



GOVERNING BOARD

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Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

KATHY KOSSICK
Executive Director

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, September 7, 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.

AGENDA

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→ Presentation of Sharon Neese Art

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III. Action Items

A. GENERAL ADMINISTRATION/SETA

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B. WORKFORCE DEVELOPMENT DEPARTMENT

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One Stop Services: No items.

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1. Approval of Staff Funding Recommendations for the Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-Aside Programs, Program Year (PY) 2017-2018 (Jennifer Fischer) 21-29

C. CHILDREN AND FAMILY SERVICES

1. Approval to Submit a Request to Carry Over Program Year 2016-2017 Head Start Funds (Denise Lee) 30-31

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DISTRIBUTION DATE: MONDAY, AUGUST 28, 2017

ITEM III-A-CONSENT

APPROVAL OF MINUTES OF THE AUGUST 3, 2017 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the August 3, 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, August 3, 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
Patrick Kennedy, Vice Chair; Member, Board of Supervisors
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors (arrived at 10:02 a.m.)

Member Absent:

Larry Carr, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the July 6, 2017 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Resolution for the State of California Department of Justice Background Checks

The consent items were reviewed; no questions.

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

- A. Approve the July 6, 2017 minutes.
- B. Approve the claims and warrants for the period 6/29/17 through 7/26/17.
- C. Approve a resolution for the State of California Department of Justice background checks.

Roll call vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Nottoli)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM: 10:00 AM AND PUBLIC HEARING:** Approval of Sacramento Employment and Training Agency Final Budget for Fiscal Year 2017-2018

Ms. Loretta Su, Fiscal Chief, provided an overview of this item.

Mr. Nottoli arrived at 10:02 a.m.

Ms. Su presented the final budget in the amount of \$83,857,233, which reflects a net decrease in funding of \$1,090,478. The primary result was due to a decrease in WIOA formula funds and CalWORKS share of cost funds in the amount of \$3,018,488. Internal operations have been reduced by staff reductions and cost saving measures.

Mr. Schenirer opened a public hearing.

Moved/Scherman, second/Kennedy, to close the public hearing and adopt the resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2017-2018.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. **TIMED ITEM: 10:00 AM AND PUBLIC HEARING:** Approval of Changes to the SETA Personnel Policies and Procedures Vehicle Policy

Ms. Kossick offered to answer questions.

Mr. Schenirer opened a public hearing.

Moved/Kennedy, second/Schenirer, to close the public hearing and approve the updated Vehicle and Driving Policy.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

B. WORKFORCE DEVELOPMENT DEPARTMENT
Refugee Services
One Stop Services

Community Services Block Grant

1. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2018 Program Year

Ms. Julie Davis-Jaffe reviewed the RFP. The RFP does have a couple of changes. One change on page 23 regarding insurance, the last sentence has been taken out of the RFP. The CAB reviewed and approved the release of the RFP at their July meeting.

Mr. Thatch stated that new insurance requirements were adopted at the last board meeting. He noted a change in the document which was due to the fact that the document was developed before the insurance policies were modified.

Ms. Kossick stated that staff and some CAB members will participate in the review process and make funding recommendations to the CAB and then to the Governing Board. The Governing Board has final authority over the funding recommendations.

Mr. Schenirer inquired how the funding was provided. Ms. Davis-Jaffe replied that with the seniors, there is case management built into the services. With safety net funding, it is one-time funding.

Mr. Schenirer stated that his goal is to get as much funds to gang intervention as possible. The City of Sacramento is putting significant funds into the gang prevention program. He requested staff be in touch with Khaalid at the city to discuss the possibility of leveraging funds with the city gang program.

Ms. Scherman stated that the seniors are already receiving less than last year and the gang situation is going on everywhere. She does not want to see funds taken from seniors; if they need help, it should be available. Mr. Schenirer stated that there needs to be flexibility and because there is so little money and the funds need to be leveraged with other funds. Mr. Thatch stated that leveraging is very much a part of this RFP.

Moved/Schenirer, second/Scherman, to approve the CSBG Request for Proposals for the 2018 Fiscal Year, and delegate authority to the Executive Director to modify the RFP to reflect that the Governing Board has sole authority for the funding categories.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

C. CHILDREN AND FAMILY SERVICES

IV. Information Items

- A. **Presentation:** Overview of SETA's Refugee Services and related challenges: Ms. Michelle O'Camb provided an overview of SETA's refugee programs. Mr.

Kennedy requested a list of the other counties that have refugee programs and where the secondary populations are.

B. Update on Mayor Steinberg's Thousand Strong Initiative

Ms. Terri Carpenter stated that this program was launched with a goal of taking high school students, train them for work readiness, and place them in long-term internship or permanent employment. SETA is a partner in this initiative and has contracted with eight providers to case manage the youth. At this point, 193 students have been trained and 41 placed with employers. Staff will continue to place students through the summer. Ms. Carpenter introduced Erika Kashiri, Program Manager with the Mayor's Initiative. Ms. Kashiri offered to answer questions. Mr. Kennedy asked what happened to the youth that were not placed and Ms. Kashiri replied that there was a lack of employers. Ms. Kashiri explained the timing of the placements. Also, early in the program the employer slots were set up and when the employers were due to meet the students, they pulled back. Mr. Kennedy stated that he fully supports the program but expressed concern that by setting the goal at 1,000 the expectations were set so high that it will never be a success. Ms. Kashiri stated that there is a goal to change the mindset of employers that are not accustomed to hiring 16-17 year olds. Mr. Schenirer stated that the City Hall program started with 13 internships, and now they are at 80-100. They found that many of the city departments wanted multiple kids.

C. Fiscal Monitoring Reports: No questions.

D. Employer Success Stories and Activity Report: No questions.

E. Dislocated Worker Update: No questions.

F. Unemployment Update/Press Release from the Employment Development Department: No questions.

G. Head Start Reports: Mr. Nottoli questioned the vendors used to purchase classroom supplies and wanted to know if staff tried to buy local rather than at Walmart; he is concerned that the dollars circulate locally.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick wished Ms. Scherman a Happy Birthday.

C. Deputy Directors: No reports.

D. Counsel: No report.

E. Members of the Board: No comments.

F. Public: None.

VI. **Adjournment**: The meeting was adjourned at 11:24 a.m.

ITEM III-B-CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/27/17 through 8/28/17, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 7/27/17 through 8/28/17.

PRESENTER: Kathy Kossick

ITEM II-C – CONSENT

APPROVAL OF USE OF FUND BALANCE

BACKGROUND:

On July 26, 2017, the Agency headquarters on Del Paso Blvd. was broken into from the north side of the parking lot. Prior to the arrival of the Sacramento Police Department and First Security Alarm Services, a laptop and \$402.51 in petty cash were taken from one of the locked offices close by the hallway. The side window to the office was shattered. Staff reported the incident to the police and filed a claim with the insurance carrier for the stolen laptop. However, the Agency is unable to file a claim for the stolen petty cash due to coverage limitations on the current crime and property insurance policies. As a result, the Agency fund balance will be used to replenish the stolen funds.

RECOMMENDATION:

Approve the use of Agency fund balance of \$402.51 to replenish the stolen petty cash funds.

PRESENTER: Loretta Su

ITEM II-D - CONSENT

APPROVAL TO ACCEPT FUNDS FROM THE INSTITUTE FOR LOCAL GOVERNMENT ACCELERATOR 5.0 GRANT TO SUPPORT THE ESTABLISHMENT OF A GOVERNMENT ENGAGING YOUTH COMMUNITY OF PRACTICE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS REQUIRED BY THE INSTITUTE FOR LOCAL GOVERNMENT

BACKGROUND:

SETA began working with the Institute for Local Government (ILG) in 2015 when they received a California Workforce Development Board Accelerator 3.0 grant to launch the Government Engaging Youth (GEY) program. SETA supported the GEY program by participating on the Advisory Committee, developing labor market data on the public sector workforce landscape and presenting public sector workforce data at two GEY meetings with public sector hiring managers and personnel. In March of 2017, Accelerator 5.0 was released and ILG approached SETA to participate in a proposal to expand the GEY program. On July 12, 2017 the ILG received notice that the Workforce Innovation and Opportunity Act (WIOA) Accelerator 5.0 proposal was funded for \$380,000. SETA was written into the proposal to receive \$25,000.

The Institute of Local Government was funded to establish and formalize a Government Engaging Youth (GEY) community of practice (COP) whose members will document, share, learn from and scale locally developed models of public sector work-based learning and youth-civic engagement efforts.

As a partner in the GEY project, SETA will:

1. Share resources and materials related to the Sacramento Employment and Training Agency's model for inclusion in the Institute's online toolkit for Governments Engaging Youth (GEY)
2. Test and provide feedback on materials provided by fellow COP members for use in the online GEY toolkit
3. Share access to tools to help ILG and the greater COP better understand the variety of GEY models, including models:
 - Operating within a school day, year-round or after-school, programs;
 - Serving foster youth ages 18-24;
 - Offering year-round internships or skills certifications/assessments
 - Expanding partners or regional approaches to youth-civic engagement and work-based learning, etc.

PRESENTER: Terri Carpenter

ITEM II-D – CONSENT (continued)

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4. Commit to participating in GEY outreach / professional development efforts, including conference presentations, webinars, or regional meetings.
5. Share highlights and experiences for reports or at in-person meetings to the GEY Advisory Committee, GEY Partners and leaders in California.
6. Maintain monthly communication with Technical Assistance Coaches via phone call. Provide information and data for GEY evaluation purposes throughout the 18 month grant process.

RECOMMENDATION:

Approve the acceptance of \$25,000 from the Institute for Local Government Accelerator 5.0 grant to support the establishment of a government engaging youth community of practice and authorize the Executive Director to execute the agreement and any other documents required by the Institute for Local Government.

PRESENTER: Terri Carpenter

ITEM III-A- 1 – ACTION

APPROVAL OF APPOINTMENT TO THE SACRAMENTO WORKS WORKFORCE DEVELOPMENT BOARD

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) was passed in 2014 to replace the 1998 Workforce Investment Act (WIA) and to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, jobseekers, and employers. WIOA prescribes a stronger alignment of the workforce, education, and economic development systems. The WIOA modifies the structure of State and local workforce boards, allowing them to be smaller and charging them to be more strategic analysts and investors in the labor market.

As SETA continues the transition under the WIOA, the Governing Board has made changes regarding the composition and member requirements of the Sacramento Works Workforce Development Board to provide for consistency with WIOA requirements. The California Employment Development Department issued a directive seeking to have newly-formed local Workforce Development Boards seated by March 31, 2016. On March 3, 2016 the Governing Board took action to appoint members to the Workforce Development Board.

As part of its effort to implement the state directive, the Governing Board has previously taken action to approve an application and appointment process for the new Workforce Development Board. At its January 7, 2016 meeting, the Governing Board approved the application process for appointing members of the Workforce Development Board, identifying five separate categories for Workforce Development Board membership including: Business; Labor/Workforce; Education/Training; Government and Economic/Community Development; and others deemed by the Governing Board to be appropriate.

