



GOVERNING BOARD

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City of Sacramento

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Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
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SOPHIA SCHERMAN
Public Representative

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Executive Director

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, July 6, 2017

TIME: 10:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd., Suite 100
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.

A G E N D A

PAGE NUMBER

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**
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Employee Organization: AFSCME Local 146
- III. Consent Items**
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7. Ratification of Executive Director's Deviation from Insurance Requirements Concerning Notices of Cancellation in Recently Executed Contracts (Terri Carpenter) 55-56
8. Approval of Revised Agency Insurance Requirements (Legal Counsel) 57-66

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Community Services Block Grant: No items.

Refugee Services: No items.

One Stop Services

1. Approval of Noncompetitive Procurement and Selection of Payroll Service Provider for Workforce Development Programs and Participants (Terri Carpenter) 67-68

C. CHILDREN AND FAMILY SERVICES

1. Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) Application 2017-2018 (Denise Lee) 69

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 - Elk Grove Food Bank
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 - San Juan Unified School District
 - Women's Civic Improvement Club
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- A. Chair
- B. Executive Director
- C. Deputy Directors
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- E. Members of the Board
- F. Public

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JUNE 28, 2017

ITEM III-A-CONSENT

APPROVAL OF MINUTES OF THE JUNE 1, 2017 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the June 1, 2017 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

Thursday, June 1, 2017
10:00 a.m.

- I. Call to Order/Roll Call:** Mr. Schenirer called the meeting to order at 10:00 a.m. The roll was called and a quorum established.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors (arrived at 10:05 a.m.)
Patrick Kennedy, Vice Chair; Member, Board of Supervisors

Member Absent:

Larry Carr, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the April 27, 2017 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Revised Administrative Services Agreement with the International City Management Corporation (ICMA)

The consent items were reviewed; no questions or corrections.

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

- A. Approve the April 27, 2017 minutes.
- B. Approve the claims and warrants for the period 4/22/17 through 5/24/17.
- C. Authorize the Board Chairperson to sign the revised Administrative Services Agreement with ICMA reflecting the Plan Administration fee of 0.29% per annum of the amount of Plan assets invested in Vantage Trust.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr, Nottoli)

Mr. Thatch stated that an item came up after the required 72 hours needed to comply with the Brown Act. The board must agree to hear the off-agenda item and that the need for action came to the attention of staff subsequent to the

agenda posted as specified in Government Code 54954.2(b). There must be a unanimous vote to hear the off-agenda item.

Moved/Schenirer, second/Kennedy, to agree to hear the off agenda item III-B-10 as presented.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr, Nottoli)

III. Action Items

B. WORKFORCE DEVELOPMENT DEPARTMENT

10. Approval of Agreement with the City of Sacramento in Support of Mayor Steinberg's Thousand Strong Initiative for at-risk Youth and Authorize the Executive Director To Execute the Agreement and any other Documents Required by the City of Sacramento

Ms. Kossick reviewed this and stated that the City Council voted on this agreement that authorizes the City to advance \$400,000, providing SETA with the cash flow needed to manage the Thousand Strong Initiative. This is protection for SETA's budget.

Moved/Schenirer, second/Kennedy, to approve the Agreement with the City of Sacramento in support of Mayor Steinberg's Thousand Strong Initiative for at-risk youth and authorize SETA's Executive Director to execute the agreement and any other documents required by the City of Sacramento.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr, Nottoli)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2017-2018

Mr. Nottoli arrived at 10:05 a.m.

Ms. Loretta Su stated that this item provides the Agency authority to operate until the final budget is approved in August. This reflects a \$4 million reduction in

WIOA funding and in CalWORKs due to reduced formula allocations and the elimination of the OJT program. There is an increase in RESS and TA funding. As funding becomes more definite, the August budget will reflect the actual budget.

Moved/Scherman, second/Nottoli, to approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 3, 2017 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Dispatch Clerk Classification, Related Salary Schedule, and Reclassify Employee into Classification

Ms. Noren stated that the union reviewed this item. There were no questions.

Moved/Scherman, second/Schenirer, to approve the creation of the Dispatch Clerk Job Specification, the related salary schedule, and the reclassification of Consuelo Lopez to Dispatch Clerk.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Job Specification and Salary Schedule for Family Services Worker (I, II, III)

Ms. Kossick explained that the classification is one job but there are stepped positions with different levels of responsibility.

The Head Start Policy Council reviewed and approved this item.

Moved/Nottoli, second/Kennedy, to approve the revised job specification and pay ranges for Family Services Worker (I, II, III).

Roll Call Vote:

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

Nay: 0

Abstentions: 0
Absent: 1 (Carr)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services:

1. Approval to Deobligate and Reobligate CalWORKs Assembly Bill 74 (AB74) funds for Expanded Subsidized Employment (ESE) Providers, Program Year 2016-17

Ms. Michelle O'Camb reviewed this item seeking approval to deobligate and reobligate funding for CalWORKS Expanded Subsidized Employment. The reallocation of \$110,000 in funding will enable Bach Viet to cover projected wage reimbursement expenditures through June 30, 2017 for the additional ESE contracts.

Speakers before the board:

- Tom Thao, Bach Viet Association, Inc. expressed appreciation for the funding.

Moved/Nottoli, second/Scherman, to approve the deobligation and reobligation of CalWORKs AB74 for ESE providers as indicated in the chart included in the agenda packet.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

Community Services Block Grant:

2. Approval of 2018-2019 Community Services Block Grant Community Action Plan

Ms. Julie Davis-Jaffe stated that this plan is done every two years and will cover the period 1/1/18 through 12/31/19. The Community Action Board met on June 14 to approve the Plan. At this meeting, the board asked staff to invite people to speak on what can be done to reduce the high rate of arrests for African American youth. The Community Action Plan is moving forward to serve single parents, seniors, and youth.

Mr. Nottoli asked about how some of the data is gleaned for the report. Mr. Roy Kim offered to invite Ms. Cara Welch to come and present how the data is developed.

Moved/Scherman, second/Nottoli, to approve the 2018-2019 Community Services Block Grant Community Action Plan.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

One Stop Services

3. Approval of Appointment to the Sacramento Works Workforce Development Board

Ms. Kossick stated that the Sacramento Works Executive Committee reviewed the five candidates presented. The Executive Committee recommends Tom Kandris. Currently, no one on the board represents the manufacturing sector.

Moved/Schenirer, second/Kennedy, to approve the appointment of Mr. Tom Kandris to fill the Private Business seat vacated by Ms. Charlotte Mitchell.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

4. Approval to Release a Request for Proposals (RFP) for Payroll Services and Act as the Employer of Record for Workforce Development Programs and Participants

Ms. Terri Carpenter stated that the payroll services are provided for work experience participants in adult and youth programs. Five years ago, procurement resulted in the Community College Foundation to serve as employer of record to provide these services.

Moved/Schenirer, second/Kennedy, to approve the release of a Request for Proposals for payroll services and to act as the employer of record for workforce development programs and participants.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

5. Agree with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act (WIOA), Resource Allocation Plan for 2017-2018

Mr. Roy Kim stated that this item comes from the Sacramento Works Board. Each year the board establishes a Resource Allocation Plan for the Sacramento Works job center system. Staff received reduced planning estimates for the funding year of around \$500,000 and staff are hoping to have better numbers soon. One big change is the elimination of the County's contract for OJT and historically, SETA has contracted with the County for OJT. The consensus was that the service providers will now contract directly with the County/DHA. This results in a significant reduction in the training services category.

Moved/Schenirer, second/Scherman, to agree with the Sacramento Works, Inc. board to approve the Sacramento Works, Inc. Resource Allocation Plan for 2017-18.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

6. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker Programs, PY 2017-2018

Mr. Roy Kim reviewed the funding extension item. With reductions in funding, it became apparent that funding a WIOA stand-alone OJT program is not financially viable. He is hopeful that the final allocations will be closer to the original RFP available amounts. Staff is also recommending the flexibility for job centers to utilize scholarship funds to write OJT contracts.

It has been a transition year to implement the requirements of WIOA. A major transition was from SETA's case management system to the State's case management system. In addition, providers are transitioning from the training center system to a neighborhood job center system that provides services to all.

Moved/Scherman, second/Schenirer, to approve funding extension recommendations for the WIOA Title I, Adult/Dislocated Worker Programs and approve the following stipulations:

- If final WIOA, Title I, Adult and DW 2017-18 funding is less than anticipated, staff will adjust the amounts allocated to Job Centers, proportionately.
- If final WIOA, Title I, Ault and DW 2017-18 funding is greater than anticipated, staff will return with a recommendation to augment services, which may include contracting for OJT/SE.
- Funding allocated to Job Centers will be subject to satisfactory year-end program performance. Job Centers that do not meet year-end

performance goals and benchmarks may be subject to the deobligation of funds.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

7. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, for Program Year 2017-2018

Ms. Carpenter stated that last year, operators were procured for 2017-18. Substantial compliance has been met by the providers including meeting the 20% adherence to WEX services. Due to a reduction in the amount of \$166,566 and lack of carry-over funds, staff is recommending a 5% funding cut across the board. These funding recommendations are based on performance as of June 30. Many of the customers are in training and a final computation will be done at the completion of training. All of the service providers are on track to hit the 20% work experience requirement.

Ms. Carpenter was asked why is the Sacramento Urban League's cost per participant so much less than other service providers and she replied that it is what they requested in their proposal. Staff is reviewing providers to ensure they have enough money to provide services. Their cost per participant is much less based on the proposals. One difference is that they do not have as many kids to serve. Mr. Schenirer requested a report back on the differences; he wants to make sure they provide quality services.

Mr. Schenirer suggested that staff look at other ways to make cuts rather than an across the board approach. Ms. Carpenter replied that the across the board seemed to be the most equitable way because all of the operators are providing the services the same. When the year-end data is available, it will probably give us a better read on the services provided.

Moved/Schenirer, second/Nottoli, to approve the staff funding extension recommendations for the WIOA Title I, Youth Program, PY 2017-2018 of \$2,450,927. Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews and the receipt of the final WIOA funding allocation.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

8. Approval of the Extension of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2016-2017, and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement

Mr. Kim stated that this item comes each year and ensures that DHA provides one stop share of costs funds. The final amount of this version could be around \$2 million. The funds are used to support job centers where DHA staff are co-located and joint DHA/SETA initiatives.

Moved/Nottoli, second/Kennedy, to approve the extension of the One-Stop Share of Cost agreement with the Department of Human Assistance for up to \$2,000,000, and authorize the Executive Director to execute the agreement.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

9. Approval to Accept the National Dislocated Worker Grant "Storm Project" Funding from the Employment Development Department and Authorize the Executive Director to Execute the Funding Agreement, any Modifications, or other Documents Required by the Funding Source

Ms. Davis-Jaffe stated that this program in the amount of \$600,000 will serve 50 dislocated workers with wages and temporary employment. The participants cannot work past one year during the project. Participants will be placed by the Parks and Recreation Department and Arcade Creek Recreational Department. Mr. Nottoli suggested Walnut Grove and even Wilton. Mr. Nottoli asked for a report back. By September the plan is to place 17 individuals, the remaining amount will go through 9/30/18.

Moved/Scherman, second/Kennedy, to approve the acceptance of the National Dislocated Worker Grant "Storm Project" funding from the Employment Development Department, and authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

C. CHILDREN AND FAMILY SERVICES

1. Approval of Budget Modification for Head Start Fiscal Year 2016-2017

Ms. Denise Lee stated that this item seeks approval to reprogram funds to purchase a new modular for the Hopkins Park Head Start Center. The modular will be placed on land SETA currently leases from the City of Sacramento.

The Head Start Policy Council reviewed and approved this item at their May 30 special meeting.

Moved/Scherman, second/Nottoli, to approve a budget modification in fiscal year 2016-2017 for up to \$725,000 of which approximately \$275,000 will be reprogrammed from the supplemental (Duration) startup funds and approximately \$450,000 will be reprogrammed from under-spent Head Start Basic funds, and submit a 1303 Facilities Application.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

IV. Information Items

- A. Fiscal Monitoring Reports: No additional report.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: No additional report.
- D. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that board members should anticipate a July meeting.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

VI. Adjournment: The meeting was adjourned at 10:51 a.m.

ITEM III-B-CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 5/25/17 through 6/28/17, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 5/25/17 through 6/28/17.

PRESENTER: Kathy Kossick

ITEM III-C - CONSENT

APPROVAL TO ADD NORCAL SERVICES FOR THE DEAF AND HARD OF HEARING TO SETA'S VENDOR SERVICES (VS) LIST

BACKGROUND

On December 5, 2005, the SETA Governing Board approved the release of the Vendor Services (VS) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide services to eligible adults and youth in an effort to prepare them for participation in the labor force and to expand SETA's VS List. Since that time, the SETA Governing Board has approved several amended releases of the RFQ to expand the selection of Adult and Youth Workforce Development Services and Child Development (ages 0-5) and Family Services. Vendor services are fee-for-service activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

All vendors recommended for inclusion on SETA's VS List have demonstrated that the services proposed are justified and align with the Sacramento Works America's Job Centers of California (SWAJCC) system, as well as Children and Family Services.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation to add NorCal Services for Deaf and Hard of Hearing to SETA's VS List.

PRESENTER: Marianne Sphar

Vendor Services (VS) List

Staff Recommendation

Applicant: NorCal Services for Deaf and Hard of Hearing

**Location: 4708 Roseville Road, Suite 111
Sacramento, CA 95660**

Applicant's Background:

Founded in 1977, NorCal Services for Deaf and Hard of Hearing (NorCal) is a non-profit, community-based organization serving deaf and hard of hearing individuals and their families. Headquartered in Sacramento, NorCal services span over 24 northeastern counties of California. NorCal supports and promotes equal access and opportunities to education, employment and public services by individuals who are deaf and hard of hearing. The myriad of services offered by NorCal include, but are not limited to, employment assistance, advocacy, peer counseling, independent living, community education, and information and referral services. Additionally, NorCal provides communication services, such as sign language interpreting and real-time captioning to individuals, businesses, and organizations to ensure equal access to services as required Section 504 of the Rehabilitation Act, Title II and III of the Americans with Disabilities Act (ADA), and other state and federal laws.

As an approved vendor, NorCal will provide Interpretation/Translation Services for deaf and hard of hearing individuals, as deemed necessary, to ensure equal access to services provided within the Sacramento Works America's Job Centers of California (SWAJCC) system and Children and Family Services.

Activity	Individual/Group Rates
<p>Interpretation/Translation Assistance*:</p> <ul style="list-style-type: none"> • Sign Language, Deaf and Oral Interpreting – Utilizing American Sign Language (ASL), spoken English, and oral interpreters. • Tactile Interpreting – Utilized by individuals who are both deaf and blind and includes signing in the customer’s hands. • Video Remote Interpreting – Utilizes video conferencing technology that enables the customer to access a live sign language interpreter through the internet on a computer, laptop or television monitor and webcam. • Real-time Captioning – Utilizes a professional captioner or court reporter who simultaneously translates spoken words into English text either on a computer screen or a digital projector screen to be read by the customer. 	<p>\$125.00 per hour, per interpreter (up to 2 hour) Lengthy or complex interpreting assignments may require a team of two interpreters rotating at 20 to 30 minute intervals.</p> <p>\$130.00 per hour, per interpreter (up to 2 hour) Lengthy or complex interpreting assignments may require a team of two interpreters rotating at 20 to 30 minute intervals.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Flat Rate for Multi-Hour Assignments</i> <i>\$300.00 per 3-5 hour assignment, per interpreter</i></p> </div> <p>\$30.00 per 15-minute increment</p> <p>\$125.00 per hour, per captioner (2 hour minimum)</p>

*Services must not duplicate those required to be provided under other grants administered by NorCal, specifically, those provided by co-located staff at SWAJCCs. Additionally, all services are subject to prior SETA management approval.

ITEM III-D – CONSENT

APPROVAL OF REVISED CORPORATE CREDIT CARDS
POLICY AND PROCEDURE

BACKGROUND:

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

In January 2010, SETA added the Membership REWARDS program to its AMEX account. The REWARDS program allows SETA to accrue one point for every dollar charged on its account. Points are not transferable, have no expiration and no cap, and are redeemable for many different items including airline, hotel, dining, and other products. In addition, points may be converted to 1% cash value when donated to an eligible 501(c)(3) organization.

SETA also added the Costco Citi Visa (VISA) and the Shell Fleet Plus cards to facilitate purchases at Costco Warehouses, Shell gas stations and other retailers. The VISA card allows SETA to earn between one percent (1%) and four percent (4%) cash back for every dollar charged. The cash rewards payments are applied to Costco annual membership fees and as a reduction of cost to supplies purchases at Costco Warehouses and other retailers.

The AMEX Corporate Account Policy and Procedure has been modified to incorporate all Agency credit credits and to update the guidelines to ensure proper internal control over the use of these credit cards.

The revised policy and procedure is attached.

RECOMMENDATION:

Approve the revised Corporate Credit Cards Policy and Procedure.

PRESENTER: LORETTA SU

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

CORPORATE CREDIT CARDS POLICY AND PROCEDURE

The Sacramento Employment and Training Agency (SETA) has established a Corporate Account with American Express (AMEX), Citi Costco Visa (VISA), and Shell Fleet Plus Card (“Corporate Credit Cards”) to facilitate payment of travel expenses, fuel, online transactions and other purchases that are time sensitive. The AMEX account includes a REWARDS program that allows SETA to generate one REWARDS point for every dollar charged on the account. REWARDS points are not transferable; have no expiration and no cap; are redeemable for many different items; and may be converted to 1% cash value if transferred to an eligible 501(c)(3) organization. The VISA account also includes a REWARDS program that allows SETA to earn between one percent (1%) and four percent (4%) cash back for every dollar charged.

PURPOSE

The purpose of this policy is to establish guidelines to ensure proper internal control over the use of these Corporate Credit Cards and their associated REWARDS programs.

CUSTODY, SAFEKEEPING AND USE

All Corporate Credit Cards are held in secure, locked locations by their assigned custodians located in the SETA offices. The cards are used exclusively for authorized and allowable grant activities and personal use is strictly prohibited. Each custodian is required to sign a statement acknowledging that the card will be used exclusively for authorized and allowable grant purposes and that the custodian agrees to take all reasonable precautions to protect the card from loss or theft by storing it in a secure, locked location. Lost or stolen cards must be reported immediately to the credit card company and the Fiscal Chief or his/her designee. The Fiscal Chief is responsible for ensuring that custodians adhere to this policy.

DOCUMENTATION

All credit card custodians must maintain original receipts and original supporting documentation for all charges. Such documentation should be turned into the Fiscal Department on a monthly basis. The monthly statements are reviewed and reconciled on a monthly basis, and all documentation is reviewed and approved by a Fiscal Manager or the Fiscal Chief. Any unauthorized or fraudulent charges must be reported immediately to the credit card company and the Fiscal Chief or his/her designee.

USE OF REWARDS POINTS

REWARDS points generated from the AMEX account may be utilized only for authorized and allowable grant purposes. There is a wide variety of such purposes for

which the REWARDS points could be utilized and actual usage will be reported to the Board bi-annually. In January 2011, the Governing Board approved a short list of examples of possible purposes for which staff anticipates using the REWARDS points:

1. To defray SETA's travel and other expenses incurred to attend conferences, workshops, trainings and other events and other purchases.
2. To provide additional support services and benchmark incentives to customers enrolled in SETA's programs.
3. To provide employee recognition, Board recognition and employee health and wellness activities.

Cash REWARDS generated from the VISA account may be utilized for only authorized and allowable grant purposes. The cash REWARDS payments are applied to Costco annual membership fees and as a reduction of cost to supplies purchases at Costco Wholesale and other retailers.

