	1,410	1,270	140	10.0%
SISKIYOU	51	18,110	16,120	1,990	11.0%
SOLANO	18	218,500	205,200	13,300	6.1%
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TUOLUMNE	24	23,490	21,840	1,650	7.0%
VENTURA	17	434,200	408,500	25,700	5.9%
YOLO	33	99,100	90,900	8,200	8.2%
YUBA	50	26,000	23,200	2,800	10.8%

Notes

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- 2) Labor force data for all geographic areas now reflect the March 2013 benchmark and Census 2010 population controls at the state level.

REPORT 400 M
Monthly Labor Force Data for California
Counties and Metropolitan Statistical Areas
December 2014 - Preliminary
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,726,400	17,474,600	1,251,800	6.7%
BAKERSFIELD DELANO MSA (Kern Co.)	47	390,800	352,300	38,500	9.9%
CHICO MSA (Butte Co.)	33	103,000	95,300	7,700	7.5%
EL CENTRO MSA (Imperial Co.)	64	81,400	64,300	17,100	21.0%
FRESNO MSA (Fresno Co.)	56	440,800	392,500	48,300	11.0%
HANFORD CORCORAN MSA (Kings Co.)	58	58,100	51,300	6,800	11.6%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	33	5,034,800	4,658,900	375,900	7.5%
MADERA CHOWCHILLA MSA (Madera Co.)	52	67,600	60,500	7,100	10.5%
MERCED MSA (Merced Co.)	61	113,900	99,300	14,600	12.8%
MODESTO MSA (Stanislaus Co.)	52	233,800	209,400	24,400	10.5%
NAPA MSA (Napa Co.)	12	76,400	72,500	3,900	5.1%
OAKLAND FREMONT HAYWARD MD	12	1,334,100	1,266,700	67,400	5.1%
Alameda Co.	10	789,800	750,300	39,600	5.0%
Contra Costa Co.	12	544,300	516,400	27,900	5.1%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	20	434,200	408,500	25,700	5.9%
REDDING MSA (Shasta Co.)	37	79,700	73,300	6,500	8.1%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	30	1,827,700	1,696,200	131,500	7.2%
Riverside Co.	32	959,000	888,200	70,800	7.4%
San Bernardino Co.	28	868,700	808,000	60,700	7.0%
SACRAMENTO ARDEN ARCADE ROSEVILLE MSA	22	1,042,500	977,800	64,700	6.2%
El Dorado Co.	22	89,100	83,600	5,600	6.2%
Placer Co.	15	178,700	169,300	9,400	5.2%
Sacramento Co.	22	675,600	634,000	41,600	6.2%
Yolo Co.	38	99,100	90,900	8,200	8.2%
SALINAS MSA (Monterey Co.)	54	214,200	191,200	23,000	10.7%
SAN DIEGO CARLSBAD SAN MARCOS MSA (San Diego Co.)	15	1,606,700	1,523,800	82,900	5.2%
SAN FRANCISCO SAN MATEO REDWOOD CITY MD	3	1,064,700	1,025,700	38,900	3.7%
Marin Co.	1	146,600	141,600	4,900	3.4%
San Francisco Co.	4	502,100	482,800	19,300	3.8%
San Mateo Co.	2	416,000	401,300	14,700	3.5%
SAN JOSE SUNNYVALE SANTA CLARA MSA	7	976,000	931,100	44,900	4.6%
San Benito Co.	43	27,400	24,900	2,600	9.4%
Santa Clara Co.	6	948,500	906,200	42,300	4.5%
SAN LUIS OBISPO PASO ROBLES MSA (San Luis Obispo Co.)	10	138,500	131,500	6,900	5.0%
SANTA ANA ANAHEIM IRVINE MD (Orange Co.)	5	1,627,500	1,555,800	71,700	4.4%
SANTA BARBARA SANTA MARIA GOLETA MSA (Santa Barbara Co.)	18	222,300	209,700	12,600	5.7%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	39	150,000	137,600	12,400	8.3%
SANTA ROSA PETALUMA MSA (Sonoma Co.)	8	263,600	251,300	12,300	4.7%
STOCKTON MSA (San Joaquin Co.)	50	292,000	261,600	30,400	10.4%
VALLEJO FAIRFIELD MSA (Solano Co.)	21	218,500	205,200	13,300	6.1%
VISALIA PORTERVILLE MSA (Tulare Co.)	60	197,700	172,600	25,100	12.7%
YUBA CITY MSA	59	66,600	58,500	8,100	12.2%
Sutter Co.	62	40,600	35,300	5,300	13.0%
Yuba Co.	55	26,000	23,200	2,800	10.8%
Alpine Co.	9	630	600	30	4.9%
Amador Co.	30	15,610	14,480	1,120	7.2%
Calaveras Co.	33	18,980	17,560	1,420	7.5%
Colusa Co.	63	10,700	8,480	2,230	20.8%
Del Norte Co.	40	10,810	9,870	940	8.7%
Glenn Co.	47	13,080	11,790	1,290	9.9%
Humboldt Co.	26	57,500	53,800	3,700	6.4%
Inyo Co.	27	8,810	8,240	570	6.5%
Lake Co.	45	26,270	23,770	2,490	9.5%
Lassen Co.	41	12,100	11,040	1,060	8.8%
Mariposa Co.	36	9,050	8,360	690	7.6%
Mendocino Co.	22	42,760	40,090	2,670	6.2%
Modoc Co.	46	3,410	3,080	330	9.7%
Mono Co.	18	8,740	8,240	490	5.7%
Nevada Co.	17	49,070	46,360	2,710	5.5%
Plumas Co.	50	9,150	8,200	950	10.4%
Sierra Co.	49	1,410	1,270	140	10.0%
Siskiyou Co.	56	18,110	16,120	1,990	11.0%
Tehama Co.	41	24,890	22,690	2,200	8.8%
Trinity Co.	43	4,860	4,410	460	9.4%
Tuolumne Co.	28	23,490	21,840	1,650	7.0%

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 2013 benchmark and Census 2010 population controls at the state level.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 December 2014 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	89,100	83,600	5,600	6.2%	1.000000	1.000000
Cameron Park CDP	8,800	8,400	400	4.3%	0.100610	0.068627
Diamond Springs CDP	2,300	2,100	200	8.3%	0.025356	0.034314
El Dorado Hills CDP	10,300	9,900	400	3.7%	0.118237	0.068627
Georgetown CDP	500	500	100	10.4%	0.005559	0.009804
Placerville city	5,200	4,700	500	9.4%	0.056407	0.088235
Pollock Pines CDP	2,400	2,200	200	7.4%	0.026576	0.031863
Shingle Springs CDP	1,500	1,500	100	4.4%	0.017492	0.012255
South Lake Tahoe city	14,800	13,500	1,300	8.6%	0.162034	0.230392

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 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.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 December 2014 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
Sacramento County	675,600	634,000	41,600	6.2%	1.000000	1.000000
Arden Arcade CDP	56,200	52,800	3,400	6.1%	0.083249	0.082638
Carmichael CDP	29,400	28,000	1,400	4.7%	0.044196	0.033389
Citrus Heights city	50,900	48,700	2,200	4.3%	0.076838	0.052031
Elk Grove CDP	35,300	33,600	1,700	4.9%	0.052995	0.042014
Fair Oaks CDP	17,500	16,900	600	3.2%	0.026690	0.013634
Florin CDP	12,300	11,000	1,200	9.9%	0.017414	0.029215
Folsom city	27,700	27,000	800	2.7%	0.042525	0.018086
Foothill Farms CDP	9,500	8,700	800	8.6%	0.013648	0.019477
Galt city	10,500	9,400	1,100	10.3%	0.014787	0.025876
Gold River CDP	5,000	5,000	100	1.2%	0.007807	0.001391
Isleton city	400	400	0	8.4%	0.000606	0.000835
La Riviera CDP	7,100	6,800	300	3.6%	0.010764	0.006121
Laguna CDP	20,900	20,200	700	3.3%	0.031834	0.016416
Laguna West Lakeside CDP	5,400	5,100	200	4.3%	0.008082	0.005565
North Highlands CDP	21,800	19,600	2,100	9.8%	0.030952	0.051475
Orangevale CDP	16,000	15,400	700	4.1%	0.024229	0.015860
Parkway South Sacramento CD	15,300	13,600	1,700	11.2%	0.021400	0.041180
Rancho Cordova City	30,500	28,300	2,200	7.1%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,300	0	2.0%	0.003619	0.001113
Rio Linda CDP	5,600	5,000	600	10.0%	0.007917	0.013356
Rosemont CDP	13,900	13,200	700	5.1%	0.020867	0.017251
Sacramento city	212,400	197,000	15,500	7.3%	0.310678	0.371731
Vineyard CDP	6,000	5,800	200	3.1%	0.009185	0.004452
Walnut Grove CDP	400	400	100	16.0%	0.000569	0.001669
Wilton CDP	2,800	2,700	100	4.2%	0.004225	0.002782

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

Notes:

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- 2) These data are not seasonally adjusted.