In order to implement the WIOA, Sacramento Works, Inc., the local Workforce Development Board, approved a series of amendments to Article III of its bylaws at its January 27, 2016 meeting. The SETA Governing Board approved these bylaw changes at its February 4, 2016 meeting. These amendments included modifications to the number of directors and the manner of appointment. The bylaw amendments included the following changes and the changes in Sections 3.01 (number of directors), 3.03 (staggering of terms) and 3.05 (process of appointment to implement staggered terms):

- Section 3.01 reduced the size of the board from a range of 36 to 50 down to a range of 15 to 30 and set the current size of the board at 25, a reduction from the previous size set at 41. The size of the board can be changed by simple board resolution any time so long as it stays within the new range set by this amendment.

ITEM III-A – 1 – ACTION (continued)

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- Section 3.02 changed the references to the qualifying law from the former WIA to the new WIOA.
- Section 3.03 made one change to provide for staggered terms as required under WIOA.
- Section 3.04 changed the reference to the qualifying law from the former WIA to the new WIOA.
- Section 3.05 (a) incorporated the changes needed to set up staggered terms by appointing approximately 1/3 of the directors appointed in March 2016 to two year terms, 1/3 to three year terms and 1/3 to four year terms. After these initial terms, all terms will be three years.

As part of its action on February 4, 2016, the Governing Board satisfied the desire for a smaller Workforce Development Board by setting the size of the Board at twenty-five members and allocated the twenty-five membership positions to the five membership categories in the following manner: Thirteen members were allocated to business (a majority of the membership); four members were allocated to Labor and Apprenticeship (at least 15% of the membership); six members were allocated to specific programs in the workforce system (community based organizations, Adult Education, Higher Education, Economic Development, Wagner-Peyser (EDD) and Vocational Rehabilitation); and two members were allocated to the “Other” category permitted by WIOA to provide the Governing Board with flexibility in appointing members in this catch-all category. Attached to this item is a table showing the allocation of positions as approved by the Governing Board on February 4, 2016.

On March 3, 2016 the Governing Board appointed twenty-five members to the newly formed Sacramento Works Workforce Development Board. Mr. Brian Broadway from the Job Corps was appointed to a two-year term to represent Labor/Workforce. Mr. Broadway has resigned his seat on the Sacramento Works Board.

SETA has received three applications for the seat representing “Organizations Serving Youth, Veterans or Disabled Individuals” under the Labor/Workforce category. The three applicants include:

- Mr. Paul Castro, representing California Human Development,
- Ms. Lorenda Sanchez representing California Indian Manpower Consortium, Inc.
- Mr. David Demers, representing the Sacramento Regional Conservation Corps.

These applications are included under separate cover.

RECOMMENDATION:

Review the application and approve the appointment of an applicant to complete the term of the seat vacated by Mr. Broadway.

ITEM III-A - 2 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF
REVISION TO THE JOB SPECIFICATION FOR CHILDREN AND
FAMILY SERVICES COURIER/MAINTENANCE**

BACKGROUND:

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 Children and Family Services Courier/Maintenance position's primary focus is on the maintenance of Head Start facilities. Courier duties, such as delivering food supplies or materials are on an as-needed basis. As a result, the classification has been updated to ensure it accurately reflects the work assigned and the title has changed to Children and Family Services Maintenance/Courier.

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 Policy Council took action at their August 22, 2017 meeting.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and approve the revised job specification for Children and Family Services Maintenance/Courier.

PRESENTER: Allison Noren

CHILDREN AND FAMILY SERVICES COURIER/MAINTENANCE/COURIER

ORGANIZATIONAL RESPONSIBILITY

A ~~Head Start~~ Children and Family Services Courier/Maintenance/Courier is responsible to Chief, Administration Department Facilities Coordinator or designee and generally works within the SETA Operated Head Start Program.

DEFINITION

Under general direction, ~~delivers and picks up food/food supplies and materials from Head Start sites. The Head Start Courier/Maintenance~~ repairs, maintains, and improves Head Start facilities, i.e., classroom tables, children's trikes, sandboxes, fences, sprinkler systems, etc. Assists with ensuring that all SETA early learning centers meet the Head Start Performance Standards related to education, health, safety and supervision, and remain in good standing through the evaluations conducted by licensing agents for Community Care Licensing and/or federal and state monitors. Delivers and picks up food/food supplies and materials from Head Start sites.

INTERPERSONAL SKILLS EXPECTATIONS

- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.
- Must be self-directed and able to work as a team to get larger department work completed, while establishing and maintaining cooperative working relationships.

DISTINGUISHING CHARACTERISTICS

This is a dual function classification. Incumbents must be both fully qualified dDrivers and fully qualified maintenance personnel.

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. Delivers food/food supplies and materials to various Head Start locations;~~
- ~~2. Delivers materials to central office from field site;~~
- 3.1. Repairs and maintains buildings and grounds of Head Start sites;
- 4.2. Repairs and maintains indoor/outdoor equipment at Head Start sites;
- 5.3. Provides building improvements such as shelves, storage sheds;

- 4. Maintains tools and Head Start vehicles;:-
- 6-5. Assembles a variety of items as required;
- 6. Delivers food/food supplies and materials to various Head Start locations;
- 7. Delivers materials to central office from field site.

MINIMUM QUALIFICATIONS

Knowledge of:

- Minor repairs;
- Electrical work;
- Carpentry;
- Plumbing;
- Small construction jobs;
- Some word processing software;:-
- Painting;
- Landscaping.

AND

Ability to:

- Work effectively with a variety of personnel;
- Establish priorities and organize work load;
- Take and follow instructions;
- Work independently and meet deadlines;
- Lift and move heavy or bulky objects up to 50 pounds;:-
- Be aware of surroundings;
- Be part of a team.

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. Previous experience performing minor repairs and general maintenance work.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid class C California 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>Climbing</u>	<u>Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.</u>
<u>Balancing.</u>	<u>Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is</u>

	<u>important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.</u>
<u>Stooping</u>	<u>Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.</u>
<u>Kneeling</u>	<u>Kneeling. Bending legs at knee to come to a rest on knee or knees.</u>
<u>Crouching</u>	<u>Crouching. Bending the body downward and forward by bending leg and spine.</u>
<u>Crawling</u>	<u>Crawling. Moving about on hands and knees or hands and feet.</u>
<u>Reaching</u>	<u>Reaching. Extending hand(s) and arm(s) in any direction.</u>
<u>Standing</u>	<u>Standing. Particularly for sustained periods of time.</u>
<u>Walking</u>	<u>Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.</u>
<u>Pushing</u>	<u>Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</u>
<u>Pulling</u>	<u>Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</u>
<u>Lifting</u>	<u>Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.</u>
<u>Dexterity</u>	<u>Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.</u>
<u>Grasping</u>	<u>Grasping. Applying pressure to an object with the fingers and palm.</u>
<u>Feeling</u>	<u>Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.</u>
<u>Talking</u>	<u>Talking. 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>Hearing. 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>Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Physical Requirements</u>	<u>Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.</u>
<u>Visual Requirements</u>	<u>The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)</u>
	<u>The worker is subject to both environmental conditions. Activities occur inside and outside.</u>

<u>Environmental Conditions</u>	<u>The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.</u>
	<u>The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.</u>
	<u>The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.</u>
	<u>The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.</u>
	<u>The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.</u>
	<u>The worker is required to function in narrow aisles or passageways.</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 obtain verbal information from others.~~
3. ~~Sufficient Vision to:~~
 - ~~Receive a license to drive.~~
4. ~~Sufficient Sensitivity to Touch to:~~
 - ~~Operate and adjust office equipment.~~
5. ~~Sufficient Strength and Conditioning to:~~
 - ~~Climb ladders, stairs and ramps; stoop, kneel, crouch, reach and pull when storing and retrieving supplies and files;~~
 - ~~Lift up to 60 pounds during any workday when moving objects such as supplies, furniture and equipment;~~
 - ~~Pull loaded transport cart weighing over 100 pounds;~~
 - ~~Sit or stand for extended periods of time;~~
 - ~~Walk in order to distribute supplies and materials from one physical location to another;~~
 - ~~Insert and retrieve documents from a manual filing cabinet;~~
 - ~~Work outside in various types of weather including extreme heat and exposure to dust and other office fumes;~~
 - ~~Operate a motor vehicle.~~

Non-essential Physical Attributes:

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

CHILDREN AND FAMILY SERVICES MAINTENANCE/COURIER

ORGANIZATIONAL RESPONSIBILITY

A Children and Family Services Maintenance/Courier is responsible to Facilities Coordinator or designee and generally works within the SETA Operated Head Start Program.

DEFINITION

Under general direction, repairs, maintains, and improves Head Start facilities, i.e., classroom tables, children's trikes, sandboxes, fences, sprinkler systems, etc. Assists with ensuring that all SETA early learning centers meet the Head Start Performance Standards related to education, health, safety and supervision, and remain in good standing through the evaluations conducted by licensing agents for Community Care Licensing and/or federal and state monitors. Delivers and picks up food/food supplies and materials from Head Start sites.

INTERPERSONAL SKILLS EXPECTATIONS

- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.
- Must be self-directed and able to work as a team to get larger department work completed, while establishing and maintaining cooperative working relationships.

DISTINGUISHING CHARACTERISTICS

This is a dual function classification. Incumbents must be both fully qualified drivers and fully qualified maintenance personnel.

EXAMPLES OF 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. Repairs and maintains buildings and grounds of Head Start sites;
2. Repairs and maintains indoor/outdoor equipment at Head Start sites;
3. Provides building improvements such as shelves, storage sheds;
4. Maintains tools and Head Start vehicles;
5. Assembles a variety of items as required;
6. Delivers food/food supplies and materials to various Head Start locations;
7. Delivers materials to central office from field site.

MINIMUM QUALIFICATIONS

Knowledge of:

- Minor repairs;
- Electrical work;
- Carpentry;
- Plumbing;
- Small construction jobs;
- Some word processing software;
- Painting;
- Landscaping.

AND

Ability to:

- Work effectively with a variety of personnel;
- Establish priorities and organize work load;
- Take and follow instructions;
- Work independently and meet deadlines;
- Lift and move heavy or bulky objects up to 50 pounds;
- Be aware of surroundings;
- Be part of a team.

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. Previous experience performing minor repairs and general maintenance work.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid class C California 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

Climbing	Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
Balancing.	Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
Stooping	Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
Kneeling	Kneeling. Bending legs at knee to come to a rest on knee or knees.

Crouching	Crouching. Bending the body downward and forward by bending leg and spine.
Crawling	Crawling. Moving about on hands and knees or hands and feet.
Reaching	Reaching. Extending hand(s) and arm(s) in any direction.
Standing	Standing. Particularly for sustained periods of time.
Walking	Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
Pushing	Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
Pulling	Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
Lifting	Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
Dexterity	Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
Grasping	Grasping. Applying pressure to an object with the fingers and palm.
Feeling	Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
Talking	Talking. 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.
Hearing	Hearing. 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.
Repetitive Motion	Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
Physical Requirements	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
Visual Requirements	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
	The worker is subject to both environmental conditions. Activities occur inside and outside.