BOARD REPORTS

AMEX reports on the use of REWARDS points will be submitted to the Governing Board no less frequently than bi-annually and will include information regarding:

- The total amount of REWARDS points in the account at the end of the last reporting period;
- The total amount of REWARDS points used for each purpose during the reporting period;
- The total amount of REWARDS points added to the account since the last reporting period; and
- The total amount of REWARDS points remaining in the account.

Reports on the charges on the AMEX and VISA cards will be submitted to the Governing Board and the Head Start Policy Council on a monthly basis, as part of the Head Start monthly financial report.

ITEM III-E - CONSENT

APPROVAL OF AMENDED TRAVEL POLICIES AND PROCEDURES

BACKGROUND:

In February 2006, the Board approved the amended Travel Policies and Procedures for SETA to include the new requirements of the Governor signed Assembly Bill 1234 (AB 1234) with effective date of January 1, 2006 for Travel Reimbursement conditions for Governing Board Members with. AB1234 added Government Code section 53232 as well as other code sections establishing parameters of travel and expense reimbursement for legislative body members of a government agency. The bill also requires that the legislative body adopt, in a public meeting, a written expense reimbursement policy that specifies the types of occurrences that qualify for reimbursement of expenses relating to travel, meals, lodging and other actual necessary expenses.

The Travel Policies and Procedures have been modified to conform with current practices and procedures for SETA employees who travel on agency business and to ensure SETA is in compliance with the Uniform Guidance requirements and regulations. Additionally, these updates mirror the revisions in the County's travel policies. Specifically, the following modifications were made:

- Elimination of the County's designated travel agency due to travel arrangements for conferences, seminars, workshops and education events are often made directly to take advantage of discounts offered for early registration, group rates and other discounts. Additionally, SETA does not have access to the County's on-line travel booking system. Hence, SETA has been directly making travel arrangements for board members and staff.
- Updating the time parameter for eligibility for reimbursement of meals
- Updating the reimbursement of transportation, mileage and parking fees language

Attached are the amended travel policies and procedures.

RECOMMENDATION:

Approve the attached amended Sacramento Employment and Training Agency Travel Policies and Procedures.

PRESENTER: Loretta Su

INTRODUCTION

Scope

These policies and procedures are applicable to all officers, employees, and persons in the service of the Sacramento Employment & Training Agency (SETA).

Purpose

To provide an approved travel policy and information needed for preparation of travel requests and claims. To provide guidance to travelers, travel arrangers, approvers, and auditors on cost-effective management of travel expenses. To identify reimbursable versus non-reimbursable expenses. To clarify employee responsibility for controlling and reporting travel expenses. To specify the types of travel reimbursable by SETA for members of SETA's legislative bodies.

It is impossible to anticipate every situation that may be encountered while traveling on business. Each employee is expected to exercise good judgment in incurring travel expenses and to obtain prior approval for all foreseeable travel-related expenditures.

Expenses which are not approved or which are not in compliance with this policy will be the traveler's personal responsibility.

POLICIES

General

When the cost of travel shall be reimbursed to the employee by another agency, whether, state, federal, or private, such reimbursement and the intent for same shall be disclosed as a source of funding on the travel request. In advance of travel the employee must decide whether to accept the rates of SETA or other agency. If the travel costs are borne by SETA, reimbursement from the other agency shall be paid to SETA and deposited as an abatement of expense.

Approval to incur any travel expenses shall be obtained from the Executive Director or Fiscal Chief and Department Chief or the individual designated to act for same prior to making travel arrangements. The travel request is required for the protection of the employee while traveling as an agent of SETA.

Policy Intent

Travel policies enunciated shall be construed so that no officer or employee shall suffer any undue loss while traveling on official SETA business. The Travel Policy is intended to facilitate business required travel, while managing costs and time in order to maintain efficient business processes.

Authorized Expenses by members of SETA’s legislative bodies

In accordance with California Government Code §53232.2(b), “if a local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties, then the governing body shall adopt a written policy, in a public meeting, specifying the types of occurrences that qualify a member of that legislative body to receive reimbursement of expenses related to travel, meal, lodging, and other actual and necessary expenses.”

SETA funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized SETA business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

1. Official board, council, committee, commission meeting schedule subject to the Brown Act;
2. Attending conferences, seminars, workshops or educational events related to the business or operation of such group;
3. Attending legislative and educational seminars, workshops and training, including ethics training, designed to improve legislative body expertise and information levels;
4. Participating in regional, state and national organizations whose activities affect SETA’s interests;
5. Opportunities to meet with city, county, special district, state, or federal officials to discuss legislative body interest and to implement SETA-approved strategy for attracting or retaining businesses to SETA, which typically involve at least one staff member. Expenditures not specifically covered by this list of occurrences will require prior approval by the SETA Governing Board, or other approved legislative body action, at a public meeting before the expense is incurred. Expenses will be reimbursed in accordance with the procedures in this Travel Policy. All documents related to reimbursable SETA expenditures are public records subject to disclosure under the California Public Records Act (Government Code section 6250-6270).

Reports to the Governing Board

At the following meeting of the SETA Governing Board or other applicable legislative body, each official shall briefly report on meetings attended at SETA expense. If multiple officials attended, a joint report may be made.

Violations of this Policy

The use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to SETA, 3) SETA reporting the expense as income to the elected official to

state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) persecution for misuse of public resources.

Approving Authority for Travel

All travel requests must be approved by the Department Chief and the Fiscal Chief or the individual designated to act for same prior to trip departure. The Executive Director's approval is required for out-of-state travel requests. The Fiscal Department is authorized to reimburse travelers whose expenses are justifiable and in compliance with this policy.

Travel Arrangements

The traveler is responsible for submitting a travel claim form to the SETA Travel Coordinator as soon as possible after approval for travel has been granted. The SETA Travel Coordinator will then complete airline and hotel reservations and process and send payment for conference registrations. The SETA Travel Coordinator will then send a confirmation email to the traveler with a listing of the travel reservation and conference details.

Travel Advances

The Fiscal Department is authorized to pay 100 percent of registration or conference fees and advance up to 100 percent of the estimated meal allowance, and for Head Start parents, other expenses for official travel. In addition, travel advances may include up to 100 percent of the estimated personal private mileage reimbursement, when personal vehicles are approved for use for official travel. Request for advances shall be included on the submitted travel claim form. Advances shall not be made for amounts less than one hundred dollars (\$100) and will not be issued prior to two (2) days before expected travel unless adequate justification is submitted to show that undue hardship to the individual will result in the event the smaller advance is not made. **Advances will not be made if a previous advance is unsettled.**

Lodging

- A. Reimbursement for the cost of lodging is limited to the actual lodging cost incurred.
- B. When a companion travels with an employee on official business, reimbursement for lodging will be at the lowest available single-occupancy rate for the accommodations. It is the responsibility of the employee to obtain the lodging rate for both single- and double-occupancy and indicate them on the travel claim.
- C. The employee should ask for government rates (unless a group or conference rate is less) and provide a completed Transient-Occupancy Tax exempt form at the time of arrival. An identification or business card is generally sufficient identification. Upon return, original

itemized hotel receipts must accompany completed claims. SETA is not responsible for reimbursement of luxury upgrades (ocean view, king-size beds, suites, etc.).

- D. Hotel reservations and cancellations are the responsibility of the traveler. Any cancellation charges incurred will be billed to the traveler unless reasonable justification is provided.
- E. When lodging must be pre-paid to ensure reservations (particularly with PC/PAC parents), the SETA Travel Coordinator may request Credit Card Authorization Form from the hotel and authorized only room and tax expenses charged to the America Express SETA corporate credit card.

Meals

- A. Reimbursement for meals shall be made only when travel extends for a minimum of six (6) hours during the normal working day. In addition, the travel must last for a minimum of six (6) hours, ending after 6:00 p.m. to qualify for dinner. For purposes of determining eligibility for reimbursement, travel shall be considered to begin when the traveler departs his or her residence if the trip begins before or after normal office hours. If the trip begins during normal office hours, travel shall be considered to begin when the traveler departs his or her office. In order to be reimbursed for cost of meals, travel must begin at or before the time shown on the following schedule.

MEAL	TRAVEL BEGINS BEFORE	TRIP ENDS AFTER
Breakfast	6:00 a.m.	7:00 a.m.
Lunch	11:00 a.m.	12:00 p.m.
Dinner	5:00 p.m.	6:00 p.m.

- B. Meals which are supplied by common carrier or are included in conference fees or hotel rates will not be reimbursed (i.e., if a traveler is booked on a flight which serves lunch, no reimbursement will be provided for the lunch meal). A continental breakfast does not constitute a meal. Travelers should inform the Travel Coordinator of any special dietary requirement at the time reservations are made, and travelers should remind the flight attendant of the special request.
- C. Meal reimbursement will be for the actual amount up to the maximum allowed by Sacramento County based on the location of the travel. The employee must report on the SETA travel claims the actual amount expended for each meal for each day whether or not it exceeds the maximum reimbursement. Because of new Internal Revenue Services (IRS) requirements, employees should keep a record of these expenses for Federal Income Tax purposes. The record should include:

- The name and location of the establishment where the meal/event took place.
- Exact amount and date of the expense.
- Specific business discussed.

Transportation

Normally, travel will be by the most reasonable means available, taking into consideration requirements for reimbursement for meals and lodging and employee time devoted to travel at the expense of performance of other duties.

When a private vehicle is used, it is required that the vehicle have appropriate insurance coverage and the driver have a valid driver's license.

A. AIR TRAVEL

1. The SETA Travel Coordinator will arrange for reservations and tickets for approved travel requests authorizing air transportation. The lowest available fare will be used for air travel unless otherwise specifically authorized by the approving authority. Reservations should be refundable whenever possible in the event the trip is changed or canceled. Many airlines offer reduced rates, but are nonrefundable, these may not be the best options for reservations due to the fact trips are subject to change due to various business reasons. As a general rule, employees will be expected to accept flights departing within two (2) hours of the desired departure time. Such a window may not be suitable for all situations.
2. The Travel Coordinator must carefully monitor flights with cancellation fees. If cancellation occurs due to a SETA-related change, SETA will cover the penalty cost. If, however, cancellation occurs due to a traveler's personal request, the traveler will be required to pay any cancellation fees. An exception may be made for cancellations related to a family death (for which the airlines may not impose penalties) or an illness, approved by the Fiscal Chief.
3. If an employee wishes to drive his/her personal vehicle in lieu of air travel and possibly a rental car, reimbursement will be authorized only up to the amount of the least expensive alternative. The request for reimbursement **must include a printed copy of the quoted airfare as justification for the cost of air travel** and the cost of the employee's mileage and attest to the least expensive alternative.

B. TRAIN TRAVEL

In some instances train travel may be a viable alternative to air travel or car travel. An example would be AMTRAK to San Francisco, in lieu of a car and paying for parking. The Agency should evaluate the cost and time involved, prior to approval. In most instances it would be expected that the traveler would incur additional taxi fares at his/her destination.

This cost should be included in the analysis. In addition, the time involved with the trip must be considered as a factor. A two-hour train trip to San Francisco is reasonable, but a twelve-hour trip to San Diego would not be reasonable, unless the traveler is taking vacation time in route.

C. CAR RENTAL

1. Employees on out-of-town trips should use public conveyances (taxis, airports, shuttles, buses, etc.) whenever such uses appear to be more economical than a rental car. Generally, a rental car should not be requested unless:
 - a. Multiple business meetings that require travel between points make use of public conveyance impractical.
 - b. Three or more SETA employees are attending the same meetings and one rental car for the group would be more economical, or
 - c. If it is less expensive to rent a car overall.
2. Auto sizes per number of people: one or two people, compact or subcompact; three or four people, mid-size permitted.
3. When traveling domestically the traveler shall waive all addition insurance offered when renting a car. However, there might be situations where additional insurance is needed, for example in inclement weather such as snow or ice. Such additional insurance should be authorized by the Fiscal Chief or designee.
4. The traveler should fill the gas tank before returning the car to avoid fuel surcharges. Fuel expenses will be reimbursed based upon the receipts provided. Exceptions to the use of self-service fueling will not be allowed unless the employee can demonstrate and justify the reasons for not using available self-service fuel dispensing facilities.
5. Where extended personal travel is involved, rental car expenses must be prorated to allow reimbursement for only those costs associated with SETA business.
6. When using a rental car and the mileage method is not used; actual purchase of fuel is acceptable with a receipt.

D. Travel by Private Vehicle

Authorized travel out of the county, including travel to the airport, will normally be reimbursed at the approved IRS rate. However, when air travel is the most appropriate and economical means of transportation, reimbursement will be in an amount equal to air coach fare unless the traveler clearly demonstrates to the satisfaction of the Department Chief in advance that travel by other means is more advantageous to SETA. Travel may begin/end

from employee’s residence when travel occurs outside normal working hours. Refer to the SETA Mileage Reimbursement Procedure.

Mile in one Calendar Month	Rate per mile
0 - 600	This will be the current IRS standard mileage rate for business miles driven.
601 - Up	Current rate as prescribed above less 15¢.

E. Accident Reporting

Reporting of vehicle accidents by SETA employees driving a SETA-owned vehicle or their own vehicle on SETA business is required; it must be prompt, accurate, and complete. Proper and timely reporting is mandatory because personal and SETA liability are involved.

General instructions in case of accidents are:

- Be calm.
- Be courteous.
- Call the Police.
- Notify your supervisor immediately.
- Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss.
- Do not admit fault or discuss the accident with anyone except the police or the employee’s supervisor.

Reimbursable Expenses with Receipts

While traveling on official SETA business, the following expenses are reimbursable at actual cost upon presentation of original receipts:

1. Necessary taxicabs, Uber or Lyft services, and airport transportation, .
2. Conference registration fees and associates tapes, reports, etc. which can be shown to be of value to the participant in his/he work for SETA.
3. Parking fees greater than the nominal amount of \$10.00 per travel day.
4. Other justifiable expenses will be approved based on a review of special circumstances.

Reimbursable Expenses without Receipts

While traveling on official Agency business, the following expenses are reimbursable at **actual cost, without receipts**:

1. Metered parking and parking in unattended lots (less than the nominal amount of \$10.00 per travel day).
2. Bay Area Rapid Transit (BART) fares (fee schedule must be attached to final travel reimbursement request).
3. Bus fares and bridge tolls.

Additional Allowances

- A. When included on the final travel claim, five dollars (\$5) per each night's stay will be allowed, without receipts, to cover baggage handling, and incidental expenses.
- B. While traveling on official SETA business, the following expenses are reimbursable at actual cost on presentation of original receipts:
 1. Personal cellular and FAX charges in connection with SETA business; hotel phone usage is strongly discouraged due to high cost;
 2. During extended travel (five [5] days or more), personal phone calls will be reimbursed on the following basis:
 - a. One (1) call per day, not to exceed three (3) minutes in length.
 - b. Request for reimbursement of longer or more frequent calls must be accompanied with a letter of explanation and will be considered on a case-by-case basis.
 3. Other justifiable expenses will be approved based on a review of special circumstances.
- C. Child care fees for Head Start parents on official Agency travel will be paid at the rate based on the approved Policy Council policy.
- D. Non-reimbursable Expenses.
 1. Personal Toiletries and personal care expenses
 2. Traffic fines or parking violations

3. Hotel luxury upgrades
4. Expenses associates with a non-employee who accompanies the employee on official business
5. Alcoholic beverages

Procedures

- A. Employees should consult with the Travel Coordinator. The coordinator is responsible for making travel arrangements and can guide the employee with the filing and completion of request and claims for reimbursement.
- B. All travel request and claims for reimbursement must be dated and include the signature and approval of the Executive Director or the Fiscal Chief and the Department Chief or designee
- C. Claims for reimbursement shall be submitted within five (5) days of returning from travel. If applicable, the seminar/training class evaluation form shall be attached to the final travel claim.
- D. Outstanding cash advances shall be settled within seven (7) days of returning from travel. Advances unsettled for over sixty (60) days may be subject to payroll deduction.

Conference, Meeting and Training

The Agency will pay for events included in a conference, meeting or training registration fee. Where such events include optional activities at an additional cost, the Traveler must justify the business relationship of the activity to be reimbursed. Networking with other attendees is not a valid business relationship. Where an optional event is not business-related and includes a meal, the Traveler can be reimbursed up to the maximum meal reimbursement rate. An additional charge for cancellation due to a SETA related business need is reimbursable to the Traveler with the approval from the Fiscal Chief or designee.

Personal Travel

Under no circumstances will the SETA reimburse an employee for expenses incurred when the employee opts to extend his/her time at the destination for personal reasons. If on personal travel and the employee is required to return to the office, travel expenses related to the return trip are allowed upon approval from the Executive Director or designee.

ITEM IV-A - 1- ACTION

APPROVAL OF AMENDMENTS TO THE LABOR AGREEMENTS

BACKGROUND

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have been in negotiations since June 15, 2017. A tentative agreement on the application of the Head Start COLA and increases for other employees has been reached with the three bargaining units represented by AFSCME, including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit. The ratification process took place on June 19 -20, 2017.

The Head Start Policy Council approved amendments to the labor agreements on June 27, 2017.

The tentative agreement provides that the MOUs between SETA and AFSCME will be modified as follows:

Modify Section 6.1(a), Reopeners, to read as follows:

- a. Effective August 1, 2017 all salary steps shall be adjusted by one percent (1%).

...

The fiscal impact will be \$242,781 for Children and Family Services and \$87,751 for Workforce Development.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the amendments to the labor agreements effective August 1, 2017, subject to funding from the Administration for Children and Families.

PRESENTER: Allison Noren

ITEM IV-A - 2- ACTION

APPROVAL OF 2017-18 COMPENSATION RECOMMENDATIONS FOR UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL

BACKGROUND:

On a periodic basis, the Governing Board reviews a report containing recommendations of the Executive Director for salary and benefit improvements for unrepresented confidential and exempt management employees, and any necessary amendments to the Personnel Resolution Covering Unrepresented Employees. The Board last acted on July 7, 2016. There are no changes in the Personnel Resolution Covering Unrepresented Employees. Consistent with the negotiations for represented employees, the Executive Director is recommending that all unrepresented employees receive a 1% cost of living adjustment effective August 1, 2017. The fiscal impact will be approximately \$24,700.

Staff will be available to answer questions.

RECOMMENDATION:

Review and approve the compensation recommendation for unrepresented confidential and exempt management employees effective August 1, 2017, subject to funding from the Administration for Children and Families.

PRESENTER: Kathy Kossick

ITEM IV-A – 3 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISIONS TO THE SALARY SCHEDULE FOR ASSOCIATE TEACHER (TIER I, II, III, IV), ASSOCIATE TEACHER/INFANT-TODDLER, AND HEAD START SUBSTITUTE TEACHER ASSISTANT

BACKGROUND:

In order to remain competitive and attract talent, the Agency is proposing to increase the Salary Schedules for the following positions: Associate Teacher (Tier I, II, III and IV), Associate Teacher/Infant Toddler, and Head Start Substitute Teacher Assistant.

The Agency continues to have long-term recruitment and retention challenges with Associate Teachers (Tier I, II, III, and IV) and Associate Teacher/ Infant Toddler and is proposing the salary be increased by approximately ten percent (10%) effective July 31, 2017.

In addition, the Agency is proposing a five percent (5%) educational incentive pay for any Associate Teacher/Infant Toddler with an Associate’s Degree or higher in ECE or a related field. With the creation of Associate Teacher Tier IV (degreed) classification, staff have been voluntarily leaving the infant/toddler classrooms in pursuit of higher pay in the preschool classrooms. The added incentive pay keeps the salary schedules more commiserate in preschool and infant/toddler and ensures highly qualified staff are working with children.

The Agency also has long-term recruitment and retention issues with Substitutes and is proposing the salary be increased by one dollar (\$1.00) per hour effective July 31, 2017.

These pay increases were already included in the Head Start Grant Application that the Board approved on April 27, 2017.