Methodology:

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

Data Not Seasonally Adjusted

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

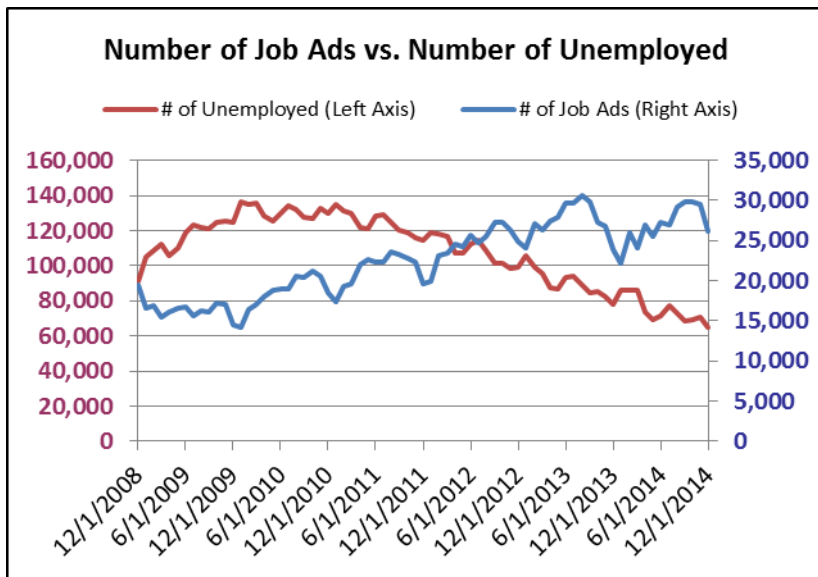
each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

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

Recent Job Ads for Sacramento Arden Arcade Roseville MSA

December 2014

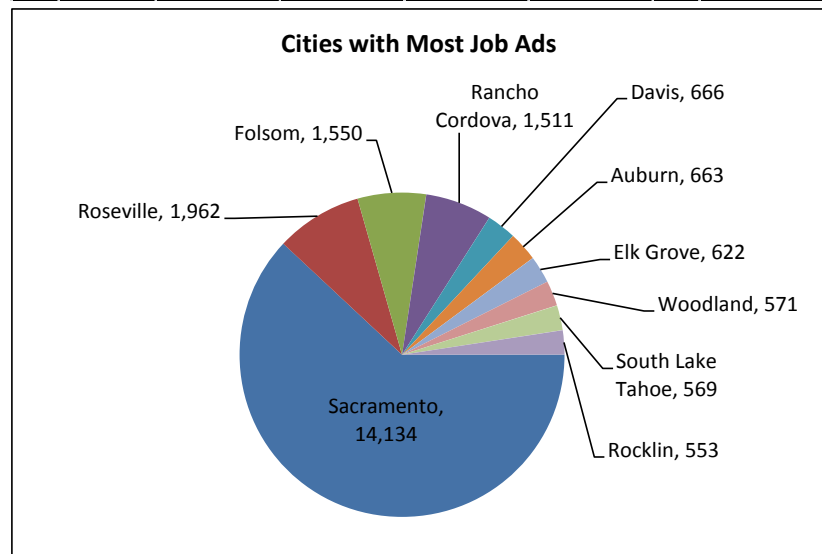


Employers with Most Job Ads

Kaiser Permanente	625
Dignity Health	532
State of California	367
Intel	283
Sutter Health	281
Robert Half International	265
Wellpoint, Inc.	238
University of California, Davis	237
Wells Fargo	230
Randstad	223

Occupations with Most Job Ads

Registered Nurses	1747
First-Line Supervisors of Retail Sales Workers	550
Retail Salespersons	535
First-Line Supervisors of Office and Administrative Support	524
Heavy and Tractor-Trailer Truck Drivers	504
Customer Service Representatives	479
Medical and Health Services Managers	437
Computer Systems Analysts	422
Software Developers, Applications	411
Computer User Support Specialists	388



**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 December 2014 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	99,100	90,900	8,200	8.2%	1.000000	1.000000
Davis city	39,300	37,200	2,100	5.2%	0.409375	0.251572
Esparto CDP	1,000	900	100	8.9%	0.009693	0.010482
West Sacramento city	16,500	14,300	2,100	12.9%	0.157748	0.259958
Winters city	3,600	3,300	300	9.4%	0.036250	0.041929
Woodland city	28,900	26,100	2,800	9.8%	0.287346	0.345912

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

Notes:

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- 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 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 2013 Benchmark

Data Not Seasonally Adjusted

	Dec 13	Oct 14	Nov 14 Revised	Dec 14 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,037,500	1,054,200	1,052,400	1,042,500	-0.9%	0.5%
Civilian Employment	959,200	984,600	981,500	977,800	-0.4%	1.9%
Civilian Unemployment	78,200	69,500	70,900	64,700	-8.7%	-17.3%
Civilian Unemployment Rate	7.5%	6.6%	6.7%	6.2%		
(CA Unemployment Rate)	7.9%	7.0%	7.1%	6.7%		
(U.S. Unemployment Rate)	6.5%	5.5%	5.5%	5.4%		
Total, All Industries (2)	883,800	900,400	902,900	901,800	-0.1%	2.0%
Total Farm	6,900	8,800	7,400	7,000	-5.4%	1.4%
Total Nonfarm	876,900	891,600	895,500	894,800	-0.1%	2.0%
Total Private	654,500	664,600	667,300	669,800	0.4%	2.3%
Goods Producing	77,100	84,300	83,100	81,300	-2.2%	5.4%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	43,600	48,900	47,800	46,000	-3.8%	5.5%
Construction of Buildings	8,900	10,200	10,100	9,900	-2.0%	11.2%
Specialty Trade Contractors	30,700	32,900	32,100	30,500	-5.0%	-0.7%
Building Foundation & Exterior Contractors	7,300	8,000	7,900	7,600	-3.8%	4.1%
Building Equipment Contractors	11,700	11,900	11,900	11,700	-1.7%	0.0%
Building Finishing Contractors	7,100	8,000	7,900	7,600	-3.8%	7.0%
Manufacturing	33,000	34,900	34,800	34,800	0.0%	5.5%
Durable Goods	23,400	24,600	24,700	24,700	0.0%	5.6%
Computer & Electronic Product Manufacturing	7,100	7,500	7,500	7,500	0.0%	5.6%
Nondurable Goods	9,600	10,300	10,100	10,100	0.0%	5.2%
Food Manufacturing	3,400	3,900	3,700	3,700	0.0%	8.8%
Service Providing	799,800	807,300	812,400	813,500	0.1%	1.7%
Private Service Providing	577,400	580,300	584,200	588,500	0.7%	1.9%
Trade, Transportation & Utilities	149,400	143,800	148,800	150,700	1.3%	0.9%
Wholesale Trade	25,000	25,200	24,900	24,800	-0.4%	-0.8%
Merchant Wholesalers, Durable Goods	14,100	14,300	14,300	14,400	0.7%	2.1%
Merchant Wholesalers, Nondurable Goods	8,100	8,300	8,300	8,300	0.0%	2.5%
Retail Trade	99,700	94,700	99,900	101,500	1.6%	1.8%
Motor Vehicle & Parts Dealer	12,500	12,900	13,000	12,800	-1.5%	2.4%
Building Material & Garden Equipment Stores	7,600	8,000	8,000	8,000	0.0%	5.3%
Grocery Stores	17,700	18,000	18,200	18,200	0.0%	2.8%
Health & Personal Care Stores	5,500	5,300	5,400	5,400	0.0%	-1.8%
Clothing & Clothing Accessories Stores	8,300	7,000	8,100	8,300	2.5%	0.0%
Sporting Goods, Hobby, Book & Music Stores	4,600	4,100	4,400	4,400	0.0%	-4.3%
General Merchandise Stores	22,600	20,100	21,800	22,600	3.7%	0.0%
Transportation, Warehousing & Utilities	24,700	23,900	24,000	24,400	1.7%	-1.2%
Information	14,800	14,100	14,200	14,300	0.7%	-3.4%
Publishing Industries (except Internet)	2,500	2,400	2,400	2,400	0.0%	-4.0%
Telecommunications	7,700	7,600	7,600	7,700	1.3%	0.0%
Financial Activities	49,300	51,500	51,000	51,600	1.2%	4.7%
Finance & Insurance	36,300	37,700	37,300	37,700	1.1%	3.9%
Credit Intermediation & Related Activities	12,700	12,900	12,900	12,900	0.0%	1.6%
Depository Credit Intermediation	7,800	7,900	7,900	7,900	0.0%	1.3%
Nondepository Credit Intermediation	2,600	2,500	2,500	2,500	0.0%	-3.8%
Insurance Carriers & Related	19,200	19,800	19,700	19,800	0.5%	3.1%
Real Estate & Rental & Leasing	13,000	13,800	13,700	13,900	1.5%	6.9%
Real Estate	10,000	10,500	10,400	10,500	1.0%	5.0%
Professional & Business Services	117,100	122,100	122,500	123,000	0.4%	5.0%
Professional, Scientific & Technical Services	52,800	54,700	55,500	56,000	0.9%	6.1%
Architectural, Engineering & Related Services	8,800	9,900	10,000	10,100	1.0%	14.8%
Management of Companies & Enterprises	10,400	10,700	10,600	10,700	0.9%	2.9%
Administrative & Support & Waste Services	53,900	56,700	56,400	56,300	-0.2%	4.5%
Administrative & Support Services	51,500	53,800	53,500	53,500	0.0%	3.9%
Employment Services	23,200	25,200	25,100	24,900	-0.8%	7.3%
Services to Buildings & Dwellings	10,700	11,200	11,100	11,100	0.0%	3.7%