Environmental Conditions	<p>The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.</p> <p>The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.</p> <p>The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.</p> <p>The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.</p> <p>The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.</p> <p>The worker is required to function in narrow aisles or passageways.</p>
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ITEM III-B – 1 - ACTION

APPROVAL OF STAFF FUNDING RECOMMENDATIONS FOR THE REFUGEE SOCIAL SERVICES (RSS), TARGETED ASSISTANCE (TA), AND RSS SET-ASIDE PROGRAMS, PROGRAM YEAR (PY) 2017-2018

BACKGROUND:

On April 27, 2017, the Board approved the release of a Request for Proposals (RFP) for the Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-aside (RSS SA) programs, program year (PY) 2017-2018, to be funded by the California Department of Social Services-Refugee Programs Bureau (CDSS_RFB) with federal funding from the Office of Refugee Resettlement (ORR). Under the RFP, the following services will be provided to refugees, asylees, certified victims of human trafficking (VOT), and individuals holding Special Immigrant Visas (SIV) who are within five (5) years of their arrival in the United States:

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

The **VESL/ES and ES Stand Alone services** are client centered and geared toward obtaining employment. Services include job search skills training, job development and placement assistance, job retention services, and vocational English language training, when needed. Services are to result in early economic self-sufficiency and the reduced dependency on public assistance among refugees in Sacramento County.

Standard SA&CO services assist refugees with social adjustment and acculturation. Activities are directed at assisting refugees with understanding and effectively utilizing daily living and problem solving skills. Services may be provided on an individual basis, in workshops or through the use of print or electronic media. Services may include any of the following:

- Translation/Interpretation
- Crisis Intervention
- Individual/Group Counseling
- Information/Access to other services, including:
 - CalWORKs/SSI, personal finance, housing, health, education, legal, human relations, small business, citizenship/naturalization, Sacramento Works America's Job Centers of California (SWAJCC) System, youth and Refugee School Impact Grant (RSIG) services, culturally appropriate childcare resources, public transportation system and driver education, and local customs.

PRESENTER: Jennifer Fischer

SA&CO services to older refugees, funded through RSS SA formula funding, provide refugees 60 years of age and older access to naturalization and citizenship assistance, as well as connecting them to other resources and services serving older populations.

On June 16, 2017, SETA received 16 proposals. The 16 proposals were submitted by eight applicant agencies requesting a total of \$3,159,546.

FUNDING ALLOCATIONS

Anticipated PY 2017-18 Allocations –

SETA has not yet received the final notification of PY 2017-18 RSS, TA, and RSS SA formula grants awards from the CDSS—RPB. Preliminary estimates indicate the total funding level will be approximately \$2,300,000. After setting aside funds for administrative and program support, it is anticipated that \$1,981,788 will be available for allocation. Final notification should be received by SETA no later than mid-September. The breakdown of the funding is recommended as follows:

RSS:	\$1,353,457
TA:	617,681
RSS SA:	<u>10,650</u>
Total:	\$1,981,788

Final allocations could be higher than estimated levels due to spikes in refugee and SIV arrivals from Iraq and Afghanistan within the past two full program years.

At recommended funding levels, a minimum of 1,067 refugees (1,040 in employment-related components and 27 in the older refugee SA&CO component) will receive services. Of the 1,040 refugees receiving employment services, at least 572 (55%) will enter employment at an average wage of \$11.13 per hour, with a minimum of 400 (70%) retaining employment for 90 days after job placement.

Incremental Funding –

Although SETA has not received notification from RPB that incremental funding will be imposed in the new PY on TA grant awards, it is anticipated that ORR will award the funds to states in two increments. If funding is received in two increments, the first increment will be funded at 58 percent of the PY 2017-18 awards, and will be issued October 1, 2017. The second increment, subject to availability, will be funded at 42

PRESENTER: Jennifer Fischer

percent of the PY 2017-18 awards. ORR does not indicate when states will receive the second increment, nor does ORR give any guarantee that the funds will be available.

In light of ORR's anticipated incremental funding outlined above, SETA recommends funding TA and providers at 58 percent of recommended allocations to provide services from October 1, 2017 through April 30, 2018, and funding the remaining 42 percent of allocations contingent upon receipt of the second increment of funding from ORR. The second increment will fund the provision of TA services from May 1, 2018 through September 30, 2018.

PROPOSAL EVALUATION

Evaluation Process -

The proposals were reviewed and scored by an evaluation team comprised of eight staff from SETA's Workforce Development and Fiscal Departments, and included an observer from Sacramento County's Department of Human Assistance (DHA). Proposals were evaluated based on the criteria outlined in the RFP. Areas reviewed and addressed included an applicant's demonstrated experience and ability to:

- Operate, manage, deliver and evaluate all elements of the proposed refugee program
- Attain performance goals (target population, services, enrollment, entered employment, job retention)
- Serve the priority populations
- Develop jobs for the refugee population, if applicable to the proposed activity
- Provide all elements of case management, including the provision of supportive services, the tracking and documenting of services, including progress towards goal attainment, and providing follow-up and job retention services, if applicable to the proposed activity
- Provide services at a reasonable cost compared to historical costs of similar programs, as well as compared to the costs of the other proposals submitted in response to the RFP
- Partner, coordinate, and collaborate with DHA, Sacramento Works America's Job Centers of California (SWAJCC) system staff and partners, and other organizations serving the refugee population

In addition, proposed applicant agency service locations, as well as geographic areas targeted were taken into consideration by the evaluation team.

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Past Performance and References -

SETA staff monitor RSS, TA, and RSS SA funded programs on overall program performance and ability to meet contractual performance standards on a regular basis. Evaluation criteria applied for the performance of current SETA-funded applicants includes:

- Achievement of contractual, planned service levels (enrollment, service units, entered employment and job retention)
- Ability to enroll and serve the targeted population, with focus on eligible recipients of public cash assistance
- Submission of timely and accurate fiscal and program reports, as well as contract documents

References for non-SETA funded applicants were contacted and asked to provide an assessment of program performance and capabilities. This information was utilized in developing funding recommendations.

EVALUATION RESULTS

Staff is recommending that services provided under the 2017-18 RSS, TA, and RSS Set-aside funding be delivered through the following eight applicants to the RFP:

- ✓ Asian Resources, Inc.
- ✓ Bach Viet Association, Inc.
- ✓ Folsom Cordova Community Partnership, Inc.
- ✓ International Rescue Committee—Sacramento
- ✓ Lao Family Community Development, Inc.
- ✓ Slavic Assistance Center, Inc.
- ✓ Twin Rivers Unified School District
- ✓ World Relief—Sacramento

Proposal summaries and recommendations of all applicants have been provided under separate cover.

Despite variances in the overall scores of the applicant agencies, the recommended awards represent a balance between proposal performance, geographic diversification, and maintaining adequate program infrastructure that reduces the level of volatility in programs/services.

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New Program Providers -

Although new to RSS and TA funded service provision, Folsom Cordova Community Partnership and World Relief demonstrated, through proposal responses, past performance, and/or program references, that they possess the knowledge and ability to provide employment services to the refugee populations. As new providers, Folsom Cordova Community Partnership and World Relief are recommended at funding levels adequate to resource the programs, and allow for a longer-term evaluation of their ability to successfully learn and perform the many aspects of the program, including policy directives, eligibility, case management and documentation, participant and data tracking, and reporting.

Standard SA&CO Services -

Staff is not recommending funding Slavic Assistance Center under **Standard SA&CO services**. The evaluation team did not rank the proposal high enough to fund. For the past two years under the current standard SA&CO program, Slavic Assistance Center has experienced challenges in conducting outreach and providing services to newly arriving refugee and SIV populations from Middle Eastern countries. In addition, the evaluation team felt that Slavic Assistance Center did not effectively address how it would increase outreach and service delivery to this population within its proposal. As a result, staff is recommending the \$20,000 in RSS funding initially set aside for SA&CO be shifted to the VESL/ES activity.

RECOMMENDATION:

Approve staff funding recommendations for the Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-aside (RSS SA) grant programs, PY 2017-2018, as indicated on the attached funding charts. Additionally, approve the following stipulations:

- 1) VESL/ES service providers must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 2) All VESL/ES and ES Stand Alone budgets must include a minimum allocation of 5% for supportive services.
- 3) TA funds will be allocated in two increments. The first increment will cover program services from October 1, 2017 through April 30, 2018. The second

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increment will be allocated contingent upon receipt of funds from ORR, and will cover program services from May 1, 2018 through September 30, 2018.

- 4) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, at least eight (8) hours a day, from October 1, 2017 through September 30, 2018.
- 5) If the final allocations for RSS, TA, and RSS SA are less than the anticipated awards, SETA reserves the right to reduce amounts allocated to providers proportionately.
- 6) If the final allocations for RSS, TA, and RSS SA are more than anticipated, staff may return with an augmentation recommendation in October.
- 7) Participants in Match Grant employment services provided by IRC and World Relief are not eligible to participate in IRC's or World Relief's RSS and TA-funded programs until all services within the Match Grants have been exhausted.

PRESENTER: Jennifer Fischer

**Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Recommendations, PY 2017-18
Component: VESL/ES**

Total Score (200 possible)	Rank #	AGENCY NAME	REQUESTED FUNDING, PY 2017-18			RSS FUNDING RECOMMENDATIONS, PY 2017-18	
			Proposed Amount	Proposed Numbers to Serve	Proposed Cost Per Participant**	RSS Numbers to be Served*	RSS Funding Amount*
168	1	International Rescue Committee, Inc.	\$500,000	200	\$2,500	102	\$255,000
167.5	2	Lao Family Community Development, Inc.	375,000	150	2,500	98	245,000
163.6	3	Folsom Cordova Community Partnership	99,915	40	2,498	40	99,915
160.6	4	Twin Rivers USD	222,341	161	1,381	161	222,341
149.1	5	Bach Viet Association, Inc	374,585	135	2,775	87	217,500
145.8	6	Asian Resources, Inc.	258,557	110	\$2,351	91	213,941
145.6	7	World Relief	286,938	115	2,494	40	99,760
Totals/Averages			\$2,117,336	911	\$2,357	619	\$1,353,457

* Subject to the final award of 2017-18 RSS funding from ORR

**Cost per participant for Bach Viet adjusted to \$2,500

**Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Recommendations, PY 2017-18
Component: ES Stand Alone**

Total Score (200 possible)	Rank #	AGENCY NAME	REQUESTED FUNDING, PY 2017-18			TA FUNDING RECOMMENDATIONS, PY 2017-18	
			Proposed Amount	Proposed Numbers to Serve	Proposed Cost Per Participant**	TA Numbers to be Served*	TA Funding Amount*
167.6	1	Twin Rivers USD	\$116,389	91	\$1,279	84	\$107,436
165.8	2	Lao Family Community Development, Inc.	150,000	100	1,500	70	105,000
159.2	3	International Rescue Committee, Inc.	112,502	75	1,500	69	103,500
156.4	4	Folsom Cordova Community Partnership	62,165	40	1,554	40	62,165
153	5	Asian Resources, Inc.	185,184	120	1,543	60	92,580
148.5	6	Bach Viet Association, Inc	220,000	110	2,000	58	87,000
145	7	World Relief	165,320	80	2,067	40	60,000
Totals/Averages			\$1,011,560	616	\$1,635	421	\$617,681