Current Wage Scales	Step A	Step B	Step C	Step D	Step E	
Head Start Substitute Teacher Assistant	10.50					Current
	11.50					Proposed
Associate Teacher I	10.85	11.39	11.96	12.57	13.19	Current
	11.94	12.54	13.16	13.82	14.51	Proposed
Associate Teacher II	11.94	12.54	13.16	13.82	14.51	Current
	13.13	13.79	14.48	15.20	15.96	Proposed
Associate Teacher III	13.10	13.75	14.44	15.17	15.94	Current
	14.41	15.13	15.88	16.67	17.50	Proposed
Associate Teacher Infant Toddler	13.42	14.10	14.80	15.57	16.33	Current
	14.76	1.51	16.28	17.13	17.96	Proposed

ITEM IV-A – 3 – ACTION (continued)
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Current Wage Scales	Step A	Step B	Step C	Step D	Step E	
Associate Teacher/Infant Toddler (Incentive Pay)	15.51	16.28	17.13	17.96	18.86	Proposed
Associate Teacher IV	14.41	15.13	15.88	16.67	17.50	Current
	15.85	16.64	17.47	18.34	19.25	Proposed

The Head Start Policy Council reviewed and approved this item at their June 27 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing, and approve the revised salary schedules for the Associate Teacher (Tier I, II, III, and IV), Associate Teacher/Infant Toddler, and Head Start Substitute Teacher Assistant.

PRESENTER: Allison Noren

ITEM IV-A - 4 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISION TO THE JOB SPECIFICATION AND ADDITIONAL SALARY SCHEDULE FOR HEAD START/ EARLY HEAD START COORDINATOR (HEALTH-NUTRITION)(SUPERVISORY)

BACKGROUND:

The Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory) classification has been updated to ensure it accurately reflects the work assigned.

It has been several decades since the Children and Family Services Department (CFS) has filled a Health/Nutrition Coordinator (Supervisory) classification. Over the years, CFS has used separate job classifications for each specific content area - one for nutrition services and one for health services. In 2009, due to budget constraints and workload, SETA began using consultants on an as-needed basis. However, with increased countywide demands for oversight and guidance and new Head Start Program Performance Standards, CFS is recommending to hire a comprehensive coordinator position, instead of two distinct positions and/or consultants. With a dedicated nutrition team and health team, the Health/Nutrition Coordinator (Supervisory) will have available staff to carry out the policies and procedures for children, families and staff countywide.

Over the years, multiple outreach and recruitment efforts resulted in very few candidates applying for the Health Coordinator and/or Nutrition Coordinator positions. In a high demand market for professional nurses and nutritionists, CFS believes an additional salary schedule is needed to attract certificated/licensed talent. Hence, a Tier II pay schedule has been added with a higher proposed pay range for certificated/licensed professionals. Tier I wage rates will remain unchanged.

Tier Level	Step A	Step B	Step C	Step D	Step E	
Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory) Tier I	25.78	27.06	28.43	29.84	31.32	Current
Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory) Tier II	31.32	32.89	34.53	36.26	38.07	Proposed

The Agency developed the job specification with input and approval from management and the union. Attached is a red-lined version of the job specification and a clean version. The clean version includes the same information as the red-lined version,

ITEM IV-A - 4 – ACTION (continued)

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however is re-arranged to make it easier to designate tasks under specific content areas. SETA intends to adopt the clean version as the final job specification.

The Head Start Policy Council reviewed and approved this item at their June 27 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing, and approve the revised job specification and additional pay range for Tier II for Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory).

PRESENTER: Allison Noren

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

ORGANIZATIONAL RESPONSIBILITY

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

DEFINITION

Under general direction, coordinates and supervises the delivery and compliance of health and nutrition services for the Head Start/Early Head Start programs, including federal, state and local regulations, policies and procedures; ~~to~~ provides 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~~ ensures that enrolled children, ages birth to five, and pregnant women have the necessary medical, dental, and nutrition services and assessments; assists the facilities unit to ensure and there are appropriate safe environments for young children; ~~to~~ assists in the planning and implementation of a health, nutrition and safety curriculum; ~~to~~ assists with program performance monitoring and evaluation; ~~to~~ provides training and technical assistance to Head Start/ Early Head Start staff, parents, delegate agencies and partners; ~~to~~ serves as staff liaison to the Health Services Advisory Committee; promotes early intervention, prevention health services and assists in the development of the child's physical, emotional, cognitive and social competence, ~~to~~ prepares an annual assessment of the health, nutrition and safety components of local Head Start/ Early Head Start ~~p~~Programs; and ~~to~~ performs related work as required.

INTERPERSONAL SKILLS EXPECTATIONS

- Must be able to listen, interact positively and professionally, and get along with all persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be self-directed, ready and willing to work on daily assignments and special projects, with quick turnaround and a can-do attitude.
- Must be open and able to share, discuss and work through ideas with others in order to establish and maintain cooperative working relationships.

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 health and nutrition services in the SETA grantee operated program, its delegate agencies and partners, and the Child and 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. Assists with organizinges, recruitings and staffings 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. Provides and assists with training ~~Teaches~~ first aid methods and emergency procedures.
8. Develops policies for the control of communicable diseases.
9. Ensures the implementation of regulations regarding health, nutrition and dental examinations and screenings in compliance with ~~in~~ Federal, State and local health guidelines; provides assistance with follow-up for identified health concerns~~problems~~.
10. Ensures proper maintenance of health records including the electronic tracking system.
11. Coordinates health programs with community providers and stakeholders.
12. ~~Coordinates~~ Coordinates ~~Develops~~ plans and procedures in collaboration with food services unit health professionals to ensure that children enrolled in Head Start/ Early Head Start programs receive meals which meet their daily nutritional needs.
13. Assists with monitorings grantee operated programs and delegate agencies for compliance with health standards and monitors nutrition/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. ~~Evaluates performance of health and nutrition services.~~
17. Conducts workshops and discussion groups on children's 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 the safety and disaster preparedness program within the SETA Operated Program.
23. Develops policies and procedures pertaining to health, nutrition and safety environments practices, including communicable diseases.
24. Participates in internal workgroups as designated by the supervisor.
25. Provides input and support toward the development and delivery of goals and objectives for health, nutrition and safety programs.
26. Assists with identifying children with suspected health conditions, including assessment of nutritional status of children.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of supervision.
- Head Start/Early Head Start and SETA programs and functions.
- Public Health ~~nursing~~ principles and related practices.
- Maternal and child health.
- Social inequities of health in low-income communities
- Characteristics of control of communicable diseases.
- Principles of nutrition, including food science and; child nutrition ~~and diet therapy; menu~~
- ~~planning and modification.~~
- USDA requirements for child care food programs.
- ~~Food purchasing~~, Proper food 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.
- Bilingual skills are preferred.

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:

Tier I - At least five (5) years of work experience in a ~~p~~Public ~~h~~Health or related field, preferably including experience in providing and/or coordinating public health services and dealing with the health, nutrition and safety programs and problems/concerns of young children and their families. A Bachelor's ~~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.~~

OR

Tier II – At least three (3) years of work experience in public health or related field, preferably including experience in providing and/or coordinating public health services and dealing with the health, nutrition and safety programs and concerns of young children and their families. A Master’s degree, license and/or certification in public health, nursing, nutrition and/or related fields is required. At least one year of this experience should be in a supervisory position. 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)~~ three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Required Activity</u>	<u>Description</u>
<u>Kneeling</u>	<u>Occasionally bending legs at knee to come to a rest on knee or knees. (CPR Training)</u>
<u>Crouching</u>	<u>Occasionally bending the body downward and forward by bending leg and spine. (CPR Training)</u>
<u>Crawling</u>	<u>Rarely moving about on hands and knees or hands and feet.</u>
<u>Reaching</u>	<u>Occasionally extending hand(s) and arm(s) in any direction.</u>
<u>Standing</u>	<u>Occasionally for sustained periods of time (Health Fairs, Trainings, Presentations, etc.)</u>
<u>Pulling</u>	<u>Occasionally using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</u>
<u>Dexterity</u>	<u>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</u>
<u>Talking</u>	<u>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>

<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

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)
(SUPERVISORY)**

ORGANIZATIONAL RESPONSIBILITY

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

DEFINITION

Under general direction, coordinates and supervises the delivery and compliance of health and nutrition services for the Head Start/Early Head Start programs, including federal, state and local regulations, policies and procedures; provides 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; ensures that enrolled children, ages birth to five, and pregnant women have the necessary medical, dental, and nutrition services and assessments; assists the facilities unit to ensure there are appropriate safe environments for young children; assists in the planning and implementation of a health, nutrition and safety curriculum; assists with program performance monitoring and evaluation; provides training and technical assistance to Head Start/ Early Head Start staff, parents, delegate agencies and partners; serves as staff liaison to the Health Services Advisory Committee; promotes early intervention, prevention health services and assists in the development of the child's physical, emotional, cognitive and social competence, prepares an annual assessment of the health, nutrition and safety components of local Head Start/ Early Head Start programs; and performs related work as required.

INTERPERSONAL SKILLS EXPECTATIONS

- Must be able to listen, interact positively and professionally, and get along with all persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be self-directed, ready and willing to work on daily assignments and special projects, with quick turnaround and a can-do attitude.
- Must be open and able to share, discuss and work through ideas with others in order to establish and maintain cooperative working relationships.

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 health and nutrition services in the SETA operated program, its delegate agencies and partners, and the Child and Adult Care Food Program.

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.

General Health, Nutrition and Safety Services:

1. Develops policies and procedures pertaining to health, nutrition and safety practices, including communicable diseases.
2. Ensures the implementation of regulations regarding health, nutrition and dental examinations and screenings in compliance with Federal, State and local guidelines; provides assistance with follow-up for identified concerns.
3. Assists with monitoring SETA operated programs and delegate agencies for compliance with Federal and State regulations regarding health standards and nutrition/meal services.
4. Provides training and technical assistance regarding the health, nutrition and safety for staff and parents.
5. Provides input and support toward the development and delivery of goals and objectives for health, nutrition and safety programs.
6. Assists with the development of health, nutrition and safety budgets for Head Start/ Early Head Start programs
7. Works with parent groups.
8. Participates in internal and external workgroups as designated by the supervisor.

Health Services:

1. Develops training in health and oral health concerns of young children, preventive health methods, and coordinates with available community services.
2. Assists with identification of children with suspected special health conditions.
3. Provides and assists with training first aid methods and emergency procedures.
4. Develops policies for the control of communicable diseases.
5. Ensures proper maintenance of health records including the electronic tracking system.
6. Coordinates health programs with community providers and stakeholders.
7. Conducts workshops and discussion groups on children's health for program staff and parents.
8. Assists with organizing, recruiting and staffing the Health Services Advisory Committee.
9. Ensures proper coordination of the functions of the Advisory Committee with delegate, partner and parent groups.

Nutrition Services:

1. Coordinates meal plans and procedures in collaboration with the food services unit to ensure that children enrolled in Head Start/ Early Head Start programs receive meals which meet their daily nutritional needs.
2. Assists with identifying children with suspected health conditions, including assessment of the nutritional status of children.
3. Ensures the implementation and compliance of regulations regarding the Child and Adult Care Food Program (CACFP) and provides assistance with follow-up for identified concerns.
4. Works collaboratively with the fiscal department to ensure CACFP claims are submitted accurately and timely.

Safety Services:

1. Plans, develops, implements and monitors the safety and disaster preparedness program within the SETA Operated Program.
2. Coordinates safety procedures and practices with the facilities and education units.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of supervision.
- Head Start/Early Head Start and SETA programs and functions.
- Public Health principles and related practices.
- Maternal and child health.
- Social inequities of health in low-income communities
- Characteristics of control of communicable diseases.
- Principles of nutrition, including food science and child nutrition
- USDA requirements for child care food programs.
- Proper food 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.
- Bilingual skills are preferred.

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:

Tier I - At least five (5) years of work experience in public health or related field, preferably including experience in providing and/or coordinating public health services and dealing with the health, nutrition and safety programs and concerns of young children and their families. A Bachelor's 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.

OR

Tier II – At least three (3) years of work experience in public health or related field, preferably including experience in providing and/or coordinating public health services and dealing with the health, nutrition and safety programs and concerns of young children and their families. A Master’s degree, license and/or certification in public health, nursing, nutrition and/or related fields is required. At least one year of this experience should be in a supervisory position.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C Driver’s License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Kneeling</i>	<i>Occasionally bending legs at knee to come to a rest on knee or knees. (CPR Training)</i>
<i>Crouching</i>	<i>Occasionally bending the body downward and forward by bending leg and spine. (CPR Training)</i>
<i>Crawling</i>	<i>Rarely moving about on hands and knees or hands and feet.</i>
<i>Reaching</i>	<i>Occasionally extending hand(s) and arm(s) in any direction.</i>
<i>Standing</i>	<i>Occasionally for sustained periods of time (Health Fairs, Trainings, Presentations, etc.)</i>
<i>Pulling</i>	<i>Occasionally using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</i>
<i>Dexterity</i>	<i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i>
<i>Talking</i>	<i>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i>
<i>Hearing</i>	<i>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i>
<i>Repetitive Motion</i>	<i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i>

<i>Sedentary Work</i>	<i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i>
<i>Visual Acuity</i>	<i>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</i>
<i>Environment</i>	<i>The worker is not substantially exposed to adverse environmental conditions.</i>
<i>Relational</i>	<i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i>

ITEM IV-A - 5 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISION TO THE JOB SPECIFICATION FOR FISCAL DEPARTMENT CHIEF (EXEMPT)

BACKGROUND:

In September 2016, the Department of Health and Human Services/Office of Head Start updated the Head Start Program Performance Standards. These standards serve as the federal guidelines for operating and providing Head Start/Early Head Start services to children and families. In accordance with Section 1302.91(c) – Staff Qualifications and Competency Requirements, “*A program must ensure a fiscal officer hired after November 7, 2016, is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.*” Additionally, the Agency is in the process of reviewing all job specifications to ensure that all positions accurately reflect the work assigned; that current methodologies are in compliance with current federal and state regulations; and that the updates enable the Agency to hire the best candidates.

The revised job specification for Fiscal Department Chief (Exempt) is attached in redline and clean versions.

The Head Start Policy Council reviewed and approved this item at their June 27 meeting.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing, and approve the revised job specification for Fiscal Department Chief (Exempt).

PRESENTER: Allison Noren

FISCAL DEPARTMENT CHIEF (EXEMPT)

ORGANIZATIONAL RESPONSIBILITY

A Fiscal Department Chief is responsible to the County Finance Director and reports indirectly to the SETA Executive Director.

DEFINITION

Under administrative direction, to plan, develop, and have responsibility for SETA fiscal services, including accounting, auditing, payroll, purchasing and systems accounting; to coordinate and administer the Agency's budget procedures; to insure the proper disbursement and control of grant funds; to develop operational program budgets; to develop and implement fiscal monitoring systems; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the position which has overall responsibility for SETA fiscal services.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to listen, interact positively and professionally, and get along with all persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be self-directed, ready and willing to work on daily assignments and special projects, with quick turnaround and a can-do attitude.
- Must be open and able to share, discuss and work through ideas with others in order to establish and maintain cooperative working relationships.

EXAMPLES OF DUTIES

1. Plans, organizes, develops and implements a comprehensive fiscal program for the Sacramento Employment and Training Agency.
2. Develops and implements department policies and procedures; assists in the development of agency-wide policies and procedures.
3. Arranges for outside audits; works with outside auditors on Agency fiscal records and procedures, oversees fiscal monitoring activities of the Agency's subgrantees.
4. Provides work direction and training for assigned staff.
5. Participates in the selection and employment procedures for new fiscal employees.

6. ~~e~~Evaluates the work of assigned employees.;
7. ~~o~~Oversees the establishment and maintenance of a variety of fiscal reports.;
8. ~~i~~Ensures that requisite controls and reports are maintained for grant monies.;
9. ~~c~~Coordinates the preparation, analysis, and administration of the Agency's budget.;
10. ~~r~~Recommends and establishes policies for fiscal recordkeeping; reviews, studies, and keeps others aware of legal and procedural requirements for fiscal operations.;
11. ~~d~~Directs the preparation and prepares a variety of periodic fiscal reports and statements.;
12. ~~d~~Develops, implements, and trains others in the use of data processing fiscal recordkeeping and reporting methods.;
13. ~~i~~Ensures the proper maintenance and preparation of the Agency payroll.;
14. ~~c~~Coordinates the Agency's fiscal system with other government agencies.;
15. ~~c~~Consults with management staff on fiscal and financial policies.;
16. ~~c~~Compiles information and prepares complex reports, provides consultation to assigned staff on technical accounting and fiscal problems.;
17. ~~o~~Oversees the day to day operations of purchasing.;
18. ~~a~~Assures that fiscal concerns are communicated to the Management of the Agency.;
- ~~1-19.~~ ~~p~~Provides complex technical assistance on special projects to the Executive Director as necessary.

~~CONTINUED~~

~~Page 2 – Fiscal Department Chief (Exempt) –~~

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods, and practices of accounting, financial recordkeeping and financial administration.

Codes, regulations, ordinances, and laws affecting SETA financial activities.

Principles and practices of budget preparation and administration.

Principles and practices of auditing, financial analysis, and research.

Current data processing production capacities and capabilities.

~~Adaption of information needs, recordkeeping activities, and other functions to data processing method.~~

Principles and practices of payroll operations.

Principles and practices of organization and administration management.

Principles and practices of supervision, training, and public administration.

and

Ability to:

Plan, organize, and direct SETA's finance, accounting, and fiscal data processing functions.

Plan and direct budget development, preparation, and administration.

Supervise, motivate, train, and evaluate assigned personnel.

- Originate, develop, and modify accounting systems and methods.
- Direct SETA's payroll program.
- Prepare complex financial statements and reports.
- Insure the proper utilization, maintenance, and upkeep of data processing equipment.
- Serve as a major source for solving accounting problems and providing information to others.
- Prepare a variety of reports.
- Effectively represent SETA's fiscal systems and procedures with other government agencies and concerned people.
- Establish and maintain cooperative working relationships.

and

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

- I. Advanced degree in finance and accounting; OR
- II. CPA License highly desirable; AND
- III. Five years increasingly responsible leadership experience in public agency finance; demonstrated experience in supervision and leadership of accounting staff; demonstrated expertise integrating current information technology programs and tools into the accounting processes.

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</u>
<u>Talking</u>	<u>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</u>

<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

FISCAL DEPARTMENT CHIEF (EXEMPT)

ORGANIZATIONAL RESPONSIBILITY

A Fiscal Department Chief is responsible to the County Finance Director and reports indirectly to the SETA Executive Director.

DEFINITION

Under administrative direction, to plan, develop, and have responsibility for SETA fiscal services, including accounting, auditing, payroll, purchasing and systems accounting; to coordinate and administer the Agency's budget procedures; to insure the proper disbursement and control of grant funds; to develop operational program budgets; to develop and implement fiscal monitoring systems; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the position which has overall responsibility for SETA fiscal services.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to listen, interact positively and professionally, and get along with all persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be self-directed, ready and willing to work on daily assignments and special projects, with quick turnaround and a can-do attitude.
- Must be open and able to share, discuss and work through ideas with others in order to establish and maintain cooperative working relationships.

EXAMPLES OF DUTIES

1. Plans, organizes, develops and implements a comprehensive fiscal program for the Sacramento Employment and Training Agency.
2. Develops and implements department policies and procedures; assists in the development of agency-wide policies and procedures.
3. Arranges for outside audits; works with outside auditors on Agency fiscal records and procedures, oversees fiscal monitoring activities of the Agency's subgrantees.
4. Provides work direction and training for assigned staff.
5. Participates in the selection and employment procedures for new fiscal employees.
6. Evaluates the work of assigned employees.