Data Not Seasonally Adjusted

	Dec 13	Oct 14	Nov 14 Revised	Dec 14 Prelim	Percent Change	
					Month	Year
Educational & Health Services	130,600	134,400	134,600	135,000	0.3%	3.4%
Education Services	13,800	14,100	14,300	13,900	-2.8%	0.7%
Health Care & Social Assistance	116,800	120,300	120,300	121,100	0.7%	3.7%
Ambulatory Health Care Services	42,200	44,400	44,400	44,600	0.5%	5.7%
Hospitals	23,800	24,200	24,200	24,200	0.0%	1.7%
Nursing & Residential Care Facilities	15,700	15,800	15,900	16,000	0.6%	1.9%
Leisure & Hospitality	87,400	86,200	83,900	84,800	1.1%	-3.0%
Arts, Entertainment & Recreation	14,200	13,400	13,600	13,900	2.2%	-2.1%
Accommodation & Food Services	73,200	72,800	70,300	70,900	0.9%	-3.1%
Accommodation	8,200	7,700	7,600	8,200	7.9%	0.0%
Food Services & Drinking Places	65,000	65,100	62,700	62,700	0.0%	-3.5%
Full-Service Restaurants	29,700	29,100	28,600	28,700	0.3%	-3.4%
Limited-Service Eating Places	31,600	30,600	29,900	29,700	-0.7%	-6.0%
Other Services	28,800	28,200	29,200	29,100	-0.3%	1.0%
Repair & Maintenance	8,300	8,300	8,200	8,100	-1.2%	-2.4%
Government	222,400	227,000	228,200	225,000	-1.4%	1.2%
Federal Government	13,600	13,500	13,400	13,700	2.2%	0.7%
Department of Defense	1,600	1,700	1,700	1,700	0.0%	6.3%
State & Local Government	208,800	213,500	214,800	211,300	-1.6%	1.2%
State Government	111,400	114,600	114,900	114,500	-0.3%	2.8%
State Government Education	28,500	29,000	29,300	29,100	-0.7%	2.1%
State Government Excluding Education	82,900	85,600	85,600	85,400	-0.2%	3.0%
Local Government	97,400	98,900	99,900	96,800	-3.1%	-0.6%
Local Government Education	55,100	56,200	57,100	54,100	-5.3%	-1.8%
Local Government Excluding Education	42,300	42,700	42,800	42,700	-0.2%	0.9%
County	18,200	18,300	18,300	18,300	0.0%	0.5%
City	9,500	9,700	9,800	9,600	-2.0%	1.1%
Special Districts plus Indian Tribes	14,600	14,700	14,700	14,800	0.7%	1.4%

Notes:

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

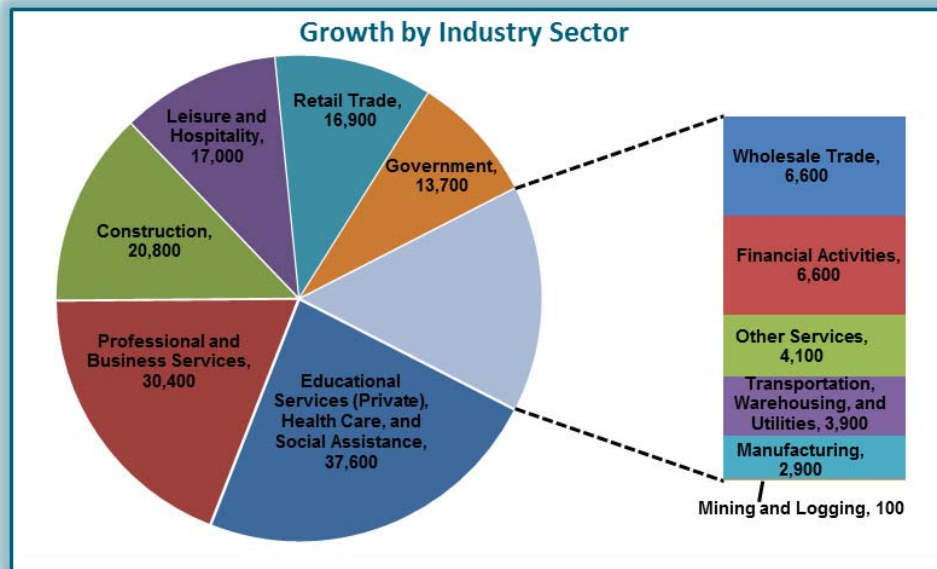
(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: George Marley 916/227-0298 or Nati Martinez 209/941-6551

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

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Industry Employment, which includes self-employment, unpaid family workers, private household workers, farm, and nonfarm employment in El Dorado, Placer, Sacramento, and Yolo Counties, is expected to reach 1,082,900 by 2022, an increase of 18.5 percent over the projections period. Twelve of 13 nonfarm industry sectors are projected to grow between 2012 and 2022.



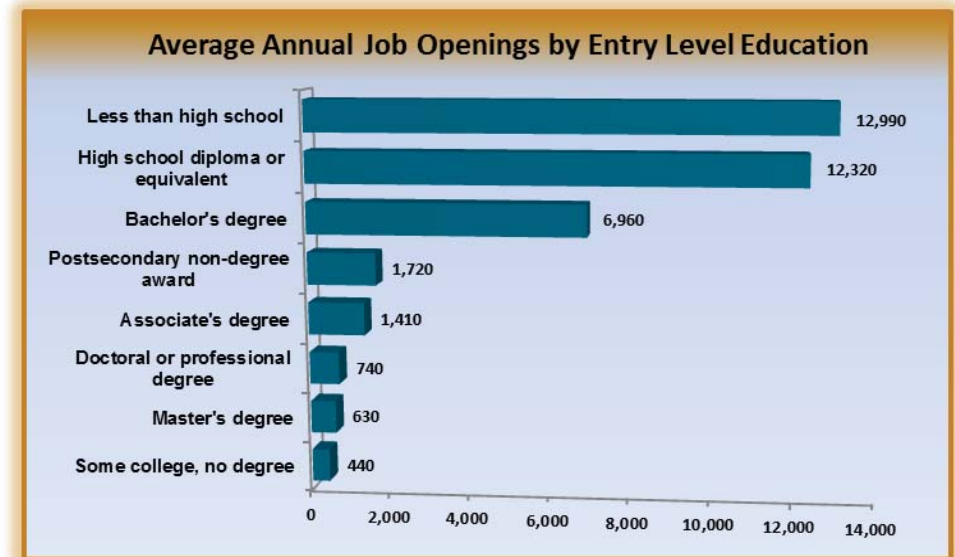
Total nonfarm employment is projected to grow by 159,500 jobs by 2022. Fifty-six percent of all projected nonfarm job growth is concentrated in three industry sectors.

- Ambulatory Health Care Services, at 3.2 percent annual average growth, is projected to have the fastest growth in educational services (private), health care, and social assistance.
- Employment services, which includes temporary help services, is anticipated to lead growth in professional and business services by adding 7,300 jobs.
- Building equipment contractors is projected to add 5,300 jobs, leading construction in growth.

Occupational Employment is projected to add nearly 172,000 new jobs from industry growth and more than 210,000 job openings from replacement needs for a combined total of approximately 382,000 job openings by 2022.

The 50 occupations with the most job openings are forecasted to generate nearly 20,600 total job openings annually, or 54 percent of all job openings in El Dorado, Placer, Sacramento, and Yolo Counties. The top three occupations with the most job openings are personal care aides, retail salespersons, and cashiers. These occupations have median wages ranging from \$10.21 to \$11.19 per hour. Higher-skilled occupations, requiring a bachelor's degree or higher, include lawyers, general and operations managers, accountants and auditors, and construction managers.

The 50 fastest growing occupations anticipate an annual growth rate of 2.7 percent or higher. Twenty-six percent of the fastest growing occupations are in construction and extraction related fields. Occupations range from nonfarm animal caretakers that require less than a high school education and earn \$9.30 per hour to information security analysts that require a bachelor's degree and pay median wages of \$60.36 per hour.



The following table, categorized by entry-level education, provides a summary of the fastest- and largest-growing occupations.