* Subject to the final award of 2017-18 TA funding from ORR

**Cost per participant for Bach Viet and World Relief adjusted to \$1,500

Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Recommendations, PY 2017-18
COMPONENT: SA&CO (Standard and Older Refugee)

Total Score (200 possible)	AGENCY NAME	ACTIVITY	REQUESTED FUNDING, PY 2017-18			RSS and RSS Set-Aside FUNDING RECOMMENDATIONS, PY 2017-18	
			Proposed Amount	Proposed Numbers to Serve	Proposed Cost Per Participant	RSS and RSS Set-Aside Numbers to be Served*	RSS and RSS Set-Aside Funding Amount*
143.1	Slavic Assistance Center	SA&CO	\$20,000	100	\$200	0	\$0
160.1	Slavic Assistance Center	Older Refugee SA&CO	10,650	27	395	27	10,650
	Totals/Averages		\$30,650	127	\$298	27	\$10,650

* Subject to the final award of 2017-18 RSS Set-aside funding from ORR

ITEM III-C – 1 - ACTION

APPROVAL TO SUBMIT A REQUEST TO CARRY OVER PROGRAM
YEAR 2016-2017 HEAD START FUNDS

BACKGROUND:

On November 21, 2016, SETA received additional funding from the Office of Head Start/ Administration for Children and Families (ACF) to extend the duration of Head Start services beginning in the program year 2017-2018. The funding received included:

SETA Operated Program	Supplies, equipment, & minor renovations and repairs	\$404,265
Twin Rivers USD	Salaries, fringe, supplies, equipment, & modular	\$674,854
San Juan USD	Salaries, fringe, supplies, & minor renovations and repairs	\$207,820
WCIC	Supplies, equipment, & major renovation	\$459,406
Total Duration Funding		\$1,746,345

The award for the modular (Twin Rivers) and major renovations (WCIC) was contingent upon the approval of a completed 1303 Facilities Application.

The 1303 Facilities Application for the Twin Rivers modular project was approved by ACF on July 21, 2017. A portion of the duration funds allotted to Twin Rivers has already been utilized in preparation for the new program year. SETA is requesting to carry over \$598,977 for the Twin Rivers duration modular project.

The 1303 Facilities Application for WCIC's major renovation project at their facility, located at 3555 3rd Avenue, Sacramento, CA 95817, was submitted to ACF on July 10, 2017 and is awaiting final approval. A portion of the duration funds allotted to WCIC has already been utilized in preparation for the new program year. SETA is requesting to carry over \$445,867 for WCIC.

The SETA Operated Program (SOP) originally requested funds to renovate a new site that was to be determined. After much research and scouting, SETA has been unable to find a suitable new site. On June 1, 2017, the Governing Board approved a budget modification to repurpose \$275,000 of the SOP duration funds, along with \$450,000 from underspent Basic funds, to be utilized to purchase a new modular building to be located at Hopkins Park ELC. The total project cost for the Hopkins Park ELC modular is budgeted to be \$725,000. A 1303 Facilities Application and the budget modification

PRESENTER: D'et Saurbourne

ITEM III-C – 1 – ACTION (continued)

Page 2

was submitted to ACF and approved on July 14, 2017. SETA is requesting to carry over \$725,000 for the Hopkins Park ELC modular, and the remaining \$129,265 from the duration budget for supplies and any other project costs needed to complete the duration project. The total carryover amount being requested for SOP is \$854,265.

The Office of Head Start requires funds be fully obligated by July 31, 2017, and that all obligations be liquidated by October 30, 2017 with exception of ACF pre-approved projects not completed by the end of the fiscal year. Due to the additional time needed to complete the 1303 Facilities Applications and the nature of construction projects, staff is recommending carrying over up to \$1,899,109 from Program Year 2016-2017 to complete the following projects:

		HS Duration	HS Basic	Total
SETA Operated Program	• Modular building at Hopkins Park ELC	\$275,000	\$450,000	\$725,000
	• Supplies & project costs for new duration classrooms	\$129,265		\$129,265
Twin Rivers USD	• Modular building at Village Elementary	\$598,977		\$598,977
WCIC	• Major renovation at 3555 3 rd Avenue	\$445,867		\$445,867
Total Carryover Request		\$1,449,109	\$450,000	\$1,899,109

It is anticipated that all carryover funds will be expended by July 31, 2018. The Policy Council approved this item at their August 22, 2017 meeting.

RECOMMENDATION:

Approve the submission of a carryover request for Program Year 2016-2017, from Head Start Duration and Head Start Basic funding up to \$1,899,109.

PRESENTER: D'et Saurbourne

ITEM IV-A – 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 - August 21, 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			
Brookcrest Water	9	Bottled Water Delivery Driver	1
California Community Action Partnership Association	1	Executive Director	1
Capitol Architectural Production	3	Shop Trainee	1
Carmichael Elks Lodge	1	Bookkeeper	1
Child Action Inc.	1	Assessment Unit Clerk	1
	1	Supervisor - Referral	1
Children's Law Center of California	1	Secretary	1
City of Elk Grove	1	Assessment Unit Clerk	1
	1	Budget Manager	1
	7	Junior Plant Operator	1
	1	Multimedia Specialist	1
	7	Plant Operator	2
	5	Police Officer	1
	6	Senior Applications Developer	1
	1	Senior Planner	1
City of Sacramento	1	Administrative Analyst	3
	1	Archivist	1
	8	Art in Public Places Specialist	1
	1	Associate Planner	1
	1	Code Enforcement Officer	1
	1	Customer Service Specialist	2
	10	Deputy City Attorney II	1
	1	Development Services Technician III	1
	1	Dispatcher Recruit	1
	1	Diversity and Equity Manager	1
	3	Electrician	1
	1	Facilities and Real Property Superintendent	1
	3	Painter	1
	5	Park Safety Ranger	1
	5	Park Safety Ranger Assistant	1
	1	Personnel Technician	1
	7	Plant Operator	1
	1	Principal Accountant	1
	1	Principal Planner	1
	1	Program Analyst	3
	1	Program Specialist	2
	5	Public Service Aide	1
	1	Recreation Manager	1
	1	Senior Accountant Auditor	1
	6	Senior Applications Developer	1
	10	Senior Deputy City Attorney	1
	1	Senior Personnel Transactions Coordinator	1
	5	Senior Recreation Aide	1
	2	Supervising Engineer	1
	1	Support Services Manager	1
7	Survey Party Chief	1	
10	Zoning Investigator	1	
Conyers Auto Transport	10	Junk Removal Crew Member	4
G W Demolition Inc.	3	Demolition Laborer	2
Indecare Corporation	4	Certified Nurse Aide	25
InSync Consulting Services LLC	1	Customer Service Specialist	250

ERA
July 1 - August 21, 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 District	1	Administrative Assistant I	1
	1	Administrative Services Analyst	1
	1	Associate Vice Chancellor of Finance	1
	1	Athletic Trainer	1
	1	Chief of Police	1
	1	Children's Center Clerk	1
	1	Clerk III	1
	1	Dean of Business and Family Science	1
	1	Director of the Center of Excellence	1
	1	Director of North/Far North Regional Consortium	1
	1	Financial Aid Officer	1
	7	HVAC Mechanic	2
	6	Information Technology Network Administrator Analyst II	1
	6	Information Technology Technician II-Lab/Area Microcomputer Support	1
	1	Instructional Assistant - Food Service Management	1
	1	Instructional Assistant-Learning Resources	1
	1	P.E. Adjunct Assistant Professor/Head Coach for Women's Tennis	1
	1	Project Director of TRIO Upward Bound Programs	1
	1	Student Personnel Assistant - Outreach Services	3
	1	Vice President of Administrative Services	1
1	Vice President of Instruction and Student Learning	1	
McLane Company	10	Reset Specialist	1
OBO' Italian Table and Bar	8	Cook	2
	8	Counter Server	2
	8	Dishwasher	2
Pinnacle Telecommunications, Inc.	7	Installers Level 1	1
	9	Warehouse Associate	10
Precision Automotive Repair Inc.	7	Shop Porter/Helper	1
Research America, Inc.	1	Telephone Interviewer	12
Sacramento Employment and Training Agency	1	Head Start Courier/Maintenance	1
	1	Head Start/Early Head Start Health-Nutrition Coordinator	1
	7	Head Start Education Coordinator	1
Saint John's Program for Real Change	1	Executive Assistant	1
	1	Grants Development Specialist	1
Square One Clubs	1	Receptionist	1
Taylor Metal Products	9	Manufacturing Personnel	40
TimCo Construction Inc.	3	Carpenter	15
	3	Construction Laborer	10
	1	Project Manager	1
Tots of Love Child Development Center, LLC	1	Preschool Teacher	1
Villara Corporation	1	Accounts Payable Clerk	1
	9	Co-Driver	1
	3	Construction Admin	1
	7	Entry-Level Heating & Air Installers	1
	7	HVAC Retro Fit Installer	1
	7	HVAC Retro Fit Installers/Lead Installers	1
	7	HVAC Warranty Technician	1
	1	Junior Administrative Assistant	1
	3	Manufacturing Worker	1

ERA
July 1 - August 21, 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			
Villara Corporation	3	Plumbing Installers	1
	3	Plumbing Junior Estimator	1
	3	Project Manager (Plumbing)	1
	1	Residential Fire Protection Designer	1
	7	Start Up Technician	1
Total			477

ITEM IV-B – 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 2017/2018

The following is an update of information as of August 23, 2017 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

Official	6/14/2017	Kmart Corporation 5100 Stockton Blvd. Sacramento, CA 95820	9/30/2017	84	7/25/17, 7/28/17, 8/15/17,8/18/17,8/2 9/17, 9/1/17
Official	6/30/2017	First Response EMS 10161 Croydon Way Sacramento, CA 95827	8/31/2017	66	8/11/2017
			Total # of Affected Workers	150	

ITEM IV-C – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

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

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Seasonal cutbacks in education led to the month-over job decline**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.2 percent in July 2017, up from a revised 4.8 percent in June 2017, and below the year-ago estimate of 5.5 percent. This compares with an unadjusted unemployment rate of 5.4 percent for California and 4.6 percent for the nation during the same period. The unemployment rate was 4.8 percent in El Dorado County, 4.5 percent in Placer County, 5.4 percent in Sacramento County, and 5.3 percent in Yolo County.

Between June 2017 and July 2017, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo, decreased by 5,800 to total 977,100 jobs.