7. Oversees the establishment and maintenance of a variety of fiscal reports.
8. Ensures that requisite controls and reports are maintained for grant monies.
9. Coordinates the preparation, analysis, and administration of the Agency's budget.
10. Recommends and establishes policies for fiscal recordkeeping; reviews, studies, and keeps others aware of legal and procedural requirements for fiscal operations.
11. Directs the preparation and prepares a variety of periodic fiscal reports and statements.
12. Develops, implements, and trains others in the use of data processing fiscal recordkeeping and reporting methods.
13. Ensures the proper maintenance and preparation of the Agency payroll.
14. Coordinates the Agency's fiscal system with other government agencies.
15. Consults with management staff on fiscal and financial policies.
16. Compiles information and prepares complex reports, provides consultation to assigned staff on technical accounting and fiscal problems.
17. Oversees the day to day operations of purchasing,
18. Assures that fiscal concerns are communicated to the Management of the Agency.
19. Provides complex technical assistance on special projects to the Executive Director as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods, and practices of accounting, financial recordkeeping and financial administration.

Codes, regulations, ordinances, and laws affecting SETA financial activities.

Principles and practices of budget preparation and administration.

Principles and practices of auditing, financial analysis, and research.

Current data processing production capacities and capabilities.

Principles and practices of payroll operations.

Principles and practices of organization and administration management.

Principles and practices of supervision, training, and public administration.

and

Ability to:

Plan, organize, and direct SETA's finance, accounting, and fiscal data processing functions.

Plan and direct budget development, preparation, and administration.

Supervise, motivate, train, and evaluate assigned personnel.

Originate, develop, and modify accounting systems and methods.

Direct SETA's payroll program.

Prepare complex financial statements and reports.

Insure the proper utilization, maintenance, and upkeep of data processing equipment.

Serve as a major source for solving accounting problems and providing information to others.

Prepare a variety of reports.
 Effectively represent SETA's fiscal systems and procedures with other government agencies and concerned people.
 Establish and maintain cooperative working relationships.

and

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

- I. Advanced degree in finance and accounting
- OR
- II. CPA License
- AND
- III. Five years increasingly responsible leadership experience in public agency finance; demonstrated experience in supervision and leadership of accounting staff; demonstrated expertise integrating current information technology programs and tools into the accounting processes.

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Dexterity</i>	<i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i>
<i>Talking</i>	<i>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i>
<i>Hearing</i>	<i>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i>
<i>Repetitive Motion</i>	<i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i>
<i>Sedentary Work</i>	<i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i>
<i>Visual Acuity</i>	<i>The worker is required to have close visual acuity to perform an activity such</i>

	<i>as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</i>
<i>Environment</i>	<i>The worker is not substantially exposed to adverse environmental conditions.</i>
<i>Relational</i>	<i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i>

ITEM IV-A – 6 – ACTION

APPROVAL TO EXTEND THE AGREEMENT WITH COMMUNITY LINK CAPITAL REGION FOR THE 2-1-1 SACRAMENTO HUMAN SERVICES DATABASE

BACKGROUND:

SETA partners with the County of Sacramento Departments of Human Assistance and Health and Human Services to fund the 2-1-1 Sacramento Human Services Database, the central resources database administered by the Community Link Capital Region. Each department or agency pays a portion of the Community Link cost for the database through a master contract held by the County of Sacramento. SETA has shared the cost of maintaining the database with the County for over 20 years.

The 2-1-1 Sacramento Human Services Database is an important information resource for Sacramento County service providers and residents. Community Link maintains a searchable, comprehensive, human services database of more than 2,400 non-profit and public health and human services organizations. It is the information resource used extensively by SETA for developing the required plans for the Community Service assessment data for grant applications. The information also helps to:

- Connect residents with community resources
- Highlight gaps in services
- Plan emergency services
- Assist with outreach efforts
- Develop neighborhood profiles

The master agreement between Community Link and the County was amended on February 17, 2017, to extend the term for fiscal year 2017-2018 in the amount of \$146,215. This amount is shared among the three benefiting agencies or departments at an allocation of 25% from SETA, 25% from the County Department of Health and Human Services, and 50% from the County Department of Human Assistance. SETA's share would be \$36,553.75 for fiscal year 2017-2018.

Board approval is requested to provide Community Link \$36,553.75, through the County of Sacramento Master Contract, as SETA's share of the cost of maintaining the 2-1-1 Sacramento Human Services Database for the 2017-2018 fiscal year.

RECOMMENDATION:

Approve \$36,553.75 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for fiscal year 2017-2018. The funding will be administered through the County of Sacramento Master Agreement.

PRESENTER: Julie Davis-Jaffe

ITEM IV-A – 7 - ACTION

RATIFICATION OF EXECUTIVE DIRECTOR'S DEVIATION FROM INSURANCE REQUIREMENTS CONCERNING NOTICES OF CANCELLATION IN RECENTLY EXECUTED CONTRACTS

BACKGROUND:

SETA's Insurance Requirements do not currently authorize the Executive Director to deviate from those requirements. Accordingly, any deviation from those requirements necessitates Board approval. In the past, staff has brought such requests to the Board for approval in advance. SETA recently procured services in its ETP Work Experience for At-Risk Youth program and four of the selected providers of ETP youth services – Boys and Girls Clubs, Pro Youth, HAWK Institute and DCM Group – each experienced the same difficulty in obtaining non-cancellation endorsements as required by the Insurance Requirements. In each case, the insurance carrier refused to provide the following Notice of Cancellation endorsement:

“This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply.”

In order to proceed with these time-sensitive contracts, the Executive Director conditionally agreed to deviate from the Insurance Requirements with respect to the requirement to obtain this endorsement from the insurance carriers, subject to your Board's ratification of that deviation. The specific deviations are as follows:

- **Boys and Girls Clubs – Insurance in place 6/2/2017**
Workers' Compensation requires a Waiver for Notice of Cancellation as it will not be provided by carrier or broker.
- **Pro Youth and Families – Insurance in place 6/9/2017**
General Liability, Auto Liability, and Workers' Compensation require waivers for Notices of Cancellation as they will not be provided by carriers or broker.
- **Hawk Institute – Insurance in place 6/16/2017**
Workers' Compensation requires a Waiver of Notice of Cancellation as it will not be provided by carrier or broker.
- **DCM Group - Insurance in place 6/16/2017**
General Liability (includes the Sexual Abuse coverage) requires a Waiver of Notice of Cancellation from carrier. Broker agrees to provide both the 10 day and 30 day Notices of Cancellation.

ITEM III-A – 7 – ACTION (continued)
Page 2

Each of the contractors was advised that if your Board did not ratify the deviation, then the contracts would be suspended until the required endorsement could be provided. If the Board ratifies the deviation, each of the contracts will proceed without the non-cancellation endorsement. Even though the endorsement would not be provided, staff will closely monitor the Insurance provided for each contractor. The contractors are separately obligated to notify SETA of any lapse in coverage and staff will endeavor to enforce that requirement.

RECOMMENDATION:

Ratify the Executive Director's deviation from the Insurance Requirements with respect to the lack of non-cancellation endorsements for four contractors – Boys and Girls Club, Pro Youth, HAWK Institute, and DCM Group.

PRESENTER: Terri Carpenter

ITEM IV-A – 8 - ACTION

APPROVAL OF REVISED AGENCY INSURANCE REQUIREMENTS

BACKGROUND:

SETA's Insurance Requirements were last updated in 2007 based upon the recommendations of a risk management consultant. Last year, SETA again engaged the services of a risk management consultant to review SETA insurance coverages and also the insurance requirements that the Agency imposes on program operators, subgrantees, vendors and contractors. Your Board previously addressed SETA's own insurance coverages, and those changes were utilized in the most recent procurement of SETA's insurance package.

The consultant has also recommended changes to SETA's Insurance Requirements for SETA-funded programs operators, subgrantees, contractors and vendors. The consultant further recommended the development of a guidance document or matrix for internal staff use, which will be implemented upon review and approval by your Board of the proposed new Insurance Requirements. This item provides for such Board review and approval. The new insurance requirements will apply to all SETA-Funded program operators, subgrantees, contractors and vendors.

In addition, Staff and Legal Counsel have been discussing insurance requirements with staff of both the City and the County. The County is in the process of updating all of its insurance requirements, and staff has been waiting for the completion of that effort. However, the County has experienced several delays, and both Staff and Legal Counsel believe it is advisable for SETA to update its policies now because issues continue to arise under the current language of the requirements. Staff and Legal Counsel will subsequently review the County updates when they are finalized and, if appropriate, will come back to your Board for further revisions to SETA's requirements.

At this time, Staff and Legal Counsel are proposing to implement modifications to the Insurance Requirements that primarily concern: (1) the delegation of authority to staff to deviate from the Insurance Requirements in certain circumstances; (2) modifying the requirements for Certificates of Insurance; and (3) the proposed addition of a requirement to maintain Employment Practices liability coverage. The proposed new Insurance Requirements have also been reorganized and streamlined in an effort to make them more user friendly. The proposed new Insurance Requirements are attached. A brief synopsis of the three primary modifications, follows.

1. DEVIATION FROM INSURANCE REQUIREMENTS

SETA's insurance requirements are exacting and currently provide no language to allow staff to deviate from the requirements. Historically, any deviation from the requirements has required formal action by the Board. Both the City and the County have delegated

this authority to staff, which implement exceptions to their insurance requirements on a case-by-case basis. In some circumstances, deviation may be prudent and involve only very minor risks. For example, sole proprietors with no employees should not need to carry workers' compensation insurance.

There also may be circumstances where deviations are appropriate in order to recognize what coverages are readily available in the marketplace. For instance, SETA has historically required that endorsements contain specific language regarding notice of cancellation to SETA. Those endorsements are becoming exceedingly difficult to obtain and many carriers will not issue them.

In order to provide for more flexibility in addressing requests for deviations from the Insurance Requirements, the proposed new requirements include the following language:

“Any deviations from these requirements may be approved in advance by the Executive Director, or designee, provided that one or more of the following findings is made and documented in the contract file to which the deviation pertains:

- (1) The scope of work does not raise any risk that will be provided in certain coverages; or
- (2) The coverage or endorsement is not readily available in the marketplace.”

2. CERTIFICATES OF INSURANCE

Under the current requirements, the Agency requests both Certificates of Insurance and various endorsements issued by the insurance carrier. Certificates of Insurance are issued by insurance brokers, but provide limited value to SETA. The certificates do not provide any coverage to the Agency and are not binding on the insurance companies. They are solely a statement by the insurance broker. While they do serve as an indication that coverage is in place at the time of issuance, they provide no assurance of coverage and specifically disclaim that they provide coverage.

Nevertheless, staff believes that receipt of Certificates of Insurance is valuable in that they provide information regarding coverages that can alert staff to missing coverages or endorsements. SETA's current requirements require modifications to the actual language of the Certificates as they relate to Notice of Cancellation. SETA currently requires that certain standard language previously found in certificates, be deleted. That language is no longer utilized in the industry. The new requirements will still address the use of certificates and provide for Notice of Cancellation in the preferred form, subject to deviations permitted by the new deviation provisions, discussed above. Since SETA requires endorsements relating to Notice of Cancellation, the requisite language will be found in these endorsements.

3. EMPLOYMENT PRACTICES LIABILITY

Employment Practices litigation has become more and more common, but SETA's current requirements do not include Employment Practices Liability Insurance as a required insurance component. Based upon the recommendation of the risk management consultant, Employment Practices Liability coverage of not less than \$1,000,000 is proposed as an additional insurance requirement for SETA-Funded program operators, subgrantees, contractors and vendors.

RECOMMENDATION:

Approve the attached revised Insurance Requirements.

PRESENTER: Legal Counsel

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

INSURANCE REQUIREMENTS

(Pursuant to SETA Governing Board Action on 7/06/2017)

These requirements apply to all individuals and entities funded by SETA, including, but not limited to, program operators, sub-grantees, vendors and contractors (each an “Insured”). Prior to sub-grant or contract execution, commencement of program performance and/or disbursement of any funds, SETA shall receive from each Insured’s insurer an original, computer-generated, or faxed policy declarations page, certificate of insurance and copies of required endorsements.

GENERAL REQUIREMENTS

1. **POLICY DECLARATIONS PAGE MUST INCLUDE:** All required insurance coverage in amounts not less than those specified in the required coverages provided herein.

2. **CERTIFICATES OF INSURANCE MUST INCLUDE:**
 - A. Insuring Company’s Name;
 - B. Full Mailing Address of Insurance Company’s Issuing Branch Office;
 - C. Policy Number(s);
 - D. Policy Effective and Expiration Date(s);
 - E. Policy Limits;
 - F. Deductible(s) or statement that “No deductible is applicable”;
 - G. For General Liability Coverage, confirmation that “occurrence type” coverage rather than “claims made type” coverage is provided.
 - H. Certificates must include an original signature or an original stamp of the agent’s signature; and
 - I. Notice of Cancellation, stated in the following way:

“This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply.”

SHOULD ANY OF THESE ITEMS BE MISSING, THE CERTIFICATE IS UNACCEPTABLE

3. **REQUIRED INSURANCE ENDORSEMENTS:** The insurance policy number must appear on all endorsements and required endorsements applicable to the Insured shall provide the following:
 - A. Additional Insured Endorsements must be stated in one of the following two ways: 1) an individual endorsement naming “the Sacramento Employment and Training Agency and its officers, employees and volunteers as additional insureds;” or 2) a blanket endorsement stating that any entity required by a written contract or written agreement with the Named Insured is

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

included as an additional insured.

B. Loss Payee Endorsements must be stated in the following way: “The Sacramento Employment and Training Agency is named as a loss payee as its interest may appear.”

C. Notice of Cancellation Endorsements must be stated in the following way: “This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply.”

D. Primary and Non-contributory Endorsements must be stated in the following way: “This insurance is primary and non-contributory as to any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency.”

4. SELF-INSURANCE

If any coverage is provided by self-insurance, SETA requires a letter from the Insured, which will be incorporated into the contractual document as an Exhibit or Special Condition, stating that:

- A. It agrees to SETA’s insurance requirements as stated herein and SETA will be indemnified as if standard insurance coverage was in place;
- B. It will maintain a minimum reserve of the amount of self-insured retention over and above all known incurred claims filed against the self-insurance fund;
- C. The reserve is fully funded; and,
- D. No federal or SETA funds will be called upon to fund any losses resulting from any SETA-funded subgrant or contract.

A sample letter will be provided upon request.

5. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by SETA. In the sole discretion of SETA, SETA may require an Insured to reduce or eliminate such deductibles or self-insured retentions with respect to SETA, its officers, employees and volunteers.

NO SETA FUNDS MAY BE USED TO FUND OR OTHERWISE PAY FOR ANY DEDUCTIBLES, SELF-INSURED RETENTIONS AND/OR SELF-INSURANCE.

6. ADDITIONAL INSURANCE COVERAGE

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

SETA reserves the right to require an Insured to obtain additional insurance coverage should the funded activities or services provided require additional coverage. This is especially true for multi-funded agencies. Additional coverage might include, but is not limited to, increased policy limits or coverages for professional liability and/or incidental malpractice. Increased policy limits might be addressed by increasing the general aggregate limits, obtaining excess coverage, and/or procuring a policy solely to insure SETA-funded activities or services.

7. COPIES OF POLICIES

SETA reserves the right to require an Insured to provide SETA with complete copies of all insurance policies.

8. INSURANCE CARRIER REQUIREMENTS

All coverages shall be procured through a carrier with an AM Best Rating of A-VIII or greater.* If any coverage is canceled, revoked, reduced, or in any manner questioned or compromised, SETA shall not make any further disbursements to an Insured until SETA is satisfied that the coverage initially approved by SETA has been reinstated. Failure to provide timely evidence of continuing coverage shall result in suspension of all payments or reimbursements and/or suspension of performance. Additionally, should there be inadequate coverage or any lapse(s) in coverage, SETA shall not reimburse for any costs incurred during any period for which the required insurance coverage was not in effect.

*(Coverage provide by State Compensation Insurance Fund is excepted from this requirement)

9. EXPIRING INSURANCE REPLACEMENT COVERAGE

In the event insurance coverages expire at any time or times during the term of the subgrant, contract and/or program performance, the Insured shall provide, at least thirty (30) calendar days prior to said expiration date, new evidence of insurance coverage(s) and endorsements as provided for herein for not less than the remainder of the term of the subgrant, contract or program performance.

REQUIRED COVERAGES

1. FIDELITY AND DEPOSITORS' FORGERY COVERAGES

A. Required Limits:

Amount of grant or contract if less than \$25,000; or
\$25,000 or twenty percent (20%) of the total amount of the grant or contract, whichever is greater.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

B. Required Endorsements:

1. Loss Payee Endorsement; and,
2. Notice of Cancellation Endorsement.

2. PROPERTY COVERAGE

A. Required Coverage:

Insurance which is at least as broad as the current ISO Special Form Causes of Loss (CP 1030) policy, formerly known as “all risks,” as well as insurance covering boiler and machinery and compliance with ordinances or laws, if appropriate, for the full 100% insurable replacement cost of the property.

Such insurance shall name SETA as an additional insured as its interests in the property may appear and shall include a waiver of subrogation in favor of SETA.

B. Required Endorsement:

1. Notice of Cancellation Endorsement.

3. GENERAL LIABILITY COVERAGE

A. Type of Policy/Coverage:

All policies must be written on an occurrence-type policy form which is at least as broad as the most current ISO Commercial General Liability (CG 0001) policy, insuring liability arising from premises; operations; independent contractors; incidental medical malpractice and garage keepers liability as appropriate given the nature of the Funded Agency’s business; personal injury and advertising injury; products-completed operations; and liability assumed under an insured contract.

SEXUAL ABUSE LIABILITY COVERAGE

Insureds whose operations involve interaction with youth (ages to 18 years) must include “Sexual Abuse liability coverage” at limits not less than \$1,000,000 per occurrence. Such coverage can be written on a stand alone basis or made part of the Insured’s Commercial General Liability Insurance.

Claims-made policies are not acceptable.

B. Required Limits:

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

\$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage.

C. Required Endorsements:

1. Additional Insured Endorsement;
2. Primary and Non-contributory Endorsement; and,
3. Notice of Cancellation Endorsement.

4. VEHICLE LIABILITY COVERAGE

A. Required of all Insureds

B. Required Coverage:

Coverage must include all of the following:

- a. Non-Owned Auto Liability
- b. Hired Auto Liability
- c. Owned Auto Liability (If the Insured owns autos)

C. Required Limits:

\$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage.

D. Required Endorsements:

1. Additional Insured Endorsement;
2. Primary and Non-contributory Endorsement; and,
3. Notice of Cancellation Endorsement.

5. PROFESSIONAL LIABILITY COVERAGE

- A. Required of all Insureds that employ or retain professional staff (including, but not limited to, nurses, psychologists, health care professionals, accountants or attorneys) for SETA-funded operations.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

B. Required Limits:

Not less than \$1,000,000 per occurrence.

C. Required Endorsement:

1. Notice of Cancellation Endorsement.

6. WORKERS' COMPENSATION

A. Must cover all employees and participants employed or enrolled under the grant who are currently eligible for coverage under existing workers' compensation laws and regulations. Where participants in a work activity are not covered under a state's workers' compensation law, they shall be provided with adequate accident medical insurance.

B. Required Endorsement:

1. Notice of Cancellation Endorsement.

7. EMPLOYMENT PRACTICES LIABILITY

A. Required of all Insureds

B. Required Coverage:

Policy must include Third-Party Liability coverage
This policy may be written on a "claims-made" basis

C. Required Limits:

Not less than \$1,000,000 per claim.