2012-2022 Comparison of Growing Occupations by Entry Level Education El Dorado, Placer, Sacramento, and Yolo Counties

Fastest Growing (New Jobs from Industry Growth)	Entry Level Education	Largest Growing (New Jobs and Replacement Needs)
Physical Therapists (29.2% or 210 jobs) Optometrists (22.5% or 90 jobs) Surgeons (20.8% or 150 jobs) Pharmacists (17.8% or 260 jobs) Medical Scientists, Except Epidemiologists (16.3% or 410 jobs)	Doctoral or Professional Degree	Lawyers (1,670 jobs) Medical Scientists, Except Epidemiologists (940 jobs) Pharmacists (610 jobs) Physical Therapists (390 jobs) Clinical, Counseling, and School Psychologists (350 jobs)
Physician Assistants (40.3% or 250 jobs) Rehabilitation Counselors (35.9% or 230 jobs) Healthcare Social Workers (34.4% or 210 jobs) Nurse Practitioners (31.8% or 210 jobs) Occupational Therapists (21.7% or 100 jobs)	Master's Degree	Educational, Guidance, School, and Vocational Counselors (830 jobs) Instructional Coordinators (500 jobs) Education Administrators, Elementary and Secondary School (490 jobs) Education Administrators, Postsecondary (370 jobs) Urban and Regional Planners (370 jobs)
Interpreters and Translators (53.7% or 290 jobs) Information Security Analysts (47.9% or 230 jobs) Cost Estimators (46.8% or 810 jobs) Market Research Analysts and Marketing Specialists (40.9% or 1,010 jobs) Dietitians and Nutritionists (32.7% or 180 jobs)	Bachelor's Degree	General and Operations Managers (5,540 jobs) Accountants and Auditors (4,300 jobs) Elementary School Teachers, Except Special Education (3,640 jobs) Management Analysts (3,400 jobs) Computer Systems Analysts (3,360 jobs)
Medical and Clinical Laboratory Technicians (35.8% or 340 jobs) Veterinary Technologists and Technicians (34.3% or 240 jobs) Medical Equipment Repairers (29.2% or 140 jobs) Web Developers (28.2% or 290 jobs) Dental Hygienists (23.5% or 500 jobs)	Associate's Degree	Registered Nurses (6,350 jobs) Dental Hygienists (1,040 jobs) Preschool Teachers, Except Special Education (1,030 jobs) Medical and Clinical Laboratory Technicians (590 jobs) Web Developers (450 jobs)
Heating, Air Conditioning, and Refrigeration Mechanics and Installers (45.6% or 670 jobs) Ophthalmic Medical Technicians (31.7% or 130 jobs) Surgical Technologists (30.4% or 170 jobs) Medical Records and Health Information Technicians (28.0% or 230 jobs) Medical Assistants (27.7% or 1,510 jobs)	Postsecondary Non-degree Award	Heavy and Tractor-Trailer Truck Drivers (2,590 jobs) Medical Assistants (2,550 jobs) Nursing Assistants (2,000 jobs) Licensed Practical and Licensed Vocational Nurses (1,440 jobs) Dental Assistants (1,060 jobs)
Computer User Support Specialists (21.3% or 670 jobs) Teacher Assistants (8.5% or 810 jobs)	Some College, No Degree	Teacher Assistants (2,980 jobs) Computer Support Specialists (1,170 jobs) Computer, Automated Teller, and Office Machine Repairers (200 jobs)
Plumbers, Pipefitters, and Steamfitters (47.8% or 850 jobs) Carpenters (45.7% or 3,710 jobs) Sheet Metal Workers (45.1% or 410 jobs) First-Line Supervisors of Construction Trades and Extraction Workers (42.8% or 1,280 jobs) Electricians (42.3% or 1,190 jobs)	High School Diploma or Equivalent	Office Clerks, General (8,280 jobs) First-Line Supervisors of Office and Administrative Support Workers (4,880 jobs) Customer Service Representatives (4,840 jobs) Carpenters (4,710 jobs) Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (3,840 jobs)
Tile and Marble Setters (66.3% or 650 jobs) Tapers (64.7% or 440 jobs) Painters, Construction and Maintenance (62.6% or 1,440 jobs) Drywall and Ceiling Tile Installers (61.9% or 600 jobs) Personal Care Aides (61.5% or 13,940 jobs)	Less than High School	Personal Care Aides (15,560 jobs) Retail Salespersons (14,480 jobs) Cashiers (11,460 jobs) Combined Food Preparation and Serving Workers, Including Fast Food (10,910 jobs) Waiters and Waitresses (8,370 jobs)

Excludes "All-Other" occupations and those with employment less than 400 in 2012.

Source: California Employment Development Department

2012-2022 Occupations With the Most Job Openings
Sacramento–Roseville–Arden-Arcade Metropolitan Statistical Area
(El Dorado, Placer, Sacramento, and Yolo Counties)

SOC Code*	Occupational Title	Total Job Openings 2012-2022 [1]	2014 First Quarter Wages [2]		Education and Training Levels [4]		
			Median Hourly	Median Annual	Entry Level Education	Work Experience	On-the-Job Training
39-9021	Personal Care Aides	15,560	\$10.57	\$21,997	8	None	ST OJT
41-2031	Retail Salespersons	14,480	\$11.19	\$23,271	8	None	ST OJT
41-2011	Cashiers	11,460	\$10.21	\$21,235	8	None	ST OJT
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	10,910	\$9.20	\$19,135	8	None	ST OJT
35-3031	Waiters and Waitresses	8,370	\$9.01	\$18,732	8	None	ST OJT
43-9061	Office Clerks, General	8,280	\$16.13	\$33,547	7	None	ST OJT
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	8,020	\$12.09	\$25,152	8	None	ST OJT
29-1141	Registered Nurses	6,350	\$52.79	\$109,801	4	None	None
11-1021	General and Operations Managers	5,540	\$45.21	\$94,034	3	<5 years	None
43-1011	First-Line Supervisors of Office and Administrative Support Workers	4,880	\$29.33	\$61,018	7	<5 years	None
43-4051	Customer Service Representatives	4,840	\$17.84	\$37,121	7	None	ST OJT
47-2031	Carpenters	4,710	\$22.15	\$46,073	7	None	APP
43-5081	Stock Clerks and Order Fillers	4,610	\$12.25	\$25,476	8	None	ST OJT
47-2061	Construction Laborers	4,600	\$19.54	\$40,649	8	None	ST OJT
13-2011	Accountants and Auditors	4,300	\$31.72	\$65,974	3	None	None
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	3,860	\$12.53	\$26,058	8	None	ST OJT
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	3,840	\$17.17	\$35,724	7	None	ST OJT
37-2012	Maids and Housekeeping Cleaners	3,700	\$10.36	\$21,544	8	None	ST OJT
25-2021	Elementary School Teachers, Except Special Education	3,640	[3]	\$68,574	3	None	I/R
41-1011	First-Line Supervisors of Retail Sales Workers	3,620	\$17.62	\$36,646	7	<5 years	None
13-1111	Management Analysts	3,400	\$29.00	\$60,302	3	<5 years	None
15-1121	Computer Systems Analysts	3,360	\$38.15	\$79,359	3	None	None
37-3011	Landscaping and Groundskeeping Workers	3,250	\$13.40	\$27,882	8	None	ST OJT
43-3031	Bookkeeping, Accounting, and Auditing Clerks	3,000	\$19.57	\$40,705	7	None	MT OJT
25-9041	Teacher Assistants	2,980	[3]	\$30,402	6	None	None
35-2014	Cooks, Restaurant	2,850	\$11.26	\$23,408	8	<5 years	MT OJT
35-2011	Cooks, Fast Food	2,730	\$9.04	\$18,803	8	None	ST OJT
53-3032	Heavy and Tractor-Trailer Truck Drivers	2,590	\$18.74	\$38,973	5	None	ST OJT
31-9092	Medical Assistants	2,550	\$16.84	\$35,026	5	None	None
35-2021	Food Preparation Workers	2,520	\$9.32	\$19,387	8	None	ST OJT
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	2,510	\$13.93	\$28,970	7	<5 years	None
33-9032	Security Guards	2,490	\$11.49	\$23,902	7	None	ST OJT
43-4171	Receptionists and Information Clerks	2,440	\$13.48	\$28,028	7	None	ST OJT
35-9021	Dishwashers	2,280	\$9.19	\$19,115	8	None	ST OJT
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	2,260	\$9.30	\$19,357	8	None	ST OJT
39-9011	Childcare Workers	2,170	\$10.01	\$20,798	7	None	ST OJT
49-9071	Maintenance and Repair Workers, General	2,170	\$18.82	\$39,134	7	None	LT OJT
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	2,130	\$27.34	\$56,873	7	None	MT OJT
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	2,040	\$9.06	\$18,833	8	None	None
31-1014	Nursing Assistants	2,000	\$14.37	\$29,897	5	None	None
17-2051	Civil Engineers	1,980	\$49.44	\$102,841	3	None	None

**2012-2022 Occupations With the Most Job Openings
Sacramento–Roseville–Arden-Arcade Metropolitan Statistical Area
(El Dorado, Placer, Sacramento, and Yolo Counties)**

SOC Code*	Occupational Title	Total Job Openings 2012-2022 [1]	2014 First Quarter Wages [2]		Education and Training Levels [4]		
			Median Hourly	Median Annual	Entry Level Education	Work Experience	On-the-Job Training
41-2021	Counter and Rental Clerks	1,950	\$12.08	\$25,126	8	None	ST OJT
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	1,920	\$9.01	\$18,742	8	None	ST OJT
45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse	1,910	\$8.91	\$18,529	8	None	ST OJT
11-9021	Construction Managers	1,840	\$49.42	\$102,790	3	None	MT OJT
47-2141	Painters, Construction and Maintenance	1,790	\$17.44	\$36,258	8	None	MT OJT
25-2031	Secondary School Teachers, Except Special and Career/Technical Education	1,740	[3]	\$69,444	3	None	I/R
43-6013	Medical Secretaries	1,740	\$17.57	\$36,554	7	None	MT OJT
47-2111	Electricians	1,720	\$26.84	\$55,828	7	None	APP
23-1011	Lawyers	1,670	\$55.94	\$116,347	1	None	None

* The Standard Occupational Classification (SOC) system is used by government agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data.
 Data sources: U.S. Bureau of Labor Statistics' Current Employment Statistics (CES) March 2013 benchmark, Quarterly Census of Employment and Wages (QCEW) industry employment, and Occupational Employment Statistics (OES) data.
 Occupational employment projections include self-employed, unpaid family workers, private household workers, farm, and nonfarm employment.
 Excludes "All Other" categories. These are residual codes that do not represent a detailed occupation.
 The use of occupational employment projections as a time series is not encouraged due to changes in the occupational, industrial, and geographical classification systems; changes in the way data are collected; and changes in the OES survey reference period.