- Government (down 13,300 jobs) experienced a normal seasonal decline from June to July as schools reduced staff for the summer break. Local government (down 9,700 jobs) and state government (down 3,600 jobs) were responsible for the decline.
- Educational and health services shed 500 jobs. The job loss was concentrated in education services (down 1,100 jobs). This decline offset a gain in health care and social assistance, which added 600 jobs.
- Meanwhile, professional and business services led month-over job growth, by adding 2,500 jobs. Administrative and support and waste services (up 2,600 jobs) and management of companies (up 100 jobs) was responsible for the industry job gain.
- Leisure and hospitality expanded by 2,100 jobs from June to July. Accommodation and food services (up 1,700 jobs) accounted for 80.9 percent of the increase.

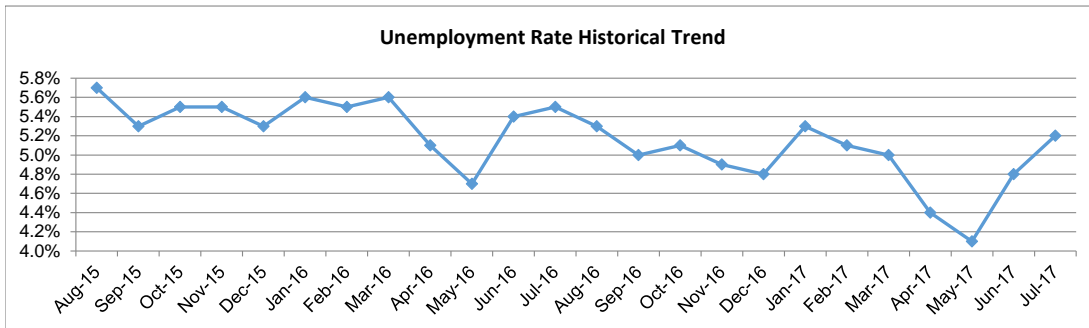
Between July 2016 and July 2017, total jobs in the region increased by 16,500, or 1.7 percent.

- Educational and health services continued to lead year-over growth, adding 8,500 jobs. Health care and social assistance (up 7,900 jobs) was responsible for 92.9 percent of the expansion. Education services experienced a gain of 600 jobs.
- Leisure and hospitality gained 5,800 jobs from last July. Accommodation and food services added 5,400 jobs. Arts, entertainment, and recreation contributed 400 jobs over the year.
- Professional and business services added 4,800 jobs. Administrative and support and waste services grew by 3,900 jobs. Professional, scientific, and technical services gained 1,400 jobs. These gains offset a loss in management of companies, which experienced a loss of 500 jobs.
- Six major industries experienced job reductions from last July, led by construction (down 1,500 jobs), government (down 1,200 jobs), manufacturing (down 1,200 jobs), other services (down 800 jobs), farm (down 600 job), and information (down 400 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 5.2 percent in July 2017, up from a revised 4.8 percent in June 2017, and below the year-ago estimate of 5.5 percent. This compares with an unadjusted unemployment rate of 5.4 percent for California and 4.6 percent for the nation during the same period. The unemployment rate was 4.8 percent in El Dorado County, 4.5 percent in Placer County, 5.4 percent in Sacramento County, and 5.3 percent in Yolo County.



Industry	Jun-2017	Jul-2017	Change		Jul-2016	Jul-2017	Change
	Revised	Prelim			Prelim		

Total, All Industries	982,900	977,100	(5,800)		960,600	977,100	16,500
Total Farm	10,000	10,700	700		11,300	10,700	(600)
Total Nonfarm	972,900	966,400	(6,500)		949,300	966,400	17,100
Mining, Logging, and Construction	55,800	56,800	1,000		58,300	56,800	(1,500)
Mining and Logging	500	500	0		500	500	0
Construction	55,300	56,300	1,000		57,800	56,300	(1,500)
Manufacturing	35,300	35,400	100		36,600	35,400	(1,200)
Trade, Transportation & Utilities	153,400	153,300	(100)		152,000	153,300	1,300
Information	13,300	13,400	100		13,800	13,400	(400)
Financial Activities	54,000	54,100	100		52,300	54,100	1,800
Professional & Business Services	131,900	134,400	2,500		129,600	134,400	4,800
Educational & Health Services	152,500	152,000	(500)		143,500	152,000	8,500
Leisure & Hospitality	105,600	107,700	2,100		101,900	107,700	5,800
Other Services	30,400	31,900	1,500		32,700	31,900	(800)
Government	240,700	227,400	(13,300)		228,600	227,400	(1,200)

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

Data Not Seasonally Adjusted

	Jul 16	May 17	Jun 17 Revised	Jul 17 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,082,100	1,061,900	1,073,200	1,081,700	0.8%	0.0%
Civilian Employment	1,022,100	1,018,600	1,021,800	1,025,800	0.4%	0.4%
Civilian Unemployment	60,000	43,300	51,400	55,900	8.8%	-6.8%
Civilian Unemployment Rate	5.5%	4.1%	4.8%	5.2%		
(CA Unemployment Rate)	5.8%	4.2%	4.9%	5.4%		
(U.S. Unemployment Rate)	5.1%	4.1%	4.5%	4.6%		
Total, All Industries (2)	960,600	973,200	982,900	977,100	-0.6%	1.7%
Total Farm	11,300	10,000	10,000	10,700	7.0%	-5.3%
Total Nonfarm	949,300	963,200	972,900	966,400	-0.7%	1.8%
Total Private	720,700	723,800	732,200	739,000	0.9%	2.5%
Goods Producing	94,900	88,900	91,100	92,200	1.2%	-2.8%
Mining, Logging, and Construction	58,300	53,400	55,800	56,800	1.8%	-2.6%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	57,800	52,900	55,300	56,300	1.8%	-2.6%
Construction of Buildings	11,600	10,400	10,700	10,900	1.9%	-6.0%
Specialty Trade Contractors	40,400	39,200	41,100	41,600	1.2%	3.0%
Building Foundation & Exterior Contractors	11,100	10,900	11,200	11,500	2.7%	3.6%
Building Equipment Contractors	16,500	16,700	17,000	17,300	1.8%	4.8%
Building Finishing Contractors	8,500	8,300	8,500	8,600	1.2%	1.2%
Manufacturing	36,600	35,500	35,300	35,400	0.3%	-3.3%
Durable Goods	24,300	23,900	23,900	23,800	-0.4%	-2.1%
Computer & Electronic Product Manufacturing	5,900	5,900	5,800	5,700	-1.7%	-3.4%
Nondurable Goods	12,300	11,600	11,400	11,600	1.8%	-5.7%
Food Manufacturing	4,200	3,700	3,500	3,700	5.7%	-11.9%
Service Providing	854,400	874,300	881,800	874,200	-0.9%	2.3%
Private Service Providing	625,800	634,900	641,100	646,800	0.9%	3.4%
Trade, Transportation & Utilities	152,000	152,800	153,400	153,300	-0.1%	0.9%
Wholesale Trade	25,700	26,200	26,000	26,300	1.2%	2.3%
Merchant Wholesalers, Durable Goods	13,900	14,200	14,000	14,000	0.0%	0.7%
Merchant Wholesalers, Nondurable Goods	9,200	9,300	9,300	9,400	1.1%	2.2%
Retail Trade	100,200	100,700	101,000	100,000	-1.0%	-0.2%
Motor Vehicle & Parts Dealer	14,400	14,500	14,500	14,500	0.0%	0.7%
Building Material & Garden Equipment Stores	8,500	8,500	8,500	8,400	-1.2%	-1.2%
Grocery Stores	19,200	18,900	19,000	19,000	0.0%	-1.0%
Health & Personal Care Stores	5,600	5,600	5,500	5,500	0.0%	-1.8%
Clothing & Clothing Accessories Stores	7,400	6,800	7,000	7,100	1.4%	-4.1%
Sporting Goods, Hobby, Book & Music Stores	3,900	3,700	3,600	3,600	0.0%	-7.7%
General Merchandise Stores	20,800	21,200	21,300	21,500	0.9%	3.4%
Transportation, Warehousing & Utilities	26,100	25,900	26,400	27,000	2.3%	3.4%
Information	13,800	13,300	13,300	13,400	0.8%	-2.9%
Publishing Industries (except Internet)	2,500	2,600	2,600	2,600	0.0%	4.0%
Telecommunications	5,400	5,100	5,000	5,000	0.0%	-7.4%
Financial Activities	52,300	53,600	54,000	54,100	0.2%	3.4%
Finance & Insurance	37,500	38,900	39,200	39,100	-0.3%	4.3%
Credit Intermediation & Related Activities	11,700	11,800	11,900	11,800	-0.8%	0.9%
Depository Credit Intermediation	6,500	6,600	6,600	6,500	-1.5%	0.0%
Nondepository Credit Intermediation	2,500	2,400	2,400	2,400	0.0%	-4.0%
Insurance Carriers & Related	21,700	22,600	22,600	22,500	-0.4%	3.7%
Real Estate & Rental & Leasing	14,800	14,700	14,800	15,000	1.4%	1.4%
Real Estate	11,300	11,400	11,300	11,500	1.8%	1.8%
Professional & Business Services	129,600	129,800	131,900	134,400	1.9%	3.7%
Professional, Scientific & Technical Services	54,900	55,800	56,500	56,300	-0.4%	2.6%
Architectural, Engineering & Related Services	9,400	9,600	9,700	9,800	1.0%	4.3%
Management of Companies & Enterprises	11,300	10,400	10,700	10,800	0.9%	-4.4%
Administrative & Support & Waste Services	63,400	63,600	64,700	67,300	4.0%	6.2%
Administrative & Support Services	60,500	60,500	61,600	63,900	3.7%	5.6%
Employment Services	24,500	23,800	24,000	24,900	3.8%	1.6%

Data Not Seasonally Adjusted

	Jul 16	May 17	Jun 17 Revised	Jul 17 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	12,800	12,800	13,000	13,500	3.8%	5.5%
Educational & Health Services	143,500	152,500	152,500	152,000	-0.3%	5.9%
Education Services	9,900	12,200	11,600	10,500	-9.5%	6.1%
Health Care & Social Assistance	133,600	140,300	140,900	141,500	0.4%	5.9%
Ambulatory Health Care Services	47,800	49,700	50,200	50,700	1.0%	6.1%
Hospitals	23,400	24,000	24,000	24,000	0.0%	2.6%
Nursing & Residential Care Facilities	16,800	17,600	17,600	17,500	-0.6%	4.2%
Leisure & Hospitality	101,900	102,900	105,600	107,700	2.0%	5.7%
Arts, Entertainment & Recreation	16,200	15,500	16,200	16,600	2.5%	2.5%
Accommodation & Food Services	85,700	87,400	89,400	91,100	1.9%	6.3%
Accommodation	9,300	8,400	8,800	9,100	3.4%	-2.2%
Food Services & Drinking Places	76,400	79,000	80,600	82,000	1.7%	7.3%
Restaurants	72,000	74,800	76,300	77,000	0.9%	6.9%
Full-Service Restaurants	34,500	34,900	36,100	36,500	1.1%	5.8%
Limited-Service Eating Places	37,500	39,900	40,200	40,500	0.7%	8.0%
Other Services	32,700	30,000	30,400	31,900	4.9%	-2.4%
Repair & Maintenance	9,500	9,500	9,600	9,600	0.0%	1.1%
Government	228,600	239,400	240,700	227,400	-5.5%	-0.5%
Federal Government	14,400	14,200	14,400	14,400	0.0%	0.0%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	214,200	225,200	226,300	213,000	-5.9%	-0.6%
State Government	115,100	119,300	119,800	116,200	-3.0%	1.0%
State Government Education	27,800	31,500	31,700	27,800	-12.3%	0.0%
State Government Excluding Education	87,300	87,800	88,100	88,400	0.3%	1.3%
Local Government	99,100	105,900	106,500	96,800	-9.1%	-2.3%
Local Government Education	51,500	58,800	58,100	48,300	-16.9%	-6.2%
Local Government Excluding Education	47,600	47,100	48,400	48,500	0.2%	1.9%
County	18,900	19,100	19,100	19,200	0.5%	1.6%
City	10,900	10,600	11,200	11,000	-1.8%	0.9%
Special Districts plus Indian Tribes	17,800	17,400	18,100	18,300	1.1%	2.8%