D. Required Endorsement:

1. Notice of Cancellation Endorsement.

DEVIATIONS FROM REQUIREMENTS

Any deviations from these requirements may be approved in advance by the Executive Director, or designee, provided that one or more of the following findings is made and documented in the contract file to which the deviation pertains:

- (1) The scope of work does not raise any risk that will be provided in certain coverages; or
- (2) The coverage or endorsement is not readily available in the marketplace.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

For additional information or assistance please contact:

Marianne Sphar
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815
Phone: 916-263-3762
Fax: 916-263-3918
Marianne.Sphar@seta.net

ITEM IV-B – 1 - ACTION

APPROVAL OF NONCOMPETITIVE PROCUREMENT AND SELECTION OF PAYROLL SERVICE PROVIDER FOR WORKFORCE DEVELOPMENT PROGRAMS AND PARTICIPANTS

BACKGROUND

On Friday, June 2, 2017, SETA released a Request for Proposals (RFP) for Payroll Services from qualified applicant agencies to provide payroll services and act as the employer of record for work experience activities for a variety SETA employment programs.

Proposers had the option to submit proposal either electronically or in person prior to the June 16, 2017, 5:00 p.m. deadline. SETA received only one timely-submitted proposal - from the Community College Foundation (TCCF). In addition, the Foundation for California Community Colleges (FCCC) submitted a proposal electronically, but that proposal was received by SETA two (2) minutes after the proposal deadline. Consistent with Board policy, the RFP required that all proposals must be received no later than 5:00 p.m., P.D.T., Friday, June 16, 2017 and included the following statement:

“In accordance with the policy of the SETA Governing Board and the Sacramento Works, Inc., proposals and documents received after 5:00 p.m., P.D.T., June 16, 2017 will not be accepted. **NO EXCEPTIONS. NO APPEALS WILL BE ACCEPTED FOR LATE PROPOSALS**”

Accordingly, staff did not accept the FCCC proposal, but did fully evaluate the TCCF proposal. TCCF has been providing payroll services since 1987 and has had a contract to provide payroll services for SETA programs and participants since 2009. The overall performance and quality of services has been exemplary. TCCF payroll processing costs include the hourly pay for each participant, the required state and federal taxes and worker's compensation insurance rates provided by Liberty Mutual and are determined by the type of work each participant will perform. Additionally, SETA will be charged an administrative fee of 15% to cover indirect costs to CCF, the same amount historically charged under SETA's existing contract.

- TCCF's comprehensive payroll services include an on-line Time and Attendance System allowing participants to complete their time sheet at their work location,
- TCCF will serve as the employer of record for the work experience participants for the purposes of workers' compensation coverage and reporting of any tax liability,
- TCCF will continue to provide complete security and restrictions to access. It has its own Information Technology staff to support and maintain its servers, computers, networks, hardware and software necessary to support SETA, as well as servicing agreements for specialty software support as needed.

ITEM IV-B – 1 – ACTION (continued)
Page 2

SETA's procurement policies authorize the agency to procure services without competition in certain circumstances, including when, after solicitation of a number of sources, competition is determined to be inadequate. Notwithstanding the release and circulation of the RFP, TCCF submitted the only timely response. Staff is recommending proceeding with non-competitive procurement and contracting with TCCF for payroll services for an initial term beginning July 1, 2017 and ending June 30, 2018, with the option to extend for additional periods beginning July 1, 2018, as provided in the RFP.

RECOMMENDATION:

Find that, after solicitation of a number of sources, competition is determined to be inadequate, approve the use of non-competitive procurement based on this finding, and approve the selection of The California Community College Foundation's as SETA's Payroll Services Provider for workforce development programs and participants, PY2017-2018, with the option to extend for additional periods beginning July 1, 2018.

PRESENTER: Terri Carpenter

ITEM IV-C - 1 - ACTION

APPROVAL OF THE SUBMISSION OF THE HEAD START/EARLY
HEAD START COST OF LIVING ADJUSTMENT (COLA)
APPLICATION 2017-2018

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Head Start/Early Head Start Cost of Living Adjustment (COLA) application for Fiscal Year 2017-2018 in the amount of \$528,886. Funds include \$513,922 for the Head Start/Early Head Start base grant and \$14,964 for Early Head Start-Child Care Partnership/Expansion grant as follows:

Head Start/Early Head Start (base grant):

Head Start Basic	\$433,781
Early Head Start (EHS) Basic	<u>\$ 80,141</u>
TOTAL	\$513,922

Early Head Start-Child Care Partnership and Expansion:

EHS-CCP/Expansion Basic	<u>\$ 14,964</u>
Grant TOTAL	\$ 528,886

On June 2, 2017, the Office of Head Start released Consolidated Appropriations 2017 funding for Federal Fiscal Year (FY) 2017, making additional funds available to existing Head Start and Early Head Start programs. Each grantee may apply for a COLA increase of one percent of the FY 2017 base funding level. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs. SETA management and the union have met and the union is finalizing use of the funds.

A detailed budget and budget narrative are sent under separate cover.

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

Approve the submission of the Cost of Living Adjustment application for the Head Start/Early Head Start base grant in the amount of \$513,922 and the Early Head Start-Child Care Partnership and Expansion grant in the amount of \$14,964 for Fiscal Year 2017-2018. Total COLA funds will be \$528,886.

PRESENTER: Denise Lee

ITEM V-A – INFORMATION

MONITORING REPORT ON SETA'S FINANCIAL MANAGEMENT AND
PROCUREMENT ACTIVITIES

BACKGROUND:

The Employment Development Department performed a review of SETA's fiscal management and procurement activities.

The monitoring report is attached. Staff will be available to answer questions.

PRESENTER: Kathy Kossick



RECEIVED MAY 25 2017



Edmund G. Brown, Jr.
Governor

No Funding

May 17, 2017

Ms. Kathy Kossick, Executive Director
Sacramento Employment and Training Agency
925 Del Paso Blvd.
Sacramento CA, 95815

Dear Ms. Kossick:

This is to inform you of the results of our review for Program Year (PY) 2016-17 of the Sacramento Employment and Training Agency's (SETA) financial management and procurement activities funded by the Workforce Investment Act (WIA) and the Workforce Innovation and Opportunity Act (WIOA). This review was conducted by Mr. Edmond Kwan from May 1, 2017, through May 5, 2017. For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, financial reporting, expenditures charged to the WIA/WIOA grants, cost allocation, indirect cost rate, cash management, internal controls, oversight of your subrecipients, subrecipient audits, and debt collection. For the procurement portion of the review, we examined procurement transactions and property management.

Our review was conducted under the authority of WIOA Sections 183(a) and 184(a)(4). The purpose of this review was to determine the level of compliance by SETA with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant regarding financial management and procurement for PY 2016-17.

We collected the information for this report through interviews with representatives of SETA, a review of applicable policies and procedures, and a review of documentation retained by SETA for a sample of expenditures and procurements for PY 2015-16 and PY 2016-17.

BACKGROUND

The SETA was awarded WIOA funds to administer a comprehensive workforce investment system by way of streamlining services through the America's Job Center of CaliforniaSM delivery system. For PY 2016-17, SETA was allocated: \$5,902,893 to serve adult participants; \$3,763,899 to serve youth participants; and \$1,371,612 to serve dislocated worker participants from the K71302059 subgrant.

For the quarter ending March 31, 2017, SETA reported the following WIOA expenditures: \$4,776,430 for adult participants; \$2,095,614 for youth participants; and \$663,733 for dislocated worker participants K71302059 subgrant.

Ms. Kathy Kossick
May 17, 2017
Page two

FISCAL REVIEW RESULTS

We conclude that, overall, SETA is meeting applicable WIOA requirements concerning financial management.

PROCUREMENT REVIEW RESULTS

We conclude that, overall, SETA is meeting applicable WIOA requirements concerning procurement.

This report contains no findings or concerns; therefore, we are issuing this report as the final report.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is SETA's responsibility to ensure that its systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain SETA's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Mr. Edmond Kwan at (916) 654-7690 or Ms. Melissa Williams at (916) 654-7825.

Sincerely,



TIFFANY AUBEL, Chief
Compliance Monitoring Section
Compliance Review Office

cc: Janyce Wong, MIC 50
Lisa Buchanan, MIC 50
Georganne Pintar, MIC 50

emk:7098:7099

ITEM V-B – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Stephanie Nguyen **DATE:** June 23, 2017
FROM: Mayxay Xiong, 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>
TA	ES	\$69,828	10/1/16-9/30/17	10/1/16-3/31/17
RESS	VESL/ES	\$247,641	10/1/16-9/30/17	10/1/16-3/31/17
WIOA	SWCS Adult	\$61,000	7/1/16-6/30/17	10/1/16-3/31/17
WIOA	SWCS DW	\$245,728	7/1/16-6/30/17	10/1/16-3/31/17
WIOA	Adult SA OJT	\$174,852	7/1/16-6/30/17	10/1/16-3/31/17
WIOA	CW OJT SE	\$210,135	7/1/16-11/30/16	10/1/16-11/30/16
WIOA	CW OJT ESE	\$231,683	7/1/16-6/30/17	10/1/16-3/31/17
WIOA	Out-of-School Youth	\$285,527	7/1/16-6/30/17	10/1/16-3/31/17

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 5/15-5/17/17

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2016 to March 31, 2017 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Monica Blanco **DATE:** June 6, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of City of Sacramento – Dept. of Parks and Recreation

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	In-School	\$ 228,000	7/1/15-6/30/16	1/1/16-6/30/16

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: May 8, 2017

WIA	In-School	\$ 269,520	7/1/16-6/30/17	7/1/16-3/31/17
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Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final ___
Date of review: May 8, 2017

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
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: City of Sacramento – Dept. of Parks and Recreation

Findings and General Observations:

The total costs as reported to SETA for WIOA 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: Ms. Marie Jachino DATE: June 9, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: Fiscal Monitoring of Elk Grove Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$20,000	7/7/16-12/31/16	7/7/16-12/31/16

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 6/9/17

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

Program Operator: Elk Grove Food Bank

Findings and General Observations:

- 1) We have reviewed the CSBG program from July 7, 2016 to December 31, 2016. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Mary Breeding **DATE:** June 13, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	CCP & Cola	\$391,500	8/1/16-6/30/17	8/1/16-1/31/17
Early Head Start	T&TA	\$20,900	8/1/16-6/30/17	8/1/16-1/31/17
Early Head Start	Start-Up	\$16,300	8/1/16-6/30/17	8/1/16-1/31/17

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 4/5-4/7/17

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

Program Operator: Kinder World, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start programs from August 1, 2016 to January 31, 2017 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Jacquie Bonini **DATE:** May 16, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 8,770,877	8/1/16-7/31/17	8/1/16-1/31/17
Head Start	T & TA	\$ 20,000	8/1/16-7/31/17	8/1/16-1/31/17
Early HS	Basic	\$ 1,564,709	8/1/16-7/31/17	8/1/16-1/31/17
Early HS	T & TA	\$ 27,564	8/1/16-7/31/17	8/1/16-1/31/17

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: April 24-26, 2017

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from August 1, 2016 to January 31, 2017 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Jacquie Bonini **DATE:** May 25, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS CCP	Basic	\$ 712,600	8/1/16-7/31/17	8/1/16-1/31/17
EHS CCP	T & TA	\$ 17,500	8/1/16-7/31/17	8/1/16-1/31/17

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: April 24-26, 2017

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from August 1, 2016 to January 31, 2017 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Mr. Jim Walters DATE: June 1, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$ 4,652,403	8/1/16-7/31/17	8/1/16-1/31/17
Head Start	T & TA	\$15,000	8/1/16-7/31/17	8/1/16-1/31/17
Early HS	Basic & Cola	\$1,741,924	8/1/16-7/31/17	8/1/16-1/31/17
Early HS	T & TA	\$30,912	8/1/16-7/31/17	8/1/16-1/31/17

Monitoring Purpose: Initial X Follow Up Special Final

Date of Review: 4/24-4/26/17

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2016 to January 31, 2017 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Edenausegboye Davis DATE: June 8, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$ 840,937	8/1/16-7/31/17	8/1/16-2/28/17
Head Start	T & TA	\$7,500	8/1/16-7/31/17	8/1/16-2/28/17

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 5/3-5/4/17

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

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2016 to February 28, 2017 for the Head Start programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V-C – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

ERA
July 1 - June 22, 2017

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			
1STOPlighting	1	Customer Service	1
	1	Warehouse Technician	1
347Group	7	Machine Operator/Laborer	6
Air National Guard	1	Intelligence Analysis	45
Alan Schlossberg, LLC dba Jani-King	1	Janitor	1
Amador Stage Lines Inc.	9	Motorcoach Operator	20
Aggressive Legal Svc Inc.	1	Court Runner	1
America's Lawns Inc.	1	Landscaping Crew	3
Arcade Creek Manor	1	Groundskeeper	1
Assurance Roofing and Construction	3	Laborer	1
Black Dog Graphics	1	Warehouse Technician	1
Blue Shield of California	1	Case Management Staff	1
	1	Clinical Support Coordinator	1
	1	Customer Experience Management Trainee	1
	6	Cyber Security Engineer	1
	1	EDI Data Analyst	1
	1	Employee Relations Consultant	1
	4	FEP PPO Utilization Management Lead RN	1
	10	Government Affairs (Lobbyist)	10
	6	IT Management/Senior Manager	1
	6	IT Security Cyber Defense Platform Management Team Member	1
	6	IT Senior Project Manager	1
	1	Lead Database Administrator	1
	1	Lead Human Resources Specialist	1
	6	Learning Database Analyst	1
	6	Medical Director, Medical Operations	1
	4	Medicare Supplement Supervisor	1
	1	Operations Management Supervisor CE	2
	1	Product Operations Analyst	1
	1	Program Manager	1
	1	Provider Information & Enrollment Correspondence/Phone Representative	2
	1	Provider Product Configuration Analyst, Senior	1
	1	QA Analyst Intermediate	1
	1	Quality Assurance Intermediate Specialist	1
	1	Reconciliation Business Analyst	1
	1	Regulatory Complaint Coordinator, Lead	1
	1	Senior Business Analyst	1
	6	Senior Business Application Developer	1
1	Senior Business Information Analyst-Traceability	1	
1	Senior Manager, Portfolio Analytics	1	
1	Senior Project Analyst	1	
1	Senior Project Manager	1	
1	Senior Technical Lead-Business Objects	1	
1	Technical Writer	1	
1	Utilization Care Manager Staff	1	
California Caregivers	4	Caregiver	20
California Human Development	4	Youth Case Manager (Bilingual)	1
California Native Plant Society	1	Director of Communications and Marketing	1
Capitol Architectural Production	3	Welder/Shop Helper	1
Carson's Coatings Inc.	3	CADD Tech	1
Ciera Staffing LLC.	1	Custodian	15
City of Elk Grove	2	Senior Civil Engineer	1

ERA
July 1 - June 22, 2017

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			
City of Sacramento	1	Account Clerk II	1
	1	Accountant Auditor	1
	1	Administrative Analyst	1
	2	Associate Architect	1
	2	Associate Civil Engineer	1
	1	Cashier	1
	1	Code Enforcement Officer	1
	3	Construction Inspector I	1
	1	Cultural Services and Creative Economy Manager	1
	1	Custodian II	1
	1	Deputy City Attorney I	1
	1	Deputy City Attorney II	1
	1	Dispatcher II	1
	1	Dispatcher Recruit	1
	10	Events Associate	1
	10	Events Duty Person	1
	6	Information Technology Supervisor	1
	6	Information Technology Support Specialist II	1
	3	Instrument Technician II	1
	7	Integrated Waste Equipment Operator	1
	1	Junior Development Project Manager	1
	1	Junior Plant Operator	1
	1	Labor Relations Analyst	1
	10	Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	1
	7	Machinist	1
	1	Office of Public Safety Accountability Analyst	1
	1	Office of Public Safety Accountability Specialist	1
	1	Operations General Supervisor	1
	1	Paralegal	1
	1	Police Chief	1
	1	Police Officer	1
	1	Police Recruit	2
	1	Program Analyst	2
	1	Program Manager-ADA & Leave Manager	1
	1	Program Specialist	1
	1	Recreation General Supervisor	1
	1	Senior Accountant Auditor	1
	1	Senior Animal Control Officer	1
	6	Senior Applications Developer	1
	6	Senior Applications Developer - Business Process Management Developer	1
	6	Senior Applications Developer - Document Developer	1
	6	Senior Applications Developer - PeopleSoft	1
	10	Senior Camp Aquatics Leader	1
2	Senior Engineer	1	
10	Senior Recreation Aide	1	
1	Senior Tree Maintenance Worker	1	
1	Special Districts Manager	1	
1	Staff Aide Management/Working Title: Marijuana Policy and Enforcement Manager	1	
1	Support Services Manager	1	
1	Survey Party Chief	1	
2	Telecommunications Engineer II	1	
10	Ticket Policy & Event Services Manager	1	
1	Tree Pruner	1	
7	Water Quality Laboratory Technician	1	
1	Workers Compensation Claims Assistant I	1	
1	Workers Compensation Supervisor	1	

ERA
July 1 - June 22, 2017

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
City of Sacramento Department of Human Resources	1	Dispatcher II	1
	1	City Clerk	1
	1	Code Enforcement Officer	1
	1	Dispatcher II	1
	1	Fire Marshal	1
	1	Parking Enforcement Supervisor	1
Comcast: Chico	7	Installation Technician	1
Children's Law Center-Sacramento	1	Part Time Administrative Assistant	1
Culinary Staffing Agency	1	Servers, Bussing , Dishwasher, Prep Cooks	20
D V Austin Contractors	3	Helpers--Painters, Paperhangers, Plasterers, and Stucco Masons	1
Davis Academy Driving School	1	Driving Instructor	2
Denio's Roseville Farmers Market Auction, Inc.	1	Cashier	4
Easter Seals	1	Custodial Supervisor	1
Electrofreeze of Northern California	1	Office Administrator	1
Elite Cleaning	1	Housecleaner	2
Elite HR Logistics Inc.	9	Class A Yard Hostler	1
	7	Diesel Mechanic	1
Enterprise Holdings, Inc.	1	Service Agent	4
Essential Healthcare Staffing	4	Occupational Therapist - Home Healthcare	1
	4	Physical Therapist - Home Healthcare	1
	4	Speech Therapist - Home Healthcare	2
Excel Network LLC	1	Core Gas Agent	65
Express Employment Professionals	7	Apartment Maintenance Technician	1
Falafel Corner	8	Line Server	1
Farmers Insurance	1	Bilingual Insurance Sales	1
Fedex Freight	9	City Driver	1
Folsom Dam Car Wash	1	Car Wash Line Work	5
Frito-Lay	9	Route Sales Representative - General	13
Fulton-El Camino Rec-Park District	10	Recreational Leaders	20
Gamma Glo LLC	1	Bookkeeping/Office Assistant	1
	9	Will Call Clerk/Warehouse	1
Golden State Overnight Delivery	9	Truck Driver	3
	9	Warehouse Loader	8
Habitat for Humanity of Greater Sacramento	1	AmeriCorps Volunteer Services Coordinator	1
	1	Bookkeeper	1
	1	Community Outreach Coordinator	1
	3	Construction Crew Leader	4
	4	Family Services Coordinator	1
Handyman Network	7	Handyman/Contractor	5
Health Advocates	1	Coordinator	1
Health and Life Organization	1	Member Service I	1
	4	Registered Dental	2
Hialeah Terrace	4	Caregiver	2
Home Office	9	Class A Driver	1
	9	Class C Driver	1
	1	Maintenance Worker	1
Imko Workforce Solutions	3	Welder	1
	7	Automotive Mechanics	1
InContext	3	Mig Welder	1
	1	Administrative Assistant	1
InSync Consulting Services LLC	1	Customer Service Professional	90
International Mailing Equipment, Inc.	10	Sales Trainee	2