- [1] Total jobs are the sum of new jobs and replacement needs.
- [2] Median hourly and annual wages are the estimated 50th percentile of the distribution of wages; 50 percent of workers in an occupation earn wages below, and 50 percent earn wages above the median wage. The wages are from 2014 first quarter and do not include self-employed or unpaid family workers.
- [3] In occupations where workers do not work full-time all year-round, it is not possible to calculate an hourly wage.
- [4] The Bureau of Labor Statistics develops and assigns education and training categories to each occupation. For more information on these categories, please see http://www.bls.gov/emp/ep_education_training_system.htm

Entry Level Education
1- Doctoral or professional degree
2- Master's degree
3- Bachelor's degree
4- Associate's degree
5- Postsecondary non-degree award
6- Some college, no degree
7- High school diploma or equivalent
8- Less than high school

Work Experience Codes	
≥5 years	5 years or more experience in a related occupation or field is common.
<5 years	Less than 5 years experience in a related occupation or field is common.
None	No work experience is typically required.

On-the-Job Training	
I/R	Internship/Residency
APP	Apprenticeship
LT OJT	Long-term on-the-job training
MT OJT	Moderate-term on-the-job training
ST OJT	Short-term on-the-job training
None	None

ITEM IV-G – 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
- Quality Assurance Report
- Unannounced Safety and Supervision Visits Report

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

(As corrected 12/18/14)

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

Tuesday, November 25, 2014
9:00 a.m.

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

Ms. Lynda Williams called the meeting to order at 9:08 a.m. and read the thought of the day. Ms. Toni Espinoza was appointed Secretary and called the roll.

Members Present:

Toni Espinoza, Elk Grove Unified School District
Jill Julian, Sacramento City Unified School District
Steven Wormley, Sacramento City Unified School District
Lynda Williams, San Juan Unified School District
Linda Litka, San Juan Unified School District
Kristyn Ingram, Twin Rivers Unified School District
Annette Duran, Past Parent Representative
Kenneth Tate, SETA-Operated Program
Colleen Fietzek, Home Base Representative
Kenny Williams, Men's Activities Affecting Children Committee

Members Absent:

Lenda Wheeler, SETA-Operated Program (excused)
Genevieve Levy, Sacramento Food Bank & Family Services (excused)
Jenna Kline, Community Representative, KVIE Public Television (excused)

Ms. Annette Duran was appointed Parliamentarian.

II. Consent Item

A. Approval of the Minutes of the October 28, 2014 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Wormley, second/Ingram, to approve the October 28, 2014 ~~48~~ minutes.

Show of hands vote:

Aye: 9 (Duran, Espinoza, Fietzek, Ingram, Julian, Litka, Tate, K. Williams, Wormley)

Nay: 0

Abstentions: 1 (L. Williams)

III. Action Items

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

The board went into closed session at 9:14 a.m. The board went back into open session at 9:20 a.m. Ms. Lynda Williams reported out that the Policy Council approved the eligible lists for the Head Start Teacher, Head Start Site Supervisor, and CFS Education Program Officer.

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

Moved/Fietzek, second/Wormley, to close the public hearing and approve the amendments to the Policy Council bylaws.

Show of hands vote:

Aye: 9 (Duran, Espinoza, Fietzek, Ingram, Julian, Litka, Tate, K. Williams, Wormley)

Nay: 0

Abstentions: 1 (L. Williams)

IV. Information Items

A. Standing Information Items

- Parent/Staff Recognition: Ms. Williams presented Mr. Wormley with a plaque and a gift bag in appreciation of his work on the Policy Council.
- Introduction to Toastmasters Report(s): Mr. Tate provided an update on the Toastmasters training and urged new board members to take advantage of this outstanding program.
- Committee Reports
 - ✓ Executive Committee: Ms. Williams read the Executive Committee critique.
 - ✓ Budget/Planning Committee: Mr. Kenneth Tate everything is sailing along smoothly and the budget is pretty much on point.
- Seating of New Policy Council Members (2014-2015): New Policy Council members were seated:
 - Robin Blanks, Elk Grove Unified School District
 - Calvin Sheppard, Sacramento City Unified School District
 - Lynda Williams, San Juan Unified School District
 - Linda Litka, San Juan Unified School District
 - Madiline George, Twin Rivers Unified School District
 - Tulani Simpson, Twin Rivers Unified School District
 - Maria Carranza, WCIC/Playmate Child Development Center
 - Dawnna Paniagua, SETA-Operated Program
 - Destini Shepherd, SETA-Operated Program
 - Amanda Self, Home Base Option
 - Toni Espinoza, Past Parent Representative

- Kenneth Tate, Past Parent Representative

Ms. Williams announced that Ms. Itza Martin was not elected to serve on the Policy Council and her name will be removed from the roll call list.

New Members Absent:

Lenda Wheeler, Grandparent Representative (unexcused)
Josh Shurtz, Sacramento City Unified School District (unexcused)
Gabriela Alarcon, WCIC/Playmate Child Development Center (unexcused)
Susana Hernandez, SETA-Operated Program (excused)

Mr. Wormley, Ms. Kline, Ms. Julian, and Mr. Tate are holding their seats. Board members leaving the board: Ms. Ingram, Ms. Duran, and Ms. Fietzek.

- Introduction of Policy Council Members: New members introduced themselves.

The board took a break from 10:08 a.m. until 10:18 a.m.

- How to Present and Make Motions: Ms. Williams reviewed the process by which motions are made and seconded for action items.
- Introduction of Staff: Staff came to the podium and introduced themselves.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Loretta Su provided an overview of the Head start program and budget. The Head Start policies require the credit card charges for the month be shared with board members. Head Start funds come from the federal government, and the grantee is required to have a 25% non-federal match in the form of volunteering in the classrooms. The administrative expenditures are currently at 11.3% which is much less than the 15% maximum.
- Board Procedures
 - ✓ Reimbursements & Budget/Planning: Ms. Su reviewed the policy for reimbursement of expenses. Forms must be filled out completely in ink order to be accepted by the auditor. Transportation costs are reimbursable at 56¢ per mile. Child care is reimbursed at \$8.00 per hour and a maximum of \$30.00 per day. Processing of forms takes one to two weeks; board members wishing to pick up their money before the next meeting can call Nancy Hogan at 263-3827 to see if their money is ready to be picked up.
 - ✓ Personnel: Ms. Bonnie Bilger discussed the opportunity for the Policy to participate in the Head Start hiring process. Parents serve on the screening or interview process for Head start employees. Applicants that pass the screening and testing process are on an eligible list for one year. Finger prints and physicals are not done until a person has been offered a job.
 - ✓ Conflict of Interest: Ms. Nancy Hogan provided information on conflict of interest statements that must be filed for each board member.

The Board took a break at 10:55 a.m. to 10: 58 a.m.

Ms. Williams read a resolution from the Sacramento City Council in recognition of Ms. Alma Hawkins and her support for the community in a variety of ways.

- Committee Reports (continued): Ms. Lynda Williams
 - ✓ Maternal, Child and Adolescent Advisory Committee: Ms. Williams reported that the focus of this committee is on the health of mothers and children. The current topic is sexually transmitted diseases, prevention, youth, substance abuse, poverty, the lack of mentorship and availability of parents. There is a link under the California Department of Health to request a free an in-home testing kit for STDs. Teenagers are not being tested for STDs to avoid embarrassment; this free kit will enable teens to be tested confidentially. There was also a lot of discussion at the last meeting discussing dental hospitalization. IPS, a clinic based out of Windsor, is raising funds to help hospital and clinics stay open for dental surgery for MediCal patients.
 - ✓ Medi-Cal Dental Advisory Committee: Ms. Williams was elected to serve as a member at-large on the board two months ago. There are dentists, insurance companies, parents, and community advocates meeting to discuss current problems and come up with solutions. There are continuing issues with paying dentists for oral surgery on MediCal patients. Funding will continue to keep a dental clinic open at Sutter until the end of December. There will be a number of mobile vans and service will be available based on income. The services available will include total examinations, X-ray, fillings, and cleanings. Anything simple that can be done in a dentist's office can be done in these mobile vans. It is hoped to have these vans up and running by June, 2015.
- Officer Elections – December 18, 2014: Ms. Williams reviewed the officer positions and the responsibilities.
- PC/PAC Calendar of Events: Ms. Williams reviewed the calendar of events.
- Community Resources: Parents/Staff: Ms. Williams reviewed various community information provided for board members.

B. Governing Board Minutes of October 2, 2014: No questions.

C. Region IX Scholarship Opportunities – Ms. Williams reviewed the information provided on how to apply for a scholarship.

D. Fiscal Monitoring Report: No questions or comments.

V. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick welcomed new Policy Council members to the board. SETA is a joint powers agency between the City and County of Sacramento. The Agency operates five job centers and we fund nine

training centers in the county. Board members are encouraged to review the website for additional information: www.seta.net

- B. Head Start Deputy Director's Report: Ms. Denise Lee asked board members to attend an upcoming 'Meet and Greet Breakfast' scheduled for Wednesday, December 10. This will provide an opportunity for Policy Council and Parent Advisory Committee members to meet each other and connect. This will be a great opportunity to get to know other board members.