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	703,100	665,400	37,700	5.4%	1.000000	1.000000
Arden Arcade CDP	45,000	41,900	3,100	6.8%	0.063006	0.080844
Carmichael CDP	31,000	29,200	1,800	5.9%	0.043831	0.048219
Citrus Heights city	44,000	41,600	2,500	5.7%	0.062455	0.065958
Elk Grove CDP	80,700	77,400	3,300	4.1%	0.116285	0.088137
Fair Oaks CDP	15,900	15,100	800	5.1%	0.022709	0.021471
Florin CDP	21,100	19,500	1,700	7.8%	0.029260	0.043767
Folsom city	36,500	35,200	1,300	3.5%	0.052893	0.033520
Foothill Farms CDP	15,500	14,700	800	5.1%	0.022136	0.020965
Galt city	11,200	10,500	700	6.3%	0.015836	0.018845
Gold River CDP	3,700	3,600	100	2.6%	0.005387	0.002556
Isleton city	300	300	0	9.3%	0.000470	0.000856
La Riviera CDP	5,900	5,600	300	4.7%	0.008404	0.007373
North Highlands CDP	18,300	17,300	1,000	5.5%	0.026044	0.026548
Orangevale CDP	17,600	16,700	900	4.9%	0.025146	0.022991
Rancho Cordova City	34,300	32,300	2,000	5.9%	0.048496	0.054027
Rancho Murieta CDP	2,500	2,400	100	2.0%	0.003676	0.001354
Rio Linda CDP	6,400	6,100	300	4.5%	0.009202	0.007703
Rosemont CDP	12,000	11,300	700	6.0%	0.016916	0.019069
Sacramento city	232,400	219,200	13,200	5.7%	0.329487	0.349736
Vineyard CDP	12,800	12,300	500	4.0%	0.018487	0.013533
Walnut Grove CDP	600	500	100	19.6%	0.000729	0.003121
Wilton CDP	2,500	2,400	100	2.4%	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.

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Placer County	181,200	173,100	8,100	4.5%	1.000000	1.000000
Auburn city	6,900	6,500	400	5.2%	0.037553	0.044146
Colfax city	1,100	1,000	100	8.5%	0.005785	0.011469
Dollar Point CDP	700	700	0	2.0%	0.004151	0.001897
Foresthill CDP	500	500	0	6.2%	0.002976	0.004268
Granite Bay CDP	10,600	10,100	500	4.8%	0.058186	0.062254
Kings Beach CDP	2,500	2,300	200	7.3%	0.013246	0.022219
Lincoln city	18,800	17,900	900	4.9%	0.103591	0.113720
Loomis town	3,100	3,000	100	3.0%	0.017445	0.011632
Meadow Vista CDP	1,500	1,500	0	1.8%	0.008640	0.003387
North Auburn CDP	5,800	5,600	200	4.1%	0.032365	0.029535
Rocklin city	30,800	29,500	1,400	4.5%	0.170181	0.172311
Roseville city	65,500	62,700	2,800	4.2%	0.362474	0.340944
Sunnyside Tahoe City CDP	900	800	0	5.8%	0.004631	0.006029
Tahoe Vista CDP	900	900	0	5.2%	0.005018	0.005894

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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)
 July 2017 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	107,300	101,500	5,700	5.3%	1.000000	1.000000
Davis city	35,700	34,300	1,500	4.1%	0.337453	0.255159
Esparto CDP	1,600	1,500	100	5.5%	0.015258	0.015930
West Sacramento city	26,000	24,400	1,600	6.2%	0.240385	0.282433
Winters city	3,900	3,700	200	4.8%	0.036114	0.031940
Woodland city	30,100	28,400	1,700	5.7%	0.279191	0.297506

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Notes:

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- 2) These data are not seasonally adjusted.

Methodology:

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population 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)
 July 2017 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	90,100	85,800	4,300	4.8%	1.000000	1.000000
Cameron Park CDP	9,600	9,100	500	4.9%	0.106286	0.107910
Diamond Springs CDP	5,400	5,100	300	6.2%	0.059082	0.077780
El Dorado Hills CDP	21,100	20,400	800	3.6%	0.237734	0.173400
Georgetown CDP	900	800	100	6.5%	0.009501	0.013200
Placerville city	4,700	4,400	300	6.5%	0.051069	0.070634
Pollock Pines CDP	3,100	3,000	100	3.6%	0.034725	0.025790
Shingle Springs CDP	2,400	2,300	100	3.9%	0.026820	0.021660
South Lake Tahoe city	11,700	11,100	600	5.3%	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.

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

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,285,000	18,251,500	1,033,500	5.4%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	9	1,596,400	1,529,300	67,000	4.2%
BAKERSFIELD MSA (Kern Co.)	60	387,400	349,700	37,700	9.7%
CHICO MSA (Butte Co.)	44	102,600	96,000	6,700	6.5%
EL CENTRO MSA (Imperial Co.)	64	73,700	55,900	17,900	24.2%
FRESNO MSA (Fresno Co.)	58	450,300	411,200	39,100	8.7%
HANFORD CORCORAN MSA (Kings Co.)	59	57,400	52,300	5,100	8.9%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	24	5,161,100	4,891,300	269,800	5.2%
MADERA MSA (Madera Co.)	57	61,000	55,900	5,100	8.4%
MERCED MSA (Merced Co.)	60	112,700	101,800	10,900	9.7%
MODESTO MSA (Stanislaus Co.)	51	249,000	229,200	19,800	8.0%
NAPA MSA (Napa Co.)	6	75,800	72,900	2,900	3.9%
OAKLAND HAYWARD BERKELEY MD	12	1,407,400	1,345,700	61,700	4.4%
Alameda Co.	11	846,100	809,500	36,600	4.3%
Contra Costa Co.	13	561,300	536,300	25,100	4.5%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	22	427,800	406,300	21,500	5.0%
REDDING MSA (Shasta Co.)	39	75,500	70,800	4,600	6.1%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	39	1,996,200	1,874,600	121,600	6.1%
Riverside Co.	43	1,056,000	989,600	66,400	6.3%
San Bernardino Co.	36	940,200	885,000	55,200	5.9%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	24	1,081,700	1,025,800	55,900	5.2%
El Dorado Co.	18	90,100	85,800	4,300	4.8%
Placer Co.	13	181,200	173,100	8,100	4.5%
Sacramento Co.	29	703,100	665,400	37,700	5.4%
Yolo Co.	27	107,300	101,500	5,700	5.3%
SALINAS MSA (Monterey Co.)	32	227,700	214,900	12,900	5.6%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	16	1,575,500	1,501,600	74,000	4.7%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,019,100	985,500	33,600	3.3%
San Francisco Co.	3	565,900	546,600	19,300	3.4%
San Mateo Co.	1	453,200	438,900	14,300	3.2%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,059,900	1,019,000	40,900	3.9%
San Benito Co.	39	29,700	27,900	1,800	6.1%
Santa Clara Co.	5	1,030,200	991,100	39,100	3.8%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	9	140,700	134,700	6,000	4.2%
SAN RAFAEL MD (Marin Co.)	3	141,800	137,000	4,800	3.4%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	32	146,200	138,000	8,200	5.6%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	16	217,000	206,800	10,200	4.7%
SANTA ROSA MSA (Sonoma Co.)	6	260,900	250,800	10,100	3.9%
STOCKTON LODI MSA (San Joaquin Co.)	50	318,600	294,200	24,400	7.7%
VALLEJO FAIRFIELD MSA (Solano Co.)	29	208,100	196,900	11,200	5.4%
VISALIA PORTERVILLE MSA (Tulare Co.)	62	208,200	185,700	22,500	10.8%
YUBA CITY MSA	54	75,200	69,200	6,100	8.1%
Sutter Co.	54	46,700	42,900	3,800	8.1%
Yuba Co.	51	28,600	26,300	2,300	8.0%
Alpine Co.	56	520	480	40	8.2%
Amador Co.	29	14,860	14,060	800	5.4%
Calaveras Co.	27	21,130	20,000	1,130	5.3%
Colusa Co.	63	11,180	9,890	1,300	11.6%
Del Norte Co.	46	9,480	8,840	640	6.8%
Glenn Co.	51	13,250	12,190	1,070	8.0%
Humboldt Co.	21	61,420	58,400	3,020	4.9%
Inyo Co.	18	9,050	8,620	430	4.8%
Lake Co.	38	29,700	27,910	1,790	6.0%
Lassen Co.	36	10,200	9,600	600	5.9%
Mariposa Co.	24	8,260	7,830	430	5.2%
Mendocino Co.	18	39,770	37,860	1,900	4.8%
Modoc Co.	45	3,460	3,230	230	6.7%
Mono Co.	23	8,580	8,140	440	5.1%
Nevada Co.	15	48,450	46,230	2,220	4.6%
Plumas Co.	49	8,160	7,580	590	7.2%
Sierra Co.	35	1,390	1,310	80	5.8%
Siskiyou Co.	47	18,360	17,100	1,260	6.9%
Tehama Co.	48	25,380	23,590	1,790	7.0%
Trinity Co.	39	5,150	4,830	310	6.1%
Tuolumne Co.	34	22,240	20,980	1,270	5.7%