ERA
July 1 - June 22, 2017

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			
Island Angels	1	Administrative/Care Coordinator	1
	4	Caregiver	1
JB Homecare Referral	1	Care Coordinator	1
JUMA Ventures	1	Enterprise Manager	1
Junk King	9	Driver/Loader	1
Labor Finders	9	Labor	1
La Bou Bakery & Cafe	8	Food Prep/Sandwich Maker/Cashier	1
Lewis Group Of Companies	4	Maintenance Technician	3
LICAP Technologies	9	Maintenance & Facility Technician	1
	2	R & D Engineer	1
Los Rios Community College	1	Account Clerk II	2
	1	Account Clerk III	1
	1	Accountant	2
	1	Administrative Assistant I	12
	1	Administrative Assistant II	6
	1	Admissions/Records Clerk II	1
	1	Admissions/Records Clerk III	1
	1	Admissions/Records Evaluator I	3
	1	Admissions/Records Evaluator II	1
	1	Anthropology Assistant Professor	1
	1	Art Assistant Professor	1
	1	Associate Vice Chancellor, Resource Development	1
	1	Associate Vice President of Instruction	1
	1	Athletic Trainer	1
	1	Biology Assistant Professor	1
	1	Buyer	1
	1	California Apprenticeship Initiative Grant Project Coordinator	1
	1	Child Development Center Lead Teacher	1
	1	Clerk II	5
	1	Clerk III	8
	1	College Development Officer	1
	1	College Police Detective	1
	1	Communications and Public Information Officer	1
	1	Computer Information Science Assistant Professor	4
	1	Confidential Human Resources Specialist I	1
	1	Confidential Human Resources Specialist II	1
	1	Confidential Human Resources Specialist III	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	3
	1	Counselor	4
	1	Culinary Arts Management Adjunct Assistant Professor	1
	1	Custodial Supervisor	1
	1	Custodial/Receiving Supervisor	1
	1	Custodian	1
	1	Dean of Business and Computer Science	1
	1	Dean of Business and Family Science	1
	1	Dean of Career and Technical Education	1
	1	Dean of Distance Education, Virtual Education Center	1
	1	Dean of Health and Education	1
	1	Dean of Humanities	1
	1	Dean of Institutional Effectiveness	1
	1	Dean of Instruction	1
	1	Dean of Kinesiology, Health, and Athletics	1
	1	Dean of Student Services Admissions and Transition Services	1
	1	Dean of Student Services, Counseling and Transfer Services	1
	1	Dean of Student Success	1
	1	Dean of Workforce and Economic Development	1
	4	Dental Hygiene Assistant Professor	1
	1	Director of Administrative Services	1
	1	Director of Facilities Planning and Construction	1
	1	Director of Human Resources	1
	1	Director of Marketing and Communication, Harris Center for the Arts	1
	6	Educational Media and Web Design Specialist	1

ERA
July 1 - June 22, 2017

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	1	Electronics Technology Assistant Professor+D160	1
	1	Employee Benefits Specialist	1
	1	Employee Benefits Supervisor	1
	1	Engineering Assistant Professor	1
	2	Facilities Planning and Engineering Specialist	1
	1	Facilities Planning Specialist	2
	1	Fashion Assistant Professor	1
	1	Financial Aid Clerk II	2
	1	Financial Aid Supervisor	1
	1	Foreign Languages Assistant Professor	1
	1	Foster and Kinship Care Education Coordinator	1
	1	Grant Coordination Clerk	1
	1	Grant Program Director Career and Technical Programs	1
	1	Graphic Designers	1
	1	Groundskeeper	2
	1	Head Grounds Maintenance Technician	1
	1	Head Groundskeeper	1
	1	Healthcare Interpreting Assistant Professor	1
	1	Horticulture Assistant Professor	1
	7	HVAC Mechanic	4
	6	Information Technology Application System Supervisor	1
	6	Information Technology Business/Technical Analyst I	1
	6	Information Technology Business/Technical Analyst II	1
	1	Information Technology Director of Production Services	1
	6	Information Technology Specialist	1
	6	Information Technology Systems/Database Administrator	1
	6	Information Technology Systems/Database Administrator Analyst II	1
	1	Instructional Assistant - Accounting Laboratory	1
	1	Instructional Assistant - Applied Music	1
	1	Instructional Assistant - Campus Computer Laboratory	1
	1	Instructional Assistant - Disabled Student Program & Services	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Sign Language	1
	1	Instructional Assistant - Welding Technology	1
	1	Instructional Assistant -Costuming and Makeup	1
	1	Instructional Assistant -Tutorial Center	2
	1	Instructional Assistant-Costuming and Makeup	1
	1	Instructional Assistant-Music	1
	1	Instructional Services Assistant I	1
	1	Instructional Services Assistant II	1
	6	IT Specialist II - Microcomputer Support	1
	1	Journalism Assistant Professor	1
	1	Kinesiology Assistant Professor/Head Men's Baseball Coach	1
	1	Laboratory Technician - Construction	1
1	Laboratory Technician-Science Chemistry	1	
7	Lead Laboratory Technician - Mechanics	1	
1	Lead Library Media Technical Assistant	1	
3	Lead Maintenance Electrician	1	
1	Lead Police Communication Dispatcher	1	
1	Learning Disabilities Assistant Professor	1	
1	Learning Skills and Tutorial Services Coordinator	1	
1	Legal Assisting Assistant Professor	1	
1	Library Media Technical Assistant	1	
1	Library Technician	2	
7	Maintenance Electrician	1	
1	Maintenance Operations Clerk	1	
7	Maintenance Plumber	1	
1	Mathematics Assistant Professor	2	
1	Mathematics Lab Coordinator	1	
3	Mechanical-Electrical Systems Technician	1	
1	Nursing Assistant Professor	8	
1	Occupational Therapy Assistant Professor	1	
1	Outreach Specialist	1	
1	Physical Education/Athletic Attendant	1	

ERA
July 1 - June 22, 2017

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	1	Physical Therapy Assistant Professor	1
	1	Physics Assistant Professor	1
	1	Physics/Astronomy Assistant Professor	1
	1	Police Communications Dispatcher	1
	1	Police Officer	1
	1	President, Folsom Lake College	1
	1	President, Sacramento City College	1
	6	Programmer I	1
	1	Project Director for TRIO, Educational Talent Search	1
	1	Project Director for TRIO, Student Support Services, STEM, and Veterans Programs	1
	1	Psychology Assistant Professor	1
	1	Public Relations Technician	1
	1	Research Analyst	3
	1	Researcher/Psychology Assistant Professor	1
	1	Respiratory Care Assistant Professor	1
	6	Senior IT Network Administrator Analyst	3
	6	Senior IT Technician -Lab/Area Microcomputer Support	2
	1	Student Personnel Assistant - Contract Education	1
	1	Student Personnel Assistant - Outreach Services	1
	1	Student Personnel Assistant Workforce and Economic Development	2
	1	Student Personnel Assistant-Assessment and Testing	1
	1	Student Personnel Assistant-Cultural Awareness Center	2
	1	Student Personnel Assistant-DSP&S	1
	1	Student Personnel Assistant-EOPS	2
	1	Student Personnel Assistant-Student Life	2
	1	Student Personnel Assistant-Student Services	3
	1	Student Success and Support Program Specialist	2
	1	TANF/CalWORKS Specialist	1
	1	Theater Arts Adjunct Assistant Professor	2
	1	Universal Design Coordinator	1
	1	Universal Design for Learning Coordinator	1
	3	Utility Worker	1
1	Vice Chancellor of Education and Technology	1	
1	Vice President of Instruction	1	
1	Vice President of Student Services	1	
1	Women's Basketball Adjunct Faculty Head Coach	1	
1	Women's Track and Field Head Coach	1	
McLane Company, Inc.	10	Independent Sales Representative	1
MAXIMUS-Health Care Options	1	Bilingual Client Service Representative	10
MGO Strategic Staffing	1	Administrative Assistant	1
	1	Senior Accountant	1
Mr. Security Camera	7	Installation Technician	1
Murieta Hospitality Group dba The Murieta Inn	8	Hotel Concierge	150
Nature Care Landscape, Inc.	1	Landscape Maintenance and Installation Crew Members	5
Nor Cal Mobile Mechanics	7	Auto Technician	1
Ooma, Inc.	1	Outside Sales Representative	10
Pinnacle Telecommunications, Inc.	7	Central Office Installer - Level 2 or Higher	1
	1	CFO/Controller	1
	1	Database Administrator (DBA)	1
	2	Detail/Field Engineer	1
	1	Engineering Quality Auditor	1
	6	Help Desk Support	1
ProWraps, Inc.	6	Network Engineer	1
	1	Office Manager/Project Manager	1

ERA
July 1 - June 22, 2017

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			
Public Storage	1	Relief Property Manager	5
Ramos Oil Company	7	Maintenance Worker	1
Rancho Murieta Country Club	8	Dishwasher / Kitchen Worker	1
	8	Line Cook	1
Randstad	1	Bilingual Customer Service Representatives	40
	9	Production	200
Ray McCauley Insurance Agency	1	Insurance Sales Agent	1
Resource Staffing Group	1	Document Agent	30
	1	Inbound Customer Service Representative	2
	1	Outbound Call	30
	9	Warehouse Clerk	4
Retail Business Development	1	Wireless Sales Ambassador	8
Rimnetics	9	Manufacturing/Production Worker	5
River City Rickshaw LLC.	9	Pedicab Driver	1
Sacramento Asian/Pacific Chamber	1	Events Coordinator	1
	1	Manager of Membership Relations/Business Development/Programs	1
	1	Marketing and Events Coordinator	1
Sacramento Employment & Training Agency	1	Accountant II	1
	1	Administrative Assistant	1
	1	Children and Family Services Facilities Supply Clerk	1
	1	Payroll Specialist	1
	4	Head Start Home Visitor	1
	1	Head Start Intervention Specialist	1
	1	Head Start Quality Assurance Analyst	1
	1	Head Start Site Supervisor	2
	7	Maintenance/Courier	1
	1	Personnel Analyst	1
	1	Senior Payroll Specialist	1
Sacramento Housing And Redevelopment	1	Resident Services Technician	1
Sacramento LGBT Community Center	1	Development Coordinator	1
	1	Executive and Finance Assistant	1
Sacramento Regional Transit District	1	Director, Office Management and Budget	1
Sacramento Valley Alarm Security	7	Alarm Technician	1
Safety Center Inc.	4	Alcohol and Drug Program Counselor	1
	1	Alcohol and Drug Program Staff I	1
	1	Bi-Lingual Alcohol and Drug Program Counselor	1
Saint Claire's Nursing Home	1	Cook	3
	4	Dietary Aid	3
	1	Laundry Worker/Housekeeper	3
	1	Janitorial Maintenance Worker	3
Saint John's Lutheran Church	1	Church Accountant/Bookkeeper	1
Selland's Market Cafe	8	Cook	2
	8	Counter Server	2
	8	Dishwasher	2
Staffing Network	9	Loader/Unloader Operator	15
	1	Logisticians	15
	1	Mail Sorter	15
	2	Manufacturing Engineer	15
	9	Material Handler	15
St John's Program for Real Change	1	Director of Finance	1
Stonehouse Enterprises Inc.	1	Maintenance Supervisor	1
The Table Community Foundation	1	After School Group Leader	5
Tele Direct	10	Customer Service Representative	30

ERA
July 1 - June 22, 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
The Kensington	4	Caregiver	1
	8	Server	1
Tots of Love Child Development Center, LLC.	1	Preschool Teacher	5
Universal Security & Fire Inc.	1	Alarm Technician Trainee	2
University Of The Pacific, Mc George School Of Law	1	Legal Advocate	1
Urban Strategies Inc.	1	Education Liaison	1
Victoria S Mosur DDS PC	4	Registered Dental Assistant	1
Villara Corporation	1	Sales	1
Volunteers of America Sacramento	1	Support Staff/Monitor	6
Weidmann-ACTI Inc.	9	Shipping Technician	1
WFVC Contact Centers	1	Phone Banker I	1
Wheel Pros	9	Warehouse Worker	2
	9	Warehouse Driver/Worker	1
Total			1442

ITEM V-D – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Dislocated Worker Information PY 2016/2017

The following is an update of information as of June 26, 2017 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	3/10/2016	Orchard Supply Hardware 905 E. Bidwell St. Folsom, CA 95630	8/1/2016	40	7/7/2016 7/14/16
Unofficial	5/19/2016	Sports Authority 3350 Arden Way Sacramento, CA 95815	8/31/2016	150	7/28/2016
Official	6/10/2016	CVS Health: Financial Services Center 1092 Sun Center Dr Rancho Cordova, CA 95670	9/30/2016	152	8/29/2016 8/31/16 9/20/16 9/22/16
Unofficial	6/27/2016	Hancock Fabrics 2711 El Camino Sacramento, CA 95821	7/13/2016	22	6/6/16 6/8/16
Official	6/27/2016	CST California Stations 4625 San Juan Avenue Fair Oaks, CA 95628	7/5/2016	6	8/18/2016
Unofficial	6/29/2016	CalStar 4933 Bailey Loop McClellan, CA 95652	9/15/2016	20	8/24/2016
Official	6/30/2016	DCS Facility Services 3731 Metro Dr. Suite 600 Sacramento, CA 95215	8/31/2016	11	Packets Delivered
Unofficial	7/5/2016	California State Senate 1020 N Street Sacramento, CA 95814	11/20/2016	40	8/5/16 9/28/16
Unofficial	7/24/2016	Flapjacks 2721 El Camino Ave. Sacramento, CA 95821	7/23/2016	27	7/29/2016
Unofficial	8/1/2016	Farrell's Ice Cream 1625 Watt Ave Sacramento, CA 95864	8/1/2016	100	8/3/2016
Official	9/6/2016	ITT Technical Institute 863 Gold Center Dr. Rancho Cordova, CA 95670	9/16/2016	104	Declined Services
Official	10/3/2016	Sutter VNA & Hospice 8330 Ferguson Ave Sacramento, CA 95828	12/2/2016	15	Declined Services
Official	10/10/2016	Red Lion Hotel Woodlake 500 Leisure Ln. Sacramento, CA 95815	12/12/2016	120	12/2/2016
Official	10/11/2016	Verizon Wireless 10734 International Dr. Rancho Cordova, CA 95670	1/27/2016	1,180	Job Fair 11/30/16

Dislocated Worker Information PY 2016/2017

The following is an update of information as of June 26, 2017 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	10/14/2016	AAA 8880 Cal Center Dr. Sacramento, CA 95826	12/31/2016	15	12/8/2016
Official	11/3/2016	Marvell Semiconductor, Inc. 890 Glenn Dr. Folsom, CA 95630	1/27/2017	12	Pending
Unofficial	1/12/2017	TransAmerica 870 Glenn Dr. Folsom, Ca 95670	2/28/2017	30	1-31-17 2/1/2017
Official	1/12/2017	PG&E 10381 Old Placerville Rd. Ste.150 Rancho Cordova, CA 95670	3/18/2017	12	2/16/2017
Unofficial	2/3/2017	L3 Technologies, Inc. 107 Woodmere Rd. Folsom, CA 95670	2/15/2017	10	2/15/2017
Official	3/24/2017	bebe store, Inc. 13000 Folsom Blvd. #1006 Folsom, CA 95630	5/27/2017	10	Pending
Official	3/30/2017	Advanced Call Center Technologies, LLC. 4837 Watt Ave. North Highlands, CA 95660	5/30/2017	135	Pending
Unofficial	4/5/2017	Payless ShoeSource 2326 Watt Ave. Sacramento, CA 95821	6/30/2017	20	Pending
Official	6/14/2017	Kmart Corporation 5100 Stockton Blvd. Sacramento, CA 95820	9/30/2017	84	Pending
			Total # of Affected Workers	2,315	

ITEM V-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of May was 4.1%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA
(MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Greater Sacramento area gained 7,900 jobs over the month; 15,200 over the year**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.1 percent in May 2017, down from a revised 4.4 percent in April 2017, and below the year-ago estimate of 4.7 percent. This compares with an unadjusted unemployment rate of 4.2 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 4.0 percent in El Dorado County, 3.5 percent in Placer County, 4.2 percent in Sacramento County, and 4.3 percent in Yolo County.

Between April 2017 and May 2017, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 7,900 to total 975,200 jobs.

- Construction gained 1,600 jobs over the month. Specialty trade contractors (up 1,400 jobs) was responsible for a majority of the increase. Construction of buildings expanded by 200 jobs.
- Trade, transportation, and utilities also picked up 1,600 jobs month-over. Retail trade added 1,300 jobs. Wholesale trade increased by 200 jobs. Transportation, warehousing, and utilities reported a slight increase of 100 jobs.
- Only two major industries reported declines from April to May. Leisure and hospitality shed 600 jobs. Education and health services dipped by 200 jobs.

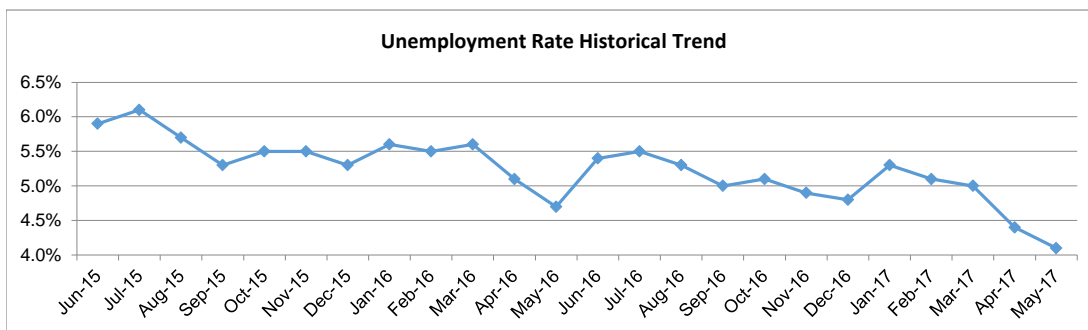
Between May 2016 and May 2017, total jobs in the region increased by 15,200, or 1.6 percent.

- Educational and health services (up 5,700 jobs) continued to lead year-over growth for the eighth consecutive month. Health care and social assistance led the expansion with 5,900 jobs. This gain offset a slight loss in education services, which dipped by 200 jobs.
- Government added 4,800 jobs from last May. State government grew by 5,600 jobs. Federal government gained 400 jobs. These gains offset a decline in local government (down 1,200 jobs).
- Leisure and hospitality gained 3,900 jobs, with 79.5 percent of the increase in accommodation and food services (up 3,100 jobs). Arts, entertainment, and recreation added 800 jobs over the year.
- Four major industries experienced job reductions from last May, led by construction (down 1,800 jobs), other services (down 1,500 jobs), manufacturing (down 1,400 jobs), and information (down 600 jobs).

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.1 percent in May 2017, down from a revised 4.4 percent in April 2017, and below the year-ago estimate of 4.7 percent. This compares with an unadjusted unemployment rate of 4.2 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 4.0 percent in El Dorado County, 3.5 percent in Placer County, 4.2 percent in Sacramento County, and 4.3 percent in Yolo County.