The federal review was held in May. There are some areas to improve and it is anticipated that all findings will be cleared by December 12. Ms. Lee urged all board members to share information in the reports that are provided monthly.

C. Head Start Managers' Monthly Reports

- Brenda Campos: Grantee Program Support Services: Ms. Campos stated that she oversees the program's health, safe environments and nutrition services. Each delegate has a person that provides information for the deputy director's report that is provided in each board packet.
- Lisa Carr, Parent/Family Support Unit: Ms. Carr reviewed the monthly enrollment report and explained why full enrollment is crucial for the program. It is the job of the enrollment staff to replace a slot within 30 days; it is a challenge with the wide variety of programs available to families. The Agency's goal is 100% attendance and enrollment.
- Karen Gonzales: Child Development and Education Service: Ms. Gonzales reviewed her areas of responsibility. Her reports are based on school readiness. The results of the first assessment of the year will be available next month. There may be results on classroom assessment scoring which is the effectiveness of teachers in the classroom.

- D. Chair's Report: Ms. Williams suggested that board members go to the SETA Head Start website to learn more about the Agency and the programs offered. www.headstart.seta.net and www.seta.net

E. Open Discussion and Comments: No comments.

F. Public Participation: None.

VI. **Adjournment**: The meeting was adjourned at 11:53 a.m.

Head Start Monthly Report

January 2015



SETA Operated Program

Program Governance:

The first PC/PAC Meet & Greet Breakfast held Wednesday, December 10, at SETA, was a success with much positive feedback from parents and staff. Parent attendance was great; ice breaker activity brought high energy, laughter, and provided an opportunity for great connections and bonding.

Toastmasters training held Tuesday, December 16 at SETA had great parent attendance and participation. Ms. Jackie Bates (DTM) reviewed lesson 2 (Meetings) of Stagecraft workbook covering table topics, prepared speeches and evaluations. Table topic selected by Ms. Bates was to pick your favorite color and share why you liked color. Next, parents who had assignments from the last meeting presented their prepared speech followed by an evaluation by Mr. Dan Bates who is also a Toastmaster and provides awesome support to the group. Next month assignments were given out and parents asked to come prepared.

The PC/PAC elected officers at their December's meeting and will select committees/program area committee in January they would like to participate in this program year. Orientation is scheduled Friday, January 9 and Countywide Officer training Friday, January 16.

Parents are a great group, asked good questions (eager to learn), excited about being a part of their child's educational environment and to have a voice in Head Start/Early Head Start program operation decision making.

Program Operations:

SETA is excited to be participating in the Race to the Top quality efforts in the state. This month we added eight more centers bringing the total of participating sites to 18. Each center is evaluated on state wide quality indicators including the ECERS environmental scales, the CLASS teacher interaction assessment tool and implementation of the Teaching Pyramid. Coaches are then asked to come in and provide training and technical assistance to staff directly in their classrooms. Staff is also able to attend local professional development opportunities as well as early childhood education college courses for free.

This project is part of the efforts of the agency to include coaching as a significant professional development tool. SETA is also participating in Practice Based Coaching training including the TLC approach that promotes teachers working with peers in learning groups.

Program Support Services:

Quality Assurance Unit. EGUSD was monitored in December 15-18, 2014 and to be continued in January 5-9, 2015. Unannounced safety and supervision visits were ongoing for the second quarter of the program year. QA staff also followed up on corrective action plans and safety plans submitted by the delegates.

Training and Meetings. Countywide Curriculum Training with Education Consultant Cathy Cole was held on December 5, 2014. Various content meetings were held in December: *Mental Health* (December 9), *Family Engagement* (December 9), *Nutrition, Health and Safe Environments* (December 12) and *Education/Disabilities* (December 16).

School Readiness Goals Implementation. Delegates have received their program DRDP Fall 2014 Reports (1st of 3 assessments). Education Coordinator for School Readiness had scheduled follow-up meetings to follow up on DRDP action plans.

CLASS Implementation Plan. Grantee has conducted CLASS observations at TRUSD and WCIC in December. Delegates have submitted their internal CLASS observation calendars for 2014-2015. An enhanced CLASS Implementation Plan was rolled out to include a dual coding practice and twice-a-year observations at selected classes. Practice-based Coaching will also be implemented as part of professional development.

Family Engagement:

After a much need winter break, staff, parent s and children have returned to school ready to work and learn. We are happy to announce that as a county, Head Start and Early Head Start were fully enrolled. Our goal now is to continue to stay fully enrolled and to educate parents on the importance of bringing their children to school daily. We have opened a new part day class room at our Cross Roads site, and have increased our Home Base enrollment by 12. We are happy to say that both of these options are fully enrolled.

The topic for this month's parent meeting is Budgeting and Financial Stability. Staff will offer handouts and guest speakers at their parent meeting on this topic. Based on our Family Partnership Agreements, many parents are interested in setting up family budgets, and learning new ways to save money. We have been very pleased with our Family Literacy Involvement Project (FLIP). Parents have been very good about filling out their literacy logs and returning them to their teacher. This month books were given to all of our children which support the topic of Animals.

Elk Grove Unified School District

Education Services Update

Karin Nakahira-Young and Anita Tong, Instructional Coaches, presented training on the California Preschool Learning Foundations and Frameworks and how teachers can use them to enhance instruction in their classrooms. Teachers were given the opportunity to tag sections in the Frameworks and time to discuss how they will use the information when creating lesson plans.

Enrollment

The Elk Grove Unified School District is funded to serve 480 students and is fully enrolled. The average daily attendance (ADA) was 81%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Kate Barbero, PreK Social Worker and with Alicia Valero-Kerrick, PreK Psychologist, to place students with an active IEP into the Head Start program. There are 38 students with active IEPs being served which is eight percent (8%) of our Head Start student population.

Health Services Update

Program Educators continue to monitor files and provide additional support to families to ensure that children who need health services receive them.

Head Start students were served 7,906 meals during the month of December.

This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Recruitment

Individual registrations are taking place and 13 students are on the wait list for the Head Start program.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2015 -2016 school year.

New Staff

Two new staff joined the PreK department in December. Dr. Alicia Valero-Kerrick has joined the department as a PreK Psychologist. She is taking the place of Dr. Teresa Gannon who left the department and the school district to be with her husband whose employment moved out of California. Dr. Kerrick comes to the program with several years of experience working with preschool children in a private setting as well as several years of experience working for the PreK Special Education Department. She will work for the PreK Department on a 20% contract and the PreK Special Education Department on an 80% contract.

Anita Tong has joined the department as a PreK Instructional Coach working on a 50% contract. She comes to the program with many years of experience teaching preschool, kindergarten and first grade in the Bay Area as well as having opened a Charter School in Natomas. In addition to working for the PreK department, she is currently working on a 50% contract as a Vice Principal at Raymond Case.

Sacramento City Unified School District

Health and Nutrition:

- Nurses, Lisa Stevens, Lori Souza and Victoria Benson attended an Appreciation Luncheon for registration staff, hosted by management staff on December 4, 2014. At this gathering there was discussion led by Noel Estacio, Registration Supervisor, about the State audit results, and the summer registration process. It was suggested that there be a Summer Registration Committee to look at ways to work more efficiently and productively especially during the busy summer season. Nurse Souza was appointed to lead the Health sub-committee on the Registration Process and Nurse Stevens will also serve on this sub-committee. Nurse Benson will serve on the Green Folders (class files) sub-committee. The various sub-committees will begin meeting in Jan., 2015.

- Registration Supervisor Noel Estacio is planning a field trip for interested members of the Summer Registration Committee to visit the San Juan Child Development Program to get another perspective on their enrollment and screening process. Several of our nurses will be participating in this field trip.
- The Preschool Dental Varnish Clinics for fall have concluded with Nurse Benson reporting good participation at the majority of preschool sites. Follow-up on dental concerns will continue to be made by the preschool nurses.
- Nurses Benson, Souza and Stevens attended the Office of Head Start (OHS) Safe Environments Webinar on December 17. In addition, The Child Development Nurses, Health Clerk, Registered Dietician, Data Specialist and Health/Nutrition Content Lead attended the Child Development Department's Health, Nutrition and Safe Environments Committee meeting on December 3, 2014.

Mental Health:

- Staff continues to work with families and make referrals to outside agencies for students based on TABS scores and requests from teachers and parents. Parent meetings are being held in the classrooms based on CSEFEL/Teaching Pyramid, positive discipline, stress management, etc. The Teaching Pyramid Leadership team met and is planning for activities for the remainder of the school year. Cohort 4 attended the Module 2 Teaching Pyramid training on December 12th.

Family Engagement:

- Staff completed the fourth segment of the Family Development Credential. These will continue monthly throughout the year until the end of August.
- Goal setting was primarily done the last week of November before the Thanksgiving break. Teachers are following up with families that were unable to meet for the parent conference to establish goals. Social workers and School Community Liaisons are working on following up on assisting families with their established goals.