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 C
Monthly Labor Force Data for Counties
July 2017 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,285,000	18,251,500	1,033,500	5.4%
ALAMEDA	9	846,100	809,500	36,600	4.3%
ALPINE	50	520	480	40	8.2%
AMADOR	25	14,860	14,060	800	5.4%
BUTTE	39	102,600	96,000	6,700	6.5%
CALAVERAS	23	21,130	20,000	1,130	5.3%
COLUSA	57	11,180	9,890	1,300	11.6%
CONTRA COSTA	10	561,300	536,300	25,100	4.5%
DEL NORTE	41	9,480	8,840	640	6.8%
EL DORADO	15	90,100	85,800	4,300	4.8%
FRESNO	52	450,300	411,200	39,100	8.7%
GLENN	46	13,250	12,190	1,070	8.0%
HUMBOLDT	18	61,420	58,400	3,020	4.9%
IMPERIAL	58	73,700	55,900	17,900	24.2%
INYO	15	9,050	8,620	430	4.8%
KERN	54	387,400	349,700	37,700	9.7%
KINGS	53	57,400	52,300	5,100	8.9%
LAKE	34	29,700	27,910	1,790	6.0%
LASSEN	32	10,200	9,600	600	5.9%
LOS ANGELES	21	5,161,100	4,891,300	269,800	5.2%
MADERA	51	61,000	55,900	5,100	8.4%
MARIN	2	141,800	137,000	4,800	3.4%
MARIPOSA	21	8,260	7,830	430	5.2%
MENDOCINO	15	39,770	37,860	1,900	4.8%
MERCED	54	112,700	101,800	10,900	9.7%
MODOC	40	3,460	3,230	230	6.7%
MONO	20	8,580	8,140	440	5.1%
MONTEREY	28	227,700	214,900	12,900	5.6%
NAPA	5	75,800	72,900	2,900	3.9%
NEVADA	12	48,450	46,230	2,220	4.6%
ORANGE	7	1,596,400	1,529,300	67,000	4.2%
PLACER	10	181,200	173,100	8,100	4.5%
PLUMAS	44	8,160	7,580	590	7.2%
RIVERSIDE	38	1,056,000	989,600	66,400	6.3%
SACRAMENTO	25	703,100	665,400	37,700	5.4%
SAN BENITO	35	29,700	27,900	1,800	6.1%
SAN BERNARDINO	32	940,200	885,000	55,200	5.9%
SAN DIEGO	13	1,575,500	1,501,600	74,000	4.7%
SAN FRANCISCO	2	565,900	546,600	19,300	3.4%
SAN JOAQUIN	45	318,600	294,200	24,400	7.7%
SAN LUIS OBISPO	7	140,700	134,700	6,000	4.2%
SAN MATEO	1	453,200	438,900	14,300	3.2%
SANTA BARBARA	13	217,000	206,800	10,200	4.7%
SANTA CLARA	4	1,030,200	991,100	39,100	3.8%
SANTA CRUZ	28	146,200	138,000	8,200	5.6%
SHASTA	35	75,500	70,800	4,600	6.1%
SIERRA	31	1,390	1,310	80	5.8%
SISKIYOU	42	18,360	17,100	1,260	6.9%
SOLANO	25	208,100	196,900	11,200	5.4%
SONOMA	5	260,900	250,800	10,100	3.9%
STANISLAUS	46	249,000	229,200	19,800	8.0%
SUTTER	49	46,700	42,900	3,800	8.1%
TEHAMA	43	25,380	23,590	1,790	7.0%
TRINITY	35	5,150	4,830	310	6.1%
TULARE	56	208,200	185,700	22,500	10.8%
TUOLUMNE	30	22,240	20,980	1,270	5.7%
VENTURA	19	427,800	406,300	21,500	5.0%
YOLO	23	107,300	101,500	5,700	5.3%
YUBA	46	28,600	26,300	2,300	8.0%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2016 benchmark and Census 2010 population controls at the state level.

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

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,285,000	18,251,500	1,033,500	5.4%
COASTAL REGION	7	731,600	694,400	37,200	5.1%
MONTEREY	---	227,700	214,900	12,900	5.6%
SAN LUIS OBISPO	---	140,700	134,700	6,000	4.2%
SANTA BARBARA	---	217,000	206,800	10,200	4.7%
SANTA CRUZ	---	146,200	138,000	8,200	5.6%
MIDDLE SIERRA	10	66,500	62,900	3,600	5.5%
AMADOR	---	14,860	14,060	800	5.4%
CALAVERAS	---	21,130	20,000	1,130	5.3%
MARIPOSA	---	8,260	7,830	430	5.2%
TUOLUMNE	---	22,240	20,980	1,270	5.7%
HUMBOLDT	5	61,400	58,400	3,000	4.9%
HUMBOLDT	---	61,420	58,400	3,020	4.9%
NORTH STATE	13	308,100	289,100	19,000	6.2%
BUTTE	---	102,600	96,000	6,700	6.5%
DEL NORTE	---	9,480	8,840	640	6.8%
LASSEN	---	10,200	9,600	600	5.9%
MODOC	---	3,460	3,230	230	6.7%
NEVADA	---	48,450	46,230	2,220	4.6%
PLUMAS	---	8,160	7,580	590	7.2%
SHASTA	---	75,500	70,800	4,600	6.1%
SIERRA	---	1,390	1,310	80	5.8%
SISKIYOU	---	18,360	17,100	1,260	6.9%
TEHAMA	---	25,380	23,590	1,790	7.0%
TRINITY	---	5,150	4,830	310	6.1%
CAPITOL REGION	9	1,181,900	1,117,500	64,300	5.4%
ALPINE	---	520	480	40	8.2%
COLUSA	---	11,180	9,890	1,300	11.6%
EL DORADO	---	90,100	85,800	4,300	4.8%
GLENN	---	13,250	12,190	1,070	8.0%
PLACER	---	181,200	173,100	8,100	4.5%
SACRAMENTO	---	703,100	665,400	37,700	5.4%
SUTTER	---	46,700	42,900	3,800	8.1%
YOLO	---	107,300	101,500	5,700	5.3%
YUBA	---	28,600	26,300	2,300	8.0%
EAST BAY	4	1,407,400	1,345,700	61,700	4.4%
ALAMEDA	---	846,100	809,500	36,600	4.3%
CONTRA COSTA	---	561,300	536,300	25,100	4.5%
NORTH BAY	3	756,100	723,300	32,800	4.3%
LAKE	---	29,700	27,910	1,790	6.0%
MARIN	---	141,800	137,000	4,800	3.4%
MENDOCINO	---	39,770	37,860	1,900	4.8%
NAPA	---	75,800	72,900	2,900	3.9%
SOLANO	---	208,100	196,900	11,200	5.4%
SONOMA	---	260,900	250,800	10,100	3.9%
BAY-PENINSULA	1	2,079,000	2,004,600	74,400	3.6%
SAN BENITO	---	29,700	27,900	1,800	6.1%
SAN FRANCISCO	---	565,900	546,600	19,300	3.4%
SAN MATEO	---	453,200	438,900	14,300	3.2%
SANTA CLARA	---	1,030,200	991,100	39,100	3.8%
SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES	14	1,862,200	1,696,700	165,500	8.9%
FRESNO	---	450,300	411,200	39,100	8.7%
INYO	---	9,050	8,620	430	4.8%
KERN	---	387,400	349,700	37,700	9.7%
KINGS	---	57,400	52,300	5,100	8.9%
MADERA	---	61,000	55,900	5,100	8.4%
MERCED	---	112,700	101,800	10,900	9.7%
MONO	---	8,580	8,140	440	5.1%
SAN JOAQUIN	---	318,600	294,200	24,400	7.7%
STANISLAUS	---	249,000	229,200	19,800	8.0%
TULARE	---	208,200	185,700	22,500	10.8%
SOUTHERN BORDER	11	1,649,200	1,557,400	91,800	5.6%
IMPERIAL	---	73,700	55,900	17,900	24.2%
SAN DIEGO	---	1,575,500	1,501,600	74,000	4.7%
LOS ANGELES BASIN	8	5,161,100	4,891,300	269,800	5.2%
LOS ANGELES	---	5,161,100	4,891,300	269,800	5.2%
ORANGE	2	1,596,400	1,529,300	67,000	4.2%
ORANGE	---	1,596,400	1,529,300	67,000	4.2%
INLAND EMPIRE	12	1,996,200	1,874,600	121,600	6.1%
RIVERSIDE	---	1,056,000	989,600	66,400	6.3%
SAN BERNARDINO	---	940,200	885,000	55,200	5.9%
VENTURA	6	427,800	406,300	21,500	5.0%
VENTURA	---	427,800	406,300	21,500	5.0%

Notes
 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
 2) Labor force data for all geographic areas now reflect the March 2016 benchmark and Census 2010 population controls at the state level.