Industry	Apr-2017	May-2017	Change	May-2016	May-2017	Change
	Revised	Prelim			Prelim	

Total, All Industries	967,300	975,200	7,900	960,000	975,200	15,200
Total Farm	9,800	10,000	200	9,800	10,000	200
Total Nonfarm	957,500	965,200	7,700	950,200	965,200	15,000
Mining, Logging, and Construction	51,900	53,500	1,600	55,300	53,500	(1,800)
Mining and Logging	500	500	0	500	500	0
Construction	51,400	53,000	1,600	54,800	53,000	(1,800)
Manufacturing	34,800	34,900	100	36,300	34,900	(1,400)
Trade, Transportation & Utilities	151,200	152,800	1,600	150,500	152,800	2,300
Information	13,300	13,300	0	13,900	13,300	(600)
Financial Activities	53,300	53,600	300	51,400	53,600	2,200
Professional & Business Services	129,300	129,400	100	128,000	129,400	1,400
Educational & Health Services	152,100	151,900	(200)	146,200	151,900	5,700
Leisure & Hospitality	103,600	103,000	(600)	99,100	103,000	3,900
Other Services	29,800	30,000	200	31,500	30,000	(1,500)
Government	238,200	242,800	4,600	238,000	242,800	4,800

Notes: Data not adjusted for seasonality. Data may not add due to rounding

Labor force data are revised month to month

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 May 2017 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
Placer County	178,400	172,100	6,300	3.5%	1.000000	1.000000
Auburn city	6,700	6,500	300	4.1%	0.037553	0.044146
Colfax city	1,100	1,000	100	6.7%	0.005785	0.011469
Dollar Point CDP	700	700	0	1.7%	0.004151	0.001897
Foresthill CDP	500	500	0	5.0%	0.002976	0.004268
Granite Bay CDP	10,400	10,000	400	3.7%	0.058186	0.062254
Kings Beach CDP	2,400	2,300	100	5.7%	0.013246	0.022219
Lincoln city	18,500	17,800	700	3.8%	0.103591	0.113720
Loomis town	3,100	3,000	100	2.4%	0.017445	0.011632
Meadow Vista CDP	1,500	1,500	0	1.4%	0.008640	0.003387
North Auburn CDP	5,800	5,600	200	3.2%	0.032365	0.029535
Rocklin city	30,400	29,300	1,100	3.5%	0.170181	0.172311
Roseville city	64,500	62,400	2,100	3.3%	0.362474	0.340944
Sunnyside Tahoe City CDP	800	800	0	4.6%	0.004631	0.006029
Tahoe Vista CDP	900	900	0	4.1%	0.005018	0.005894

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

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

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the

Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
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2009-2013/2011-2015 American Community Survey are exactly the same in each city and CDP as at 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)
 May 2017 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	105,300	100,700	4,500	4.3%	1.000000	1.000000
Davis city	35,200	34,000	1,200	3.3%	0.337453	0.255159
Esparto CDP	1,600	1,500	100	4.5%	0.015258	0.015930
West Sacramento city	25,500	24,200	1,300	5.0%	0.240385	0.282433
Winters city	3,800	3,600	100	3.8%	0.036114	0.031940
Woodland city	29,500	28,100	1,400	4.6%	0.279191	0.297506

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

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

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013/2011-2015 American Community Survey are exactly the same in each city and CDP as at 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)
 May 2017 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	88,800	85,300	3,500	4.0%	1.000000	1.000000
Cameron Park CDP	9,400	9,100	400	4.0%	0.106286	0.107910
Diamond Springs CDP	5,300	5,000	300	5.2%	0.059082	0.077780
El Dorado Hills CDP	20,900	20,300	600	2.9%	0.237734	0.173400
Georgetown CDP	900	800	0	5.4%	0.009501	0.013200
Placerville city	4,600	4,400	200	5.4%	0.051069	0.070634
Pollock Pines CDP	3,100	3,000	100	3.0%	0.034725	0.025790
Shingle Springs CDP	2,400	2,300	100	3.2%	0.026820	0.021660
South Lake Tahoe city	11,500	11,000	500	4.4%	0.129274	0.144026

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

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

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013/2011-2015 American Community Survey are exactly the same in each city and CDP as at 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)
 May 2017 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	690,900	661,600	29,300	4.2%	1.000000	1.000000
Arden Arcade CDP	44,100	41,700	2,400	5.4%	0.063006	0.080844
Carmichael CDP	30,400	29,000	1,400	4.7%	0.043831	0.048219
Citrus Heights city	43,300	41,300	1,900	4.5%	0.062455	0.065958
Elk Grove CDP	79,500	76,900	2,600	3.3%	0.116285	0.088137
Fair Oaks CDP	15,700	15,000	600	4.0%	0.022709	0.021471
Florin CDP	20,600	19,400	1,300	6.2%	0.029260	0.043767
Folsom city	36,000	35,000	1,000	2.7%	0.052893	0.033520
Foothill Farms CDP	15,300	14,600	600	4.0%	0.022136	0.020965
Galt city	11,000	10,500	600	5.0%	0.015836	0.018845
Gold River CDP	3,600	3,600	100	2.1%	0.005387	0.002556
Isleton city	300	300	0	7.4%	0.000470	0.000856
La Riviera CDP	5,800	5,600	200	3.7%	0.008404	0.007373
North Highlands CDP	18,000	17,200	800	4.3%	0.026044	0.026548
Orangevale CDP	17,300	16,600	700	3.9%	0.025146	0.022991
Rancho Cordova City	33,700	32,100	1,600	4.7%	0.048496	0.054027
Rancho Murieta CDP	2,500	2,400	0	1.6%	0.003676	0.001354
Rio Linda CDP	6,300	6,100	200	3.6%	0.009202	0.007703
Rosemont CDP	11,800	11,200	600	4.8%	0.016916	0.019069
Sacramento city	228,200	218,000	10,300	4.5%	0.329487	0.349736
Vineyard CDP	12,600	12,200	400	3.1%	0.018487	0.013533
Walnut Grove CDP	600	500	100	16.0%	0.000729	0.003121
Wilton CDP	2,500	2,400	0	1.9%	0.003660	0.001578

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 5-Year American Community Survey (ACS).

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment Number	Rate	Census Ratios Emp	Unemp
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were calculated from published census data.

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013/2011-2015 American Community Survey are exactly the same in each city and CDP as at 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.

REPORT 400 C
Monthly Labor Force Data for Counties
May 2017 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,061,300	18,255,700	805,600	4.2%
ALAMEDA	9	832,000	804,100	27,900	3.3%
ALPINE	45	510	480	30	6.5%
AMADOR	25	14,740	14,100	640	4.4%
BUTTE	31	103,400	98,200	5,200	5.0%
CALAVERAS	22	20,900	19,990	910	4.3%
COLUSA	57	10,940	9,590	1,350	12.4%
CONTRA COSTA	10	551,800	532,700	19,100	3.5%
DEL NORTE	40	9,510	8,970	550	5.7%
EL DORADO	19	88,800	85,300	3,500	4.0%
FRESNO	51	447,900	414,600	33,400	7.4%
GLENN	46	12,980	12,130	850	6.6%
HUMBOLDT	12	62,590	60,330	2,260	3.6%
IMPERIAL	58	74,000	58,900	15,200	20.5%
INYO	15	8,900	8,560	340	3.8%
KERN	54	381,700	349,600	32,100	8.4%
KINGS	52	56,600	52,100	4,500	7.9%
LAKE	30	29,900	28,430	1,480	4.9%
LASSEN	31	10,290	9,770	510	5.0%
LOS ANGELES	19	5,100,800	4,894,900	205,800	4.0%
MADERA	50	61,800	57,300	4,400	7.2%
MARIN	2	139,400	135,800	3,600	2.6%
MARIPOSA	28	7,650	7,280	360	4.7%
MENDOCINO	15	39,510	38,010	1,500	3.8%
MERCED	55	113,200	103,600	9,600	8.5%
MODOC	42	3,330	3,140	190	5.8%
MONO	35	7,890	7,480	410	5.2%
MONTEREY	35	222,100	210,600	11,600	5.2%
NAPA	7	74,100	71,900	2,300	3.1%
NEVADA	15	46,620	44,830	1,790	3.8%
ORANGE	8	1,575,500	1,525,400	50,000	3.2%
PLACER	10	178,400	172,100	6,300	3.5%
PLUMAS	49	7,600	7,060	540	7.1%
RIVERSIDE	27	1,047,900	999,300	48,600	4.6%
SACRAMENTO	21	690,900	661,600	29,300	4.2%
SAN BENITO	37	29,300	27,800	1,600	5.3%
SAN BERNARDINO	25	933,600	892,200	41,400	4.4%
SAN DIEGO	12	1,553,600	1,497,500	56,100	3.6%
SAN FRANCISCO	3	557,600	542,600	15,000	2.7%
SAN JOAQUIN	44	319,200	299,300	19,900	6.2%
SAN LUIS OBISPO	5	141,700	137,500	4,300	3.0%
SAN MATEO	1	446,600	435,800	10,800	2.4%
SANTA BARBARA	12	217,600	209,900	7,700	3.6%
SANTA CLARA	4	1,016,000	986,100	30,000	2.9%
SANTA CRUZ	31	144,300	137,000	7,300	5.0%
SHASTA	34	74,300	70,500	3,800	5.1%
SIERRA	40	1,340	1,260	80	5.7%
SISKIYOU	43	17,700	16,630	1,060	6.0%
SOLANO	22	205,600	196,700	8,900	4.3%
SONOMA	5	258,400	250,700	7,700	3.0%
STANISLAUS	48	244,000	226,800	17,100	7.0%
SUTTER	53	45,300	41,600	3,600	8.0%
TEHAMA	39	25,360	23,930	1,430	5.6%
TRINITY	37	5,100	4,830	270	5.3%
TULARE	56	208,600	190,700	17,900	8.6%
TUOLUMNE	28	21,670	20,650	1,020	4.7%
VENTURA	15	426,700	410,500	16,200	3.8%
YOLO	22	105,300	100,700	4,500	4.3%
YUBA	47	28,100	26,300	1,900	6.7%

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 2016 benchmark and Census 2010 population controls at the state level.

REPORT 400 M
Monthly Labor Force Data for California
Counties and Metropolitan Areas
May 2017 - Preliminary
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,061,300	18,255,700	805,600	4.2%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	10	1,575,500	1,525,400	50,000	3.2%
BAKERSFIELD MSA (Kern Co.)	60	381,700	349,600	32,100	8.4%
CHICO MSA (Butte Co.)	36	103,400	98,200	5,200	5.0%
EL CENTRO MSA (Imperial Co.)	64	74,000	58,900	15,200	20.5%
FRESNO MSA (Fresno Co.)	56	447,900	414,600	33,400	7.4%
HANFORD CORCORAN MSA (Kings Co.)	58	56,600	52,100	4,500	7.9%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	22	5,100,800	4,894,900	205,800	4.0%
MADERA MSA (Madera Co.)	55	61,800	57,300	4,400	7.2%
MERCED MSA (Merced Co.)	61	113,200	103,600	9,600	8.5%
MODESTO MSA (Stanislaus Co.)	53	244,000	226,800	17,100	7.0%
NAPA MSA (Napa Co.)	9	74,100	71,900	2,300	3.1%
OAKLAND HAYWARD BERKELEY MD	12	1,383,800	1,336,900	47,000	3.4%
Alameda Co.	11	832,000	804,100	27,900	3.3%
Contra Costa Co.	13	551,800	532,700	19,100	3.5%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	18	426,700	410,500	16,200	3.8%
REDDING MSA (Shasta Co.)	39	74,300	70,500	3,800	5.1%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	31	1,981,500	1,891,500	90,000	4.5%
Riverside Co.	32	1,047,900	999,300	48,600	4.6%
San Bernardino Co.	29	933,600	892,200	41,400	4.4%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	24	1,063,400	1,019,700	43,700	4.1%
El Dorado Co.	22	88,800	85,300	3,500	4.0%
Placer Co.	13	178,400	172,100	6,300	3.5%
Sacramento Co.	25	690,900	661,600	29,300	4.2%
Yolo Co.	26	105,300	100,700	4,500	4.3%
40	222,100	210,600	11,600	5.2%	
SALINAS MSA (Monterey Co.)	40	222,100	210,600	11,600	5.2%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	15	1,553,600	1,497,500	56,100	3.6%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,004,100	978,400	25,700	2.6%
San Francisco Co.	4	557,600	542,600	15,000	2.7%
San Mateo Co.	1	446,600	435,800	10,800	2.4%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,045,400	1,013,900	31,500	3.0%
San Benito Co.	42	29,300	27,800	1,600	5.3%
Santa Clara Co.	5	1,016,000	986,100	30,000	2.9%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	6	141,700	137,500	4,300	3.0%
SAN RAFAEL MD (Marin Co.)	2	139,400	135,800	3,600	2.6%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	36	144,300	137,000	7,300	5.0%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	15	217,600	209,900	7,700	3.6%
SANTA ROSA MSA (Sonoma Co.)	6	258,400	250,700	7,700	3.0%
STOCKTON LODI MSA (San Joaquin Co.)	49	319,200	299,300	19,900	6.2%
VALLEJO FAIRFIELD MSA (Solano Co.)	26	205,600	196,700	8,900	4.3%
VISALIA PORTERVILLE MSA (Tulare Co.)	62	208,600	190,700	17,900	8.6%
YUBA CITY MSA	57	73,400	67,900	5,500	7.5%
Sutter Co.	59	45,300	41,600	3,600	8.0%
Yuba Co.	52	28,100	26,300	1,900	6.7%
Alpine Co.	50	510	480	30	6.5%
Amador Co.	29	14,740	14,100	640	4.4%
Calaveras Co.	26	20,900	19,990	910	4.3%
Colusa Co.	63	10,940	9,590	1,350	12.4%
Del Norte Co.	45	9,510	8,970	550	5.7%
Glenn Co.	51	12,980	12,130	850	6.6%
Humboldt Co.	15	62,590	60,330	2,260	3.6%
Inyo Co.	18	8,900	8,560	340	3.8%
Lake Co.	35	29,900	28,430	1,480	4.9%
Lassen Co.	36	10,290	9,770	510	5.0%
Mariposa Co.	33	7,650	7,280	360	4.7%
Mendocino Co.	18	39,510	38,010	1,500	3.8%
Modoc Co.	47	3,330	3,140	190	5.8%
Mono Co.	40	7,890	7,480	410	5.2%
Nevada Co.	18	46,620	44,830	1,790	3.8%
Plumas Co.	54	7,600	7,060	540	7.1%
Sierra Co.	45	1,340	1,260	80	5.7%
Siskiyou Co.	48	17,700	16,630	1,060	6.0%
Tehama Co.	44	25,360	23,930	1,430	5.6%
Trinity Co.	42	5,100	4,830	270	5.3%
Tuolumne Co.	33	21,670	20,650	1,020	4.7%

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 2016 benchmark and Census 2010 population controls at the state level.

REPORT 400 R
Monthly Labor Force Data for Regional Planning Units
May 2017 - Preliminary
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,061,300	18,255,700	805,600	4.2%
COASTAL REGION	8	725,800	695,000	30,900	4.3%
MONTEREY	---	222,100	210,600	11,600	5.2%
SAN LUIS OBISPO	---	141,700	137,500	4,300	3.0%
SANTA BARBARA	---	217,600	209,900	7,700	3.6%
SANTA CRUZ	---	144,300	137,000	7,300	5.0%
MIDDLE SIERRA	11	65,000	62,000	2,900	4.5%
AMADOR	---	14,740	14,100	640	4.4%
CALAVERAS	---	20,900	19,990	910	4.3%
MARIPOSA	---	7,650	7,280	360	4.7%
TUOLUMNE	---	21,670	20,650	1,020	4.7%
HUMBOLDT	5	62,600	60,300	2,300	3.6%
HUMBOLDT	---	62,590	60,330	2,260	3.6%
NORTH STATE	13	304,600	289,200	15,400	5.1%
BUTTE	---	103,400	98,200	5,200	5.0%
DEL NORTE	---	9,510	8,970	550	5.7%
LASSEN	---	10,290	9,770	510	5.0%
MODOC	---	3,330	3,140	190	5.8%
NEVADA	---	46,620	44,830	1,790	3.8%
PLUMAS	---	7,600	7,060	540	7.1%
SHASTA	---	74,300	70,500	3,800	5.1%
SIERRA	---	1,340	1,260	80	5.7%
SISKIYOU	---	17,700	16,630	1,060	6.0%
TEHAMA	---	25,360	23,930	1,430	5.6%
TRINITY	---	5,100	4,830	270	5.3%
CAPITOL REGION	10	1,161,200	1,109,800	51,400	4.4%
ALPINE	---	510	480	30	6.5%
COLUSA	---	10,940	9,590	1,350	12.4%
EL DORADO	---	88,800	85,300	3,500	4.0%
GLENN	---	12,980	12,130	850	6.6%
PLACER	---	178,400	172,100	6,300	3.5%
SACRAMENTO	---	690,900	661,600	29,300	4.2%
SUTTER	---	45,300	41,600	3,600	8.0%
YOLO	---	105,300	100,700	4,500	4.3%
YUBA	---	28,100	26,300	1,900	6.7%
EAST BAY	3	1,383,800	1,336,900	47,000	3.4%
ALAMEDA	---	832,000	804,100	27,900	3.3%
CONTRA COSTA	---	551,800	532,700	19,100	3.5%
NORTH BAY	4	747,000	721,500	25,500	3.4%
LAKE	---	29,900	28,430	1,480	4.9%
MARIN	---	139,400	135,800	3,600	2.6%
MENDOCINO	---	39,510	38,010	1,500	3.8%
NAPA	---	74,100	71,900	2,300	3.1%
SOLANO	---	205,600	196,700	8,900	4.3%
SONOMA	---	258,400	250,700	7,700	3.0%
BAY-PENINSULA	1	2,049,500	1,992,200	57,200	2.8%
SAN BENITO	---	29,300	27,800	1,600	5.3%
SAN FRANCISCO	---	557,600	542,600	15,000	2.7%
SAN MATEO	---	446,600	435,800	10,800	2.4%
SANTA CLARA	---	1,016,000	986,100	30,000	2.9%
SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES	14	1,849,800	1,710,100	139,700	7.6%
FRESNO	---	447,900	414,600	33,400	7.4%
INYO	---	8,900	8,560	340	3.8%
KERN	---	381,700	349,600	32,100	8.4%
KINGS	---	56,600	52,100	4,500	7.9%
MADERA	---	61,800	57,300	4,400	7.2%
MERCED	---	113,200	103,600	9,600	8.5%
MONO	---	7,890	7,480	410	5.2%
SAN JOAQUIN	---	319,200	299,300	19,900	6.2%
STANISLAUS	---	244,000	226,800	17,100	7.0%
TULARE	---	208,600	190,700	17,900	8.6%
SOUTHERN BORDER	9	1,627,600	1,556,400	71,300	4.4%
IMPERIAL	---	74,000	58,900	15,200	20.5%
SAN DIEGO	---	1,553,600	1,497,500	56,100	3.6%
LOS ANGELES BASIN	7	5,100,800	4,894,900	205,800	4.0%
LOS ANGELES	---	5,100,800	4,894,900	205,800	4.0%
ORANGE	2	1,575,500	1,525,400	50,000	3.2%
ORANGE	---	1,575,500	1,525,400	50,000	3.2%
INLAND EMPIRE	12	1,981,500	1,891,500	90,000	4.5%
RIVERSIDE	---	1,047,900	999,300	48,600	4.6%
SAN BERNARDINO	---	933,600	892,200	41,400	4.4%
VENTURA	6	426,700	410,500	16,200	3.8%
VENTURA	---	426,700	410,500	16,200	3.8%

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 2016 benchmark and Census 2010 population controls at the state level.