Special Education:

- For the month of December, 2014, SCUSD Child Development Department served 111 Head Start Preschoolers with IEPs and 14 Early Head Start Children with IFSPs.
- During this month our program was able to collaborate with some of the SCUSD Special Education staff in discussing and learning Teaching Pyramid strategies to help promote strong social emotional development in young children at a training on December 12 held at SETA. Our Special Education staff also had the opportunity to join our programs Professional Learning on the 12 of December, and collaborate on early childhood math lessons presented by John Dueck.
- Our department met with the Special Education Directors from SCUSD and SCOE to discuss ongoing enhancements in the enrollment process for incoming and returning families we share in our full inclusion classrooms. We discussed what has been working and what needs to be adjusted in our processes. This meeting will take place again in late winter and early spring as we gear up for next year's preschool students to ensure the enrollment process and transition into the full inclusion classrooms are as seamless as possible, while meeting the requirements of each individual program.

Preschool Education:

- In the month of December, a new Teacher training was conducted to further orient teachers on curriculum planning and implementation. Nine teachers were involved in the training which was led by the Education Coordinator and Resource Teachers.
- Balanced Literacy Cohorts 1 & 2 met this month with consultant, Andy Hess. A few classroom teachers and Resource Teachers also met with Andy Hess to review Balanced Literacy lessons and activities that are occurring in the classrooms.
- Math consultant, Jon Dueck, presented at this month's Professional Learning and focused on math activities throughout the classroom. Prior to his presentation, he visited over 20 of our preschool classrooms to look at materials and how math is integrated into the active classroom environment.

Early Head Start & Home Based:

- The Home Based program is very grateful for the new MOU with SCOE and ALTA which was spearheaded by Kim B. at SETA. Jennifer Osalbo, resource teacher for Early Head Start, has already spoken with Becky Maclay at ALTA and we have a form for referring families directly to ALTA for assessments, which was not possible a few weeks ago. This was a great need in the community, especially when SCOE Infant Development Program said they were at funding capacity, and ALTA did not take referrals. The MOU is a great asset to the Child Development program in order to help families who may need extra support.
- One of the pregnant moms in the Early Head Start program, said that out of her five pregnancies, this one is her happiest because of all of the prenatal knowledge she is receiving. She now knows and understands what is happening to her body and baby and is more aware and is appreciative of it.
- The Creative Curriculum training with Cathy Cole was very informative. It was helpful to use our own copies of the books and have access to additional resources. Having time to go through the different sections of the books and see how they are divided will help us use them as a resource in the future.
- Selected EHS home visitors continue to attend the monthly Family Development Credentialing Training and have expressed how they are really enjoying and learning from the class. EHS staff has completed their first FPA goals with families.
- The EHS social worker attended the 3rd Leadership Team meeting for Teaching Pyramid for Family Coaching for Infant/Toddlers through SCOE and presented by West Ed. Social Worker continues to monitor and support the FPA process by providing feedback and recommendations to EHS staff on their documentation. Social Worker continues to provide support and consultation/case management to staff. Social Worker continues to provide mental health support to referred children and families in EHS families. Social Worker presented at EHS Professional Learning on CA CSEFEL materials.

San Juan Unified School District

Education Services Update

All classes are finishing the Clothes Study before Winter Break. Different classrooms have settled on specific topics of clothing, such as fasteners, hats, shoes, and general rain gear, which they have seen a lot of lately due to all of the stormy weather. Other classrooms have been interested in the uniforms that different people wear in our communities. The math focus for this month is the introduction of division. The letter focus is the same as it was last month; Uu, Yy, and Ww along with the letters which authentically become of interest during the Clothes Study.

Disabilities Services Update

During the month of December the Disabilities Content Lead met with the Preschool Program Specialist for the LEA's Special Education Department. Discussions revolved around IEP schedules, referrals and mutual supports. Many kinks were worked out and it was agreed that a good working partnership continues to be in place. The screening center remained open for one day a week for children just enrolling in the preschool programs. Several IEPs have been held and those children have begun receiving services. The total number of IEPs in the Head Start preschool programs is currently 82. Permanent Instructional Assistants have been hired and placed in the two Full Inclusion classes that have been added this year, bringing the total to five classes.

Mental Health Services Update

The Mental Health Therapist has been busy providing Holiday Stress Management parent support workshops throughout the month of December, as the holidays can put a number of additional stressors on families. The Mental Health Therapist provided families with community resource phone numbers in the event of need or crisis over the school break.

Health & Nutrition Services Update

Health is screening in the centralized screening room one day per week. Health is reviewing students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. Children that do not have dental insurance and need treatment will be called to see if they would like to participate in the Smiles for Kids program. The Health and Nutrition content specialists attended the content meeting this month. Also, the health team attended a meeting to work on specifications for Child Plus. Smile Keepers screenings will begin again in January.

Family and Community Partnerships Update

The Policy Committee had a successful December meeting even though it was scheduled on the day Sacramento was slated to get hit with a major storm. Kudos to the representatives that braved the weather conditions to make the meeting. Policy committee subcommittees have been hard at work reviewing program area plans and the Policy Committee by-laws. The budget subcommittee will begin its work next month. The executive board is working well together and making positive suggestions that increase the efficiency of the meeting and the ability to get important information out to parents.

Program Support/Staff Training Update

There were no trainings in the month of December. The next training is scheduled for January.

Fiscal Update

With only three weeks in December, the shortened month becomes a challenge. All Fiscal, Enrollment, and In-Kind Reports were due on the 10, and they were completed on time. The End-of-the Month Report, which was due December 3, was also submitted on time. Since the salary increase was approved by the San Juan USD Board, all budgets needed to be reworked to include a 4.5% increase. Early Childhood Education was also required to complete a three year Multi-year projection. The School Readiness Grant had to be completed by Friday, December 19, and it included a Program Narrative and Budget Narrative, along with a Budget for Fiscal Years 15-16; 16-17; and 17-18. These projects were all completed on time.

Early Head Start Update

This month the Early Head Start center based teaching and support staff attended a full day training at SETA focused on the Creative Curriculum books. The training was a useful refresher for staff familiar with the curriculum as well as a good introduction for those new to it. Staff took advantage of the time for discussion of the curriculum elements and how to implement or tweak them in their classrooms. Support staff also had the opportunity to discuss various topics related to curriculum and assessment with the trainer, and gather more information for program next steps.

The Home Base program and support staff did internal monitoring and file checks this month, followed by the SETA monitoring follow up visit. Also this month, the Early Head Start program welcomed a new School Community Worker, who comes with extensive background in both mental health and family support. And finally, the support staff continue to work on updates of current procedures in the Disabilities, Education, and ERSEA content areas.

Twin Rivers Unified School District

Events

The month of December provided an opportunity for the other two sites (Oakdale and Rio Linda) to join the students at Morey for the annual Winterfest celebration. During the joyous event, students performed for their parents and relatives and engaged in fun arts and crafts activities in their classrooms. Lots of parent volunteers assisted with the event and all attendees had a wonderful and fun time.

The Rio Linda site continues to operate at the alternate location of Sierra View due to the classroom not being licensed yet. The anticipated return date to Rio Linda is January 5.

The Oakdale site continues to operate with substitute staffing until further notice.

Challenges

The lack of a Speech Therapist continues to be a struggle for the Head Start programs. The district's Special Education Department is currently recruiting staff from outside agencies to provide the services but to date no staff have been assigned to the Head Start programs. We currently are at 5% for the special needs population and are striving to reach the 10% as soon as possible.

Professional Development

Due to the holiday break, the ECE workshops did not occur in December. The next workshop is scheduled for January 14 with a focus on the CLASS domain of Instructional Support.

Components

The fourth Community Liaison has been selected and will be on board starting January 5. Community Liaisons continue working with their respective Complexes to continue meeting

individually with parents to complete the Family Partnership Agreements. The FPAs will permit the families to identify their goals and develop strategies to accomplish these goals. The staffing group also continues providing monthly nutrition activities and the tracking of blood lead results, hemoglobin and lead risk assessments for Childplus tracking purposes as well as coordinate the parent involvement events.

The School Social Worker/Counselor continues providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. Case staffing with the School Psychologist, Lead Teacher, Head Start Director and Social Worker continue every other week to discuss strategies and techniques for any students displaying academic difficulties or challenging behaviors. Beginning in late January 2015, the programs will have a Sacramento State Intern onsite who will assist with the student groups. The School Social Worker will tentatively be on maternity leave through February 2015.

The Head Start programs still do not have a Speech and Language Pathologist (SLP) assigned to the three sites as the district has 5 vacant SLP positions. The district's Special Education Department is in the process of trying to contract with outside agencies to provide the services.

The Education Component Leader continues completing the classroom observations to assist with behavior management and planning for the monthly Education Component meetings. File checks are also occurring monthly to ensure the teachers' files continue the appropriate documentation and assessment information. The Coordinator has also finalized the program wide Action Plans for the DRDP, ECERS and CLASS assessments.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to keep the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. Fliers were also placed in the backpacks of elementary students at two TRUSD school sites. The Program Design and Management component leaders will begin updating the personnel files in December.

Policy and Parent Committees

The monthly meeting was held on December 17 at Morey. The agenda included the approval of the last meeting minutes and completion of Conflict of Interest forms. Parent Committee meetings were held at Rio Linda on December 17 and December 15 at Oakdale.

Fiscal

The ordering of appropriate materials and supplies to support the Head Start programs has started as results of the CLASS observations, DRDP Fall assessments and ECERS have been provided.

WCIC

Enrollment:

During the month of December 2014, WCIC's Enrollment was maintained at 100%.