REPORT 400 W
Monthly Labor Force Data for Local Workforce Development Areas
May 2017 - Preliminary
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,061,300	18,255,700	805,600	4.2%
ALAMEDA COUNTY Alameda County, except Oakland City	7	620,600	601,500	19,100	3.1%
OAKLAND CITY Oakland City	24	211,400	202,600	8,800	4.2%
CONTRA COSTA COUNTY Contra Costa County, except Richmond City	10	498,900	481,900	17,000	3.4%
RICHMOND CITY Richmond City	22	53,000	50,900	2,100	4.0%
LOS ANGELES COUNTY Los Angeles County, except Los Angeles City, Verdugo Consortium, Foothill Consortium, South Bay Consortium, Southeast Los Angeles County Consortium, and Pacific Gateway Workforce Investment Network	21	1,868,900	1,794,500	74,400	4.0%
LOS ANGELES CITY Los Angeles City	26	2,054,800	1,966,900	88,000	4.3%
VERDUGO CONSORTIUM Burbank, Glendale, and La Cañada Flintridge Cities	14	171,400	165,200	6,200	3.6%
FOOTHILL CONSORTIUM Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	9	161,500	156,400	5,100	3.2%
SOUTH BAY CONSORTIUM Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	13	367,500	354,300	13,100	3.6%
SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM) Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	11	229,000	220,900	8,100	3.5%
PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK Long Beach and Signal Hill Cities	29	247,800	236,800	11,000	4.4%
ORANGE COUNTY Orange County, except Anaheim and Santa Ana Cities	4	1,250,800	1,213,300	37,500	3.0%
ANAHEIM CITY Anaheim City	23	168,300	161,500	6,800	4.0%
SANTA ANA CITY Santa Ana City	17	156,400	150,600	5,700	3.7%
SAN JOSE - SILICON VALLEY Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	8	694,300	672,300	22,000	3.2%
NOVA (NORTH VALLEY CONSORTIUM) Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	768,200	749,500	18,700	2.4%
GOLDEN SIERRA CONSORTIUM Alpine, El Dorado, and Placer Counties	18	267,700	257,900	9,800	3.7%
KERN, INYO, MONO CONSORTIUM Kern, Inyo, and Mono Counties	43	398,500	365,700	32,800	8.2%
MOTHER LODE CONSORTIUM Amador, Calaveras, Mariposa, and Tuolumne Counties	31	65,000	62,000	2,900	4.5%
NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM) Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	34	304,600	289,200	15,400	5.1%
NCCC (NORTH CENTRAL COUNTIES CONSORTIUM) Colusa, Glenn, Sutter, and Yuba Counties	42	97,300	89,600	7,700	7.9%
WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM) Napa, Lake, and Marin Counties	5	243,500	236,100	7,400	3.0%
FRESNO COUNTY Fresno County	40	447,900	414,600	33,400	7.4%
HUMBOLDT COUNTY Humboldt County	15	62,590	60,330	2,260	3.6%
IMPERIAL COUNTY Imperial County	46	74,000	58,900	15,200	20.5%
KINGS COUNTY Kings County	41	56,600	52,100	4,500	7.9%
MADERA COUNTY Madera County	39	61,800	57,300	4,400	7.2%
MENDOCINO COUNTY Mendocino County	19	39,510	38,010	1,500	3.8%
MERCED COUNTY	44	113,200	103,600	9,600	8.5%

Merced County					
MONTEREY COUNTY Monterey County	35	222,100	210,600	11,600	5.2%
RIVERSIDE COUNTY Riverside County	32	1,047,900	999,300	48,600	4.6%
SACRAMENTO CITY/COUNTY Sacramento County	25	690,900	661,600	29,300	4.2%
SAN BENITO COUNTY San Benito County	36	29,300	27,800	1,600	5.3%
SAN BERNARDINO COUNTY San Bernardino County	30	933,600	892,200	41,400	4.4%
SAN DIEGO CITY/COUNTY San Diego County	16	1,553,600	1,497,500	56,100	3.6%
SAN FRANCISCO CITY/COUNTY San Francisco County	2	557,600	542,600	15,000	2.7%
SAN JOAQUIN COUNTY San Joaquin County	37	319,200	299,300	19,900	6.2%
SAN LUIS OBISPO COUNTY San Luis Obispo County	6	141,700	137,500	4,300	3.0%
SANTA BARBARA COUNTY Santa Barbara County	12	217,600	209,900	7,700	3.6%
SANTA CRUZ COUNTY Santa Cruz County	33	144,300	137,000	7,300	5.0%
SOLANO COUNTY Solano County	28	205,600	196,700	8,900	4.3%
SONOMA COUNTY Sonoma County	3	258,400	250,700	7,700	3.0%
STANISLAUS COUNTY Stanislaus County	38	244,000	226,800	17,100	7.0%
TULARE COUNTY Tulare County	45	208,600	190,700	17,900	8.6%
VENTURA COUNTY Ventura County	20	426,700	410,500	16,200	3.8%
YOLO COUNTY Yolo County	27	105,300	100,700	4,500	4.3%

Notes

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June 16, 2017

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

Sacramento--Roseville--Arden-Arcade MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
 Industry Employment & Labor Force
 March 2016 Benchmark

Data Not Seasonally Adjusted

	May 16	Mar 17	Apr 17 Revised	May 17 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,066,200	1,070,200	1,062,400	1,063,400	0.1%	-0.3%
Civilian Employment	1,015,900	1,016,700	1,015,700	1,019,700	0.4%	0.4%
Civilian Unemployment	50,300	53,500	46,700	43,700	-6.4%	-13.1%
Civilian Unemployment Rate	4.7%	5.0%	4.4%	4.1%		
(CA Unemployment Rate)	4.9%	5.1%	4.5%	4.2%		
(U.S. Unemployment Rate)	4.5%	4.6%	4.1%	4.1%		
Total, All Industries (2)	960,000	963,400	967,300	975,200	0.8%	1.6%
Total Farm	9,800	8,700	9,800	10,000	2.0%	2.0%
Total Nonfarm	950,200	954,700	957,500	965,200	0.8%	1.6%
Total Private	712,200	717,000	719,300	722,400	0.4%	1.4%
Goods Producing	91,600	85,900	86,700	88,400	2.0%	-3.5%
Mining, Logging, and Construction	55,300	50,800	51,900	53,500	3.1%	-3.3%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	54,800	50,300	51,400	53,000	3.1%	-3.3%
Construction of Buildings	11,100	10,200	10,300	10,500	1.9%	-5.4%
Specialty Trade Contractors	38,400	37,400	37,800	39,200	3.7%	2.1%
Building Foundation & Exterior Contractors	10,300	10,200	10,500	10,900	3.8%	5.8%
Building Equipment Contractors	16,100	16,400	16,600	16,700	0.6%	3.7%
Building Finishing Contractors	8,000	8,000	8,100	8,300	2.5%	3.8%
Manufacturing	36,300	35,100	34,800	34,900	0.3%	-3.9%
Durable Goods	24,200	23,700	23,500	23,500	0.0%	-2.9%
Computer & Electronic Product Manufacturing	5,900	5,800	5,800	5,800	0.0%	-1.7%
Nondurable Goods	12,100	11,400	11,300	11,400	0.9%	-5.8%
Food Manufacturing	4,300	3,700	3,700	3,700	0.0%	-14.0%
Service Providing	858,600	868,800	870,800	876,800	0.7%	2.1%
Private Service Providing	620,600	631,100	632,600	634,000	0.2%	2.2%
Trade, Transportation & Utilities	150,500	151,700	151,200	152,800	1.1%	1.5%
Wholesale Trade	25,300	25,900	26,000	26,200	0.8%	3.6%
Merchant Wholesalers, Durable Goods	13,800	14,000	14,100	14,200	0.7%	2.9%
Merchant Wholesalers, Nondurable Goods	9,000	9,100	9,200	9,300	1.1%	3.3%
Retail Trade	99,300	100,000	99,500	100,800	1.3%	1.5%
Motor Vehicle & Parts Dealer	14,300	14,500	14,500	14,500	0.0%	1.4%
Building Material & Garden Equipment Stores	8,600	8,300	8,400	8,500	1.2%	-1.2%
Grocery Stores	18,700	18,800	18,800	18,900	0.5%	1.1%
Health & Personal Care Stores	5,500	5,600	5,600	5,600	0.0%	1.8%
Clothing & Clothing Accessories Stores	7,000	6,900	6,900	6,800	-1.4%	-2.9%
Sporting Goods, Hobby, Book & Music Stores	4,100	3,700	3,700	3,700	0.0%	-9.8%
General Merchandise Stores	20,600	21,300	21,200	21,200	0.0%	2.9%
Transportation, Warehousing & Utilities	25,900	25,800	25,700	25,800	0.4%	-0.4%
Information	13,900	13,400	13,300	13,300	0.0%	-4.3%
Publishing Industries (except Internet)	2,500	2,600	2,600	2,600	0.0%	4.0%
Telecommunications	5,500	5,200	5,100	5,100	0.0%	-7.3%
Financial Activities	51,400	52,600	53,300	53,600	0.6%	4.3%
Finance & Insurance	37,200	38,300	38,800	38,900	0.3%	4.6%
Credit Intermediation & Related Activities	11,700	11,600	11,700	11,700	0.0%	0.0%
Depository Credit Intermediation	6,600	6,500	6,600	6,600	0.0%	0.0%
Nondepository Credit Intermediation	2,500	2,400	2,400	2,400	0.0%	-4.0%
Insurance Carriers & Related	21,500	22,000	22,300	22,600	1.3%	5.1%
Real Estate & Rental & Leasing	14,200	14,300	14,500	14,700	1.4%	3.5%
Real Estate	11,000	11,100	11,300	11,300	0.0%	2.7%
Professional & Business Services	128,000	129,300	129,300	129,400	0.1%	1.1%
Professional, Scientific & Technical Services	54,500	56,100	55,700	55,600	-0.2%	2.0%
Architectural, Engineering & Related Services	9,100	9,500	9,600	9,600	0.0%	5.5%
Management of Companies & Enterprises	11,200	10,300	10,400	10,400	0.0%	-7.1%
Administrative & Support & Waste Services	62,300	62,900	63,200	63,400	0.3%	1.8%
Administrative & Support Services	59,400	59,800	60,100	60,300	0.3%	1.5%
Employment Services	24,100	23,100	23,100	23,600	2.2%	-2.1%

Data Not Seasonally Adjusted

	May 16	Mar 17	Apr 17 Revised	May 17 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	12,300	12,400	12,600	12,800	1.6%	4.1%
Educational & Health Services	146,200	151,500	152,100	151,900	-0.1%	3.9%
Education Services	12,400	12,200	12,100	12,200	0.8%	-1.6%
Health Care & Social Assistance	133,800	139,300	140,000	139,700	-0.2%	4.4%
Ambulatory Health Care Services	47,300	49,800	49,600	50,000	0.8%	5.7%
Hospitals	23,000	23,900	23,900	24,000	0.4%	4.3%
Nursing & Residential Care Facilities	17,100	17,500	17,500	17,600	0.6%	2.9%
Leisure & Hospitality	99,100	102,500	103,600	103,000	-0.6%	3.9%
Arts, Entertainment & Recreation	15,000	16,700	16,900	15,800	-6.5%	5.3%
Accommodation & Food Services	84,100	85,800	86,700	87,200	0.6%	3.7%
Accommodation	8,300	8,900	8,900	8,900	0.0%	7.2%
Food Services & Drinking Places	75,800	76,900	77,800	78,300	0.6%	3.3%
Restaurants	71,000	72,900	73,300	74,000	1.0%	4.2%
Full-Service Restaurants	33,700	34,200	34,000	34,500	1.5%	2.4%
Limited-Service Eating Places	37,300	38,700	39,300	39,500	0.5%	5.9%
Other Services	31,500	30,100	29,800	30,000	0.7%	-4.8%
Repair & Maintenance	9,200	9,300	9,400	9,500	1.1%	3.3%
Government	238,000	237,700	238,200	242,800	1.9%	2.0%
Federal Government	13,800	14,100	14,100	14,200	0.7%	2.9%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	224,200	223,600	224,100	228,600	2.0%	2.0%
State Government	117,200	118,600	118,700	122,800	3.5%	4.8%
State Government Education	30,100	31,200	31,200	35,000	12.2%	16.3%
State Government Excluding Education	87,100	87,400	87,500	87,800	0.3%	0.8%
Local Government	107,000	105,000	105,400	105,800	0.4%	-1.1%
Local Government Education	61,000	58,700	58,800	58,700	-0.2%	-3.8%
Local Government Excluding Education	46,000	46,300	46,600	47,100	1.1%	2.4%
County	18,700	19,000	19,000	19,100	0.5%	2.1%
City	10,200	10,300	10,400	10,600	1.9%	3.9%
Special Districts plus Indian Tribes	17,100	17,000	17,200	17,400	1.2%	1.8%

Notes:

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

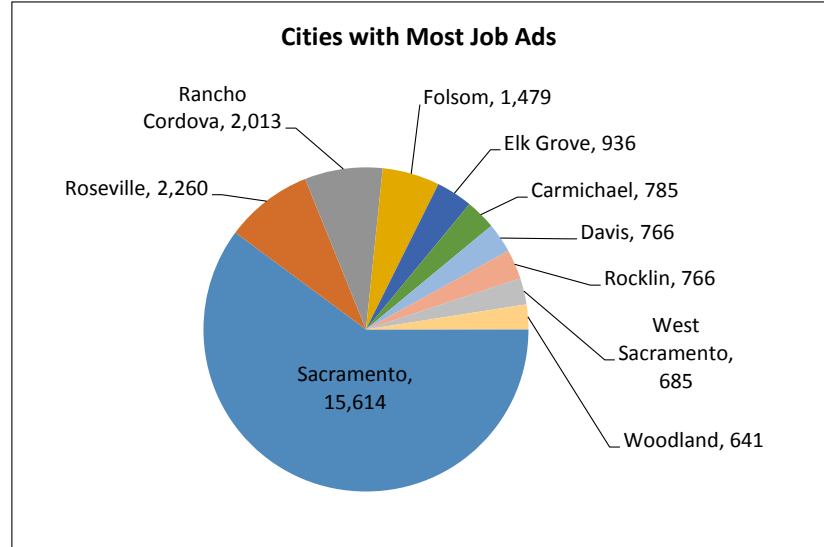
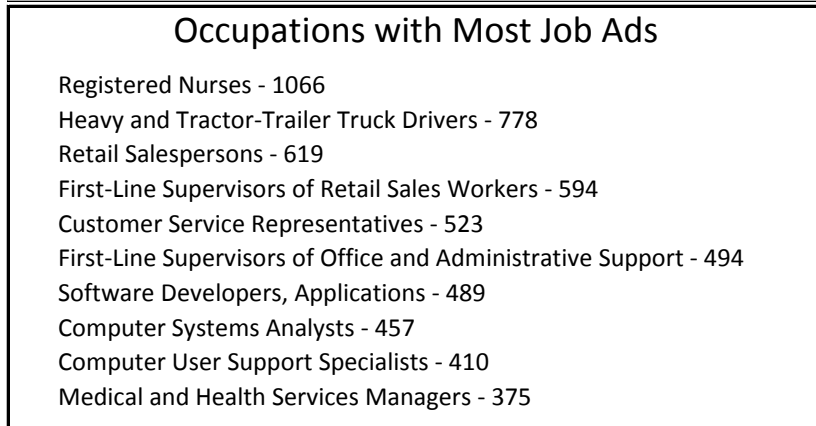
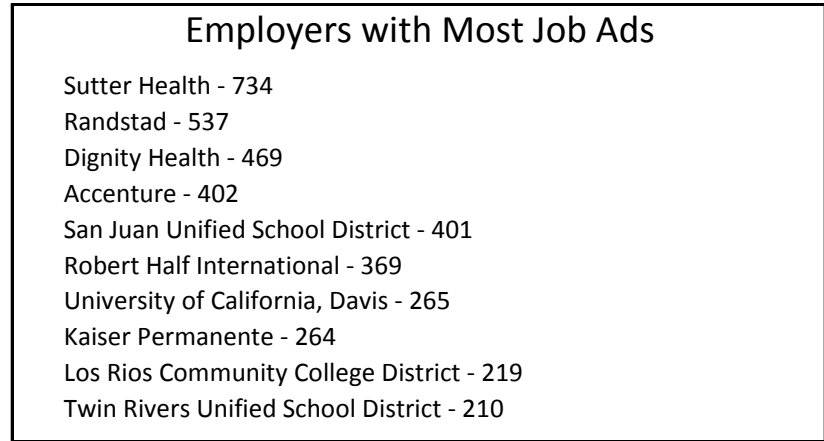
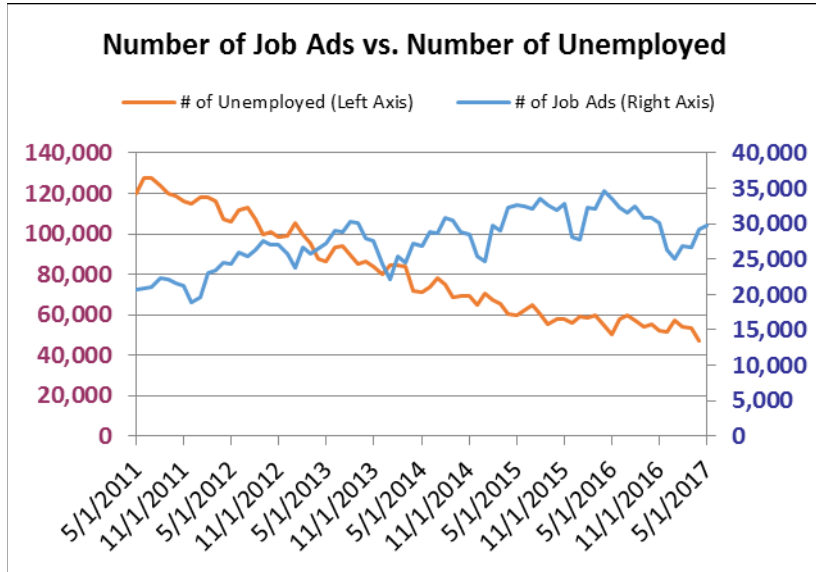
(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916/227-0298 or Elizabeth Bosley 530/741-5191

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

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Recent Job Ads for Sacramento Roseville Arden Arcade MSA Not Seasonally Adjusted - May 2017



Note: The data provided does not suggest that the occupations of the unemployed directly align with the occupations of the advertised vacancies.

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

ITEM V-F – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Denise Lee



SETA Head Start

Food Service Operations Monthly Report

*May 2017

May 9th - Home Base Special Menu Field Trips Lunch & Snack provided for 90 guests.

May 10th - Home Base Special Menu Field Trips Lunch & Snack provided for 50 guests.

May 11th - Home Base Special Menu Field Trips Lunch & Snack provided for 55 guests.

May 24th - Elkhorn's 1225A Class closed for facilities issues.

May 25th - Last day of Traditional Classes for the summer.

May 26th - Home Base Special Menu Field Trips Lunch & Snack provided for 100 guests.

May 26th - 31st - Elkhorn Center closed due to facilities issues.

May 29th - Memorial Day Holiday.

May 31st - Walnut Grove Center's last day for the summer.

Meetings & Trainings:

None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
41,020	24,190	26,660	1020

Total Amount of Meals and Snacks Prepared 92,890

Purchases:

Food	\$79,761.56
Non - Food	\$7,849.56

Building Maintenance and Repair: \$597.36

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$36.89

Vehicle Maintenance and Repair : \$1,230.32

Vehicle Gas / Fuel: \$1,519.91
 Normal Delivery Days 22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

May 2017

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1988	270	14%	377	93	25%
Twin Rivers USD	233	27	12%			
Elk Grove USD	440	68	15%			
Sac City USD	1211	162	13%	144	29	20%
San Juan USD	668	93	14%	160	19	12%
WCIC	120	16	13%			
EHS CCP				80	4	5%
COUNTY TOTAL	4660	636	14%	761	145	19%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
May 2017**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	440	100	88
Sacramento City USD	1,211	1,216	100	83
SETA	1,988	2,154	108	80
San Juan USD	668	683	102	78
Twin Rivers USD	233	233	100	87
WCIC/Playmate	120	120	100	72
Total	4,660	4,846		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	145	100	79
SETA	377	386	102	78
San Juan USD	160	173	108	86
Total	681	704		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	42	116	83
Sacramento City USD	40	40	100	68
SETA/Job Corps.*	4	4	100	TBD
Total	80	86		

- (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

ITEM V - REPORTS TO THE BOARD

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

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

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

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

- C. DEPUTY DIRECTORS REPORT: 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.