Health:

WCIC/Playmate Head Start Program's children received Hearing Screenings on December 15, 2014 from Dr. James McCartney and his Audiology Class (Graduate Students) of California State University, Sacramento. We are grateful for their consistent positive community service, support, and leadership!

Training:

WCIC/Playmate Head Start Program’s Teachers received a Creative Curriculum Training on December 5, 2014 at SETA (Grantee location) by Ms. Cathy Cole, Early Care and Education from Riddle, Oregon. Ms. Cole gave an overview on “What is Curriculum?” Curriculum: Children who attend high-quality preschools benefit from rich opportunities through play. It is stated that children benefit from curriculum that integrates all the developmental areas of leaning (social/emotional, language, cognitive and physical) in a way that is developmentally, culturally and linguistically appropriate. Family cultures and background provide valuable insight to a center’s curriculum. When it is combined, children, teachers, and families have essential and valuable information that help to create the framework for curriculum. By having an appropriate curriculum, it can promote balance planned experiences that help children progress towards a goal. The curriculum must provide areas of development in Social and Emotional, Physical, Cognitive, Language and Process skills. All centers need to develop and maintain learning centers; daily activities and schedules and to be able to evaluate the physical environment. Teachers must build relations with the children; promote self-regulation, develop a sense of community, and to always provide positive strategies for working with children with challenging behaviors. Staff needs to partner with families. Staff needs to get to know the families; make families feel welcomed; communicate effectively with the families and enhance children’s learning. This will ensure the best help in providing the best learning experiences for children and families.

Information Memorandums and Program Information Reports

No reports for this month.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 12/31/14)

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 (243)	13 (5 %)	N/A
Elk Grove USD (480)	38 (7.9 %)	N/A
Sacramento City USD (1312)(144)	111 (8.5%)	14 (10%)
San Juan USD (700) (160)	82 (11.7%)	17 (10.6 %)
WCIC (120)	5 (8.3 %)	N/A
SETA (2002) (349)	168 (8.4 %)	61 (17%)
County (4857)* (653)**	417 (8.5%)	92 (14%)

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *December 2014

December 5th - Minimum Day Preschool & EHS Classes.

December 11th - Walnut Grove closed.

December 24th noon through January 4th - Winter Break - All Kitchens and Centers closed.

Meetings:

Food Service Meeting Friday, December 5th at the WCIC Center. All Food Service Staff attended.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
29,420	17,688	19,384	220

Total Amount of Meals and Snacks Prepared 66,712

Purchases:

Food	\$52,259.18
Non - Food	\$10,535.53

Building Maintenance and Repair: \$653.10

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$868.54

Vehicle Maintenance and Repair : \$1,225.40

Vehicle Gas / Fuel:	\$879.49
Normal Delivery Days	17

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
December 2014**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/23/14	(b) % Actual to Funded	Average Daily Attendance for Month
Elk Grove USD	480	480	100	69%
Sacramento City USD	1,312	1,312	100	86%
SETA	2,002	2,037	102	74%
San Juan USD	700	715	102	80%
Twin Rivers USD	243	243	100	80%
WCIC/Playmate	120	120	100	75%
Total	4,857	4,907		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/23/14	(b) % Actual to Funded	Average Daily Attendance for Month
Sacramento City USD	144	144	100	Report Delayed
SETA	349	362	102	76%
San Juan USD	160	171	107	Report Delayed
Total	653	677		

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

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

(c) Average Daily Attendance for month, excluding Home Based



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council & SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – September and October 2014

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
SETA-Operated Program	Alder Grove Auberry Bannon Creek Bright Beginnings Crossroad Gardens Elkhorn Freedom Park Fruitridge Galt Illa Collin Kennedy Estates LaVerne Stewart Marina Vista (HS/EHS) Mather (HS/EHS) Vineland	37 35 Head Start 2 Early Head Start	111 105 Head Start 6 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Strong teamwork among staff
- Relationship between staff and families was observed to be friendly, warm and comfortable
- Creativity in a variety of class activities
- Organized and neat classrooms in a number of centers

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	88% HS 94% EHS	1- Incomplete Emergency Cards 2- Health screens were completed by not all within the 30-45 day time line 3- Not all dental exam results were in the child's file 4- Some ChildPlus did not match contents of the child's file
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	97% HS 97% EHS	No significant noted findings

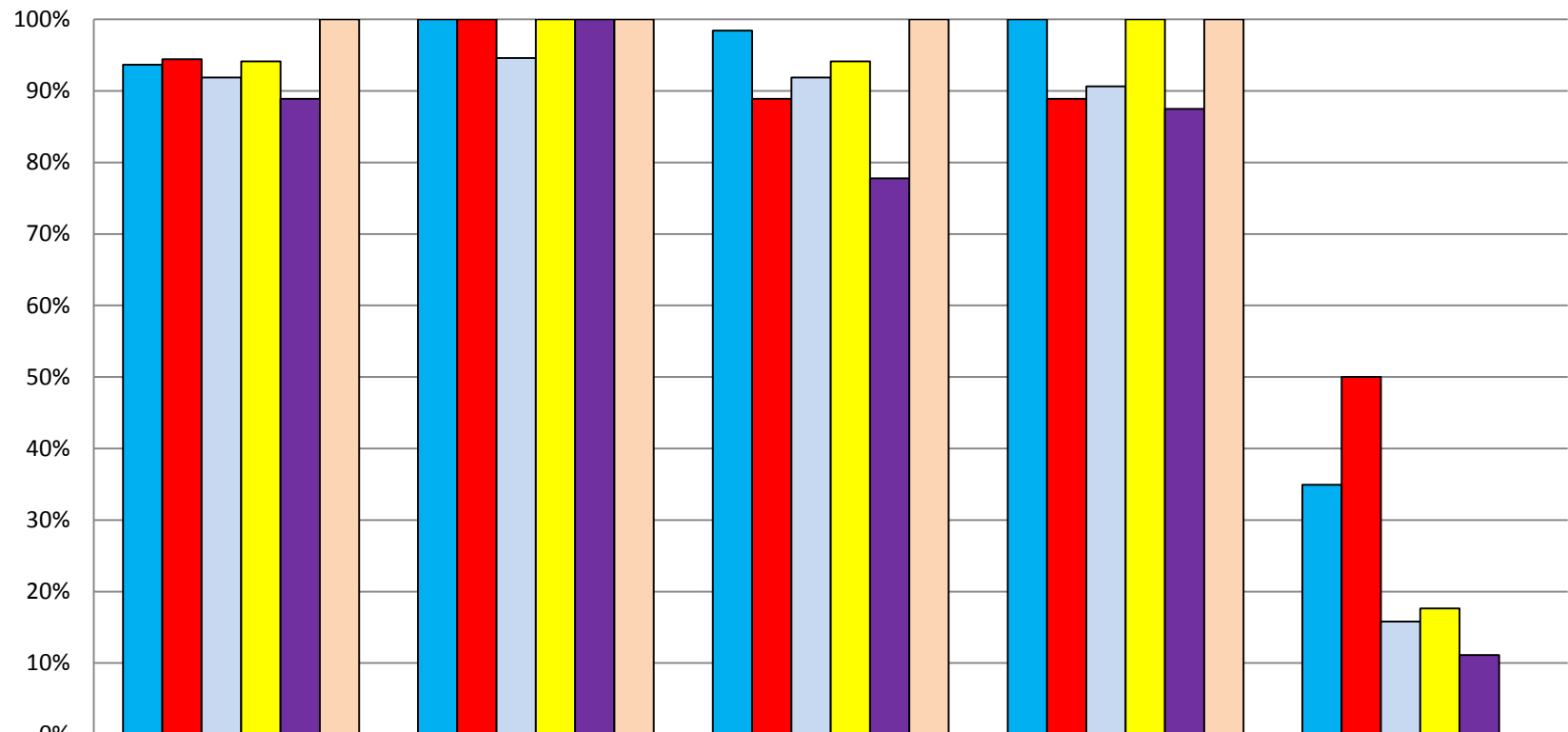
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	90% HS 95% EHS	No significant noted findings
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	78%	1-Limited evidence that all immediate need or information requested had adequate follow-up (not documented in the child's file) 2- Documentation of parent meetings was inconsistent
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	87%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	93% HS 90% EHS	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	91% HS 77% EHS	1-Not all assessments were completed in a timely manner and/or contained limited written observations (EHS)
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	83% HS 75% EHS	1-Teacher-child interactions need improvement when working with children with challenging behaviors
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	91%	No significant noted findings

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

Corrective Action Plans:

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

Unannounced Safety and Supervision Visits Conducted by QA Unit August-October 2014 Compliance %



	# of Classes	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4	N/A**
■ SOP	108	94%	100%	98%	100%	35%
■ EGUSD	24	94%	100%	89%	89%	50%
■ SCUSD	63	92%	95%	92%	91%	16%
■ SJUSD	48	94%	100%	94%	100%	18%
■ TRUSD	17	89%	100%	78%	88%	11%
■ WCIC	6	100%	100%	100%	100%	0%

Indicator 1 - Children are within sight and sound of teaching staff at all times.

Indicator 2 - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).

Indicator 3 - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.

Indicator 4 - Teaching staff ensure all children are safe and accounted for during transitions.

* Percentage reported is based on number of classes where transitions were observed during time of visit

** Did not apply at time of visit

ITEM VI - REPORTS TO THE BOARD

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

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

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

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

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

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

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

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