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

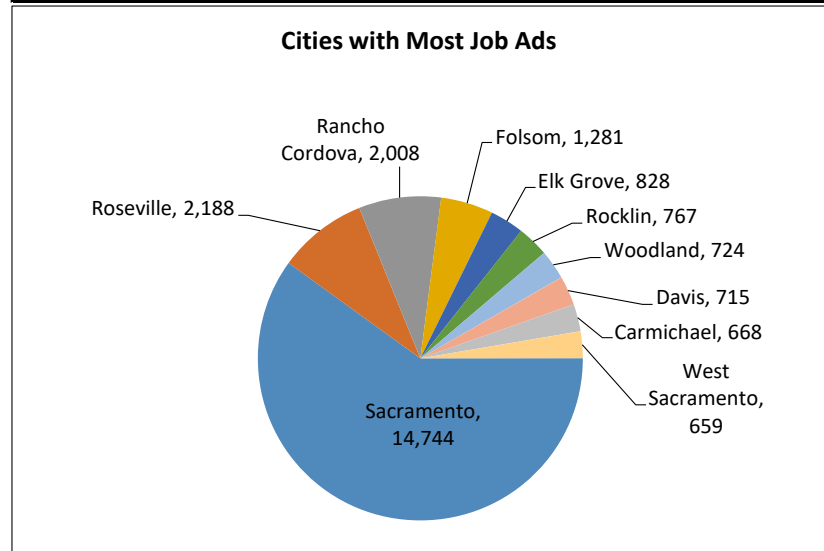
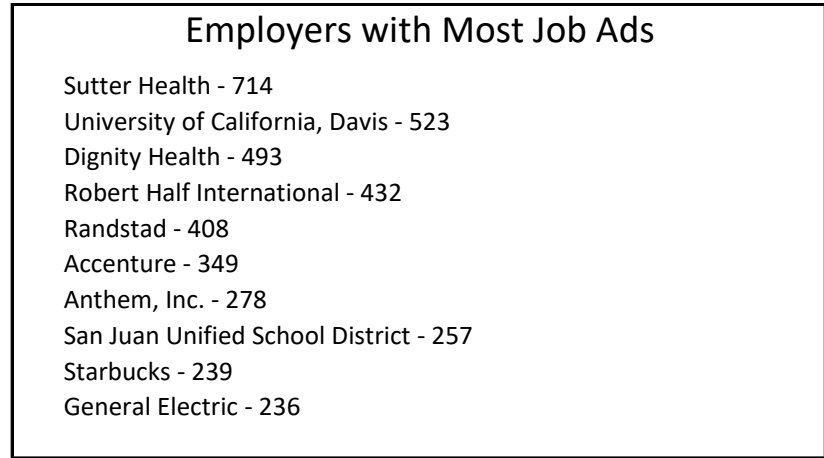
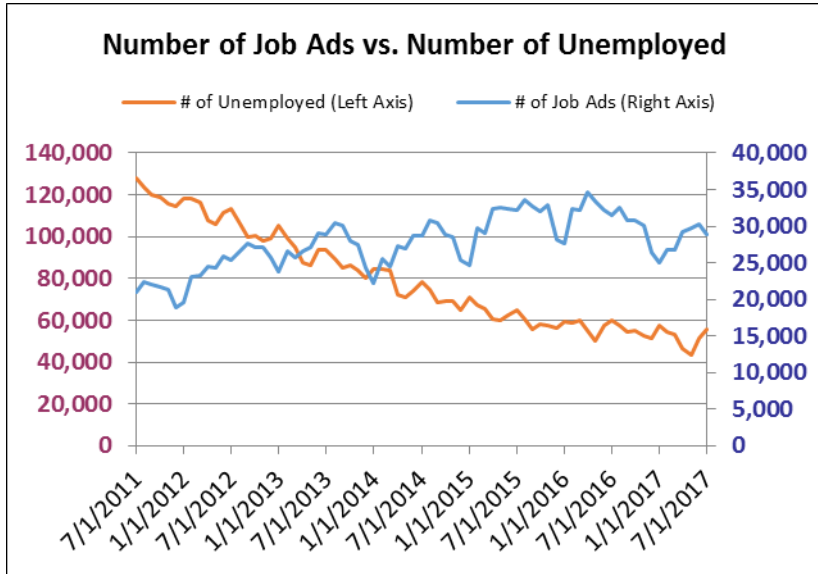
REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,285,000	18,251,500	1,033,500	5.4%
ALAMEDA COUNTY Alameda County, except Oakland City	6	630,500	605,500	25,100	4.0%
OAKLAND CITY Oakland City	25	215,500	204,000	11,600	5.4%
CONTRA COSTA COUNTY Contra Costa County, except Richmond City	10	507,400	485,100	22,300	4.4%
RICHMOND CITY Richmond City	21	54,000	51,200	2,800	5.2%
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	22	1,890,700	1,793,200	97,500	5.2%
LOS ANGELES CITY Los Angeles City	29	2,080,700	1,965,400	115,300	5.5%
VERDUGO CONSORTIUM Burbank, Glendale, and La Cañada Flintridge Cities	14	173,200	165,100	8,100	4.7%
FOOTHILL CONSORTIUM Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	8	163,000	156,200	6,700	4.1%
SOUTH BAY CONSORTIUM Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	13	371,300	354,100	17,200	4.6%
SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM) Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	12	231,400	220,700	10,600	4.6%
PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK Long Beach and Signal Hill Cities	32	251,000	236,600	14,400	5.7%
ORANGE COUNTY Orange County, except Anaheim and Santa Ana Cities	5	1,266,600	1,216,400	50,200	4.0%
ANAHEIM CITY Anaheim City	24	171,000	161,900	9,100	5.3%
SANTA ANA CITY Santa Ana City	18	158,700	151,000	7,700	4.8%
SAN JOSE - SILICON VALLEY Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	7	704,500	675,800	28,700	4.1%
NOVA (NORTH VALLEY CONSORTIUM) Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	778,900	754,300	24,700	3.2%
GOLDEN SIERRA CONSORTIUM Alpine, El Dorado, and Placer Counties	11	271,800	259,300	12,500	4.6%
KERN, INYO, MONO CONSORTIUM Kern, Inyo, and Mono Counties	43	405,000	366,500	38,500	9.5%
MOTHER LODE CONSORTIUM Amador, Calaveras, Mariposa, and Tuolumne Counties	28	66,500	62,900	3,600	5.5%
NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM) Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	35	308,100	289,100	19,000	6.2%
NCCC (NORTH CENTRAL COUNTIES CONSORTIUM) Colusa, Glenn, Sutter, and Yuba Counties	40	99,700	91,200	8,400	8.5%
WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM) Napa, Lake, and Marin Counties	3	247,300	237,800	9,500	3.8%
FRESNO COUNTY Fresno County	41	450,300	411,200	39,100	8.7%
HUMBOLDT COUNTY Humboldt County	19	61,420	58,400	3,020	4.9%
IMPERIAL COUNTY Imperial County	46	73,700	55,900	17,900	24.2%
KINGS COUNTY Kings County	42	57,400	52,300	5,100	8.9%
MADERA COUNTY Madera County	39	61,000	55,900	5,100	8.4%
MENDOCINO COUNTY Mendocino County	17	39,770	37,860	1,900	4.8%
MERCED COUNTY Merced County	44	112,700	101,800	10,900	9.7%
MONTEREY COUNTY Monterey County	31	227,700	214,900	12,900	5.6%
RIVERSIDE COUNTY Riverside County	36	1,056,000	989,600	66,400	6.3%
SACRAMENTO CITY/COUNTY Sacramento County	26	703,100	665,400	37,700	5.4%
SAN BENITO COUNTY	34	29,700	27,900	1,800	6.1%

San Benito County					
SAN BERNARDINO COUNTY San Bernardino County	33	940,200	885,000	55,200	5.9%
SAN DIEGO CITY/COUNTY San Diego County	16	1,575,500	1,501,600	74,000	4.7%
SAN FRANCISCO CITY/COUNTY San Francisco County	2	565,900	546,600	19,300	3.4%
SAN JOAQUIN COUNTY San Joaquin County	37	318,600	294,200	24,400	7.7%
SAN LUIS OBISPO COUNTY San Luis Obispo County	9	140,700	134,700	6,000	4.2%
SANTA BARBARA COUNTY Santa Barbara County	15	217,000	206,800	10,200	4.7%
SANTA CRUZ COUNTY Santa Cruz County	30	146,200	138,000	8,200	5.6%
SOLANO COUNTY Solano County	27	208,100	196,900	11,200	5.4%
SONOMA COUNTY Sonoma County	4	260,900	250,800	10,100	3.9%
STANISLAUS COUNTY Stanislaus County	38	249,000	229,200	19,800	8.0%
TULARE COUNTY Tulare County	45	208,200	185,700	22,500	10.8%
VENTURA COUNTY Ventura County	20	427,800	406,300	21,500	5.0%
YOLO COUNTY Yolo County	23	107,300	101,500	5,700	5.3%

Notes

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- 2) Labor force data for all geographic areas now reflect the March 2016 benchmark and Census 2010 population controls at the state level.

Recent Job Ads for Sacramento Roseville Arden Arcade MSA Not Seasonally Adjusted - July 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 IV-D – 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

Program Update



Grantee Center Updates

Vineland - Over the Memorial Day weekend, the Vineland Elementary School in Rio Linda was vandalized with fire. As a result, the electrical panel that powers the Head Start classroom was destroyed. While the District has been actively remediating the facility, the classroom will not be fully ready for children to start school on August 17th as scheduled. As a result, children/families are being relocated to Rio Linda Head Start and/or Vineland State Preschool.

Grizzly Hollow is now serving children ages 18 to 36 months. Currently enrolled families are receiving home-based services until the center is fully furnished and ready for children to start center-based services. For enrollment information, call (209) 744-7727

Job Corps will be serving 8 additional infants/toddlers beginning fall 2017. The center is currently awaiting licensing approval for the new classroom. For enrollment information, call (916) 563-5040.

Hopkins Park—SETA's budget modification request for a new modular building at Hopkins Park Early Learning Center was approved by OHS/ACF. Procurement will begin immediately with a proposed construction date of May 2018 and a completion date of August 2018.

Recently Released Program Instructions and Information Memorandums:

Facilities Guidance ACF-IM-HS-17-01
 Issued: 06-28-2017
Provides facilities guidance and regulations related to quality indoor/outdoor learning environments, 1303 facilities funding applications and post-award requirements.



The Art of Measuring Teacher-Child Interactions

July 2017

Grant Awards for 2017-2018:

- ☉ Head Start/Early Head Start Basic and TTA \$54,127,369
- ☉ Early Head Start-Child Care Partnership \$1,548,149
- ☉ California Department of Education/State Preschool and General Child Care \$3,697,448

Back to School School is back in session:

SETA
August 17th

Elk Grove USD
August 9th

Sacramento City USD
September 5th

San Juan USD
August 21st

Twin Rivers USD
August 8th

WCIC
September 11th

CLASS Outcomes 2017-2018

On an annual basis, the SETA education team performs classroom observations and assessments utilizing the Classroom Assessment Observation Scoring System (CLASS). This research-based assessment tool measures the quality of interactions between the teacher and the child during routine educational activities.

Each program year, each teacher receives at least one CLASS assessment with feedback and coaching to support

their professional growth and learning.

As a general practice, SETA provides at least 50% of the CLASS observations countywide with each delegate agency providing the remaining 50%. Scores are reviewed with each teacher, within each program, and across the county. Results of the 2017-2018 CLASS assessment are attached. A presentation will be provided by Alexis Briggs and Karen Griffith.

The CLASS Process

What is CLASS?

The Classroom Assessment Scoring System (CLASS) is an observation instrument developed to assess classroom quality in preschool through third-grade classrooms.

1. Observation

CLASS in Sacramento County

CLASS observer completes three twenty minute cycle with a 10 minute scoring session in between. Teacher and Observer collaborate to generate domain specific strategies to support teacher's growth. Teacher begins to implement the shared strategies in the classroom.

3. Implementation

2. Feedback Session

Sacramento County 2016-2017 CLASS Scores

	SETA	Elk Grove	Sacramento	San Juan	WCIC	Twin Rivers	County Average	National Average (2015)
Emotional Support	6.00	5.71	5.70	6.00	5.60	5.80	5.91	6.03
Positive Climate	6.14	6.00	6.05	5.92	6.5	5.87	6.08	5.97
Negative Climate	1.10	1.00	1.14	1.02	1	1.33	1.10	1.06
Teacher Sensitivity	5.73	5.44	5.32	5.80	5.25	5.33	5.58	5.86
Regard for Student Perspective	5.26	4.37	4.41	5.33	3.58	5.27	5.07	5.37
Classroom Organization	5.60	5.27	4.9	5.40	4.90	4.90	5.40	5.80
Behavior Management	6.09	5.90	5.39	5.71	5.66	5.13	5.78	6.01
Productivity	6.09	5.94	5.00	5.72	4.58	5.07	5.72	6.12
Instructional Learning Formats	4.93	4.07	4.37	4.81	4.41	4.40	4.71	5.25
Instructional Support	2.80	3.14	2.90	3.30	2.70	2.90	2.89	2.88
Concept Development	2.59	3.30	2.73	3.32	3.5	3.06	2.74	2.44
Quality of Feedback	2.82	3.34	3.02	3.51	2.66	2.60	2.88	2.84
Language Modeling	3.12	3.26	3.03	3.22	2.00	3.14	3.05	3.35

CLASS County Scores

In the 2016/17 program year, 203 classrooms in Sacramento County received CLASS observations from Teachstone certified observers. The CLASS tool has 10 dimensions of teacher-child interactions rated on a 7-point scale, from low –high. The 10 CLASS dimensions are organized into three domains: Emotional Support, Classroom Organization and Instructional Support. The above graph displays each delegate agency's average domain level scores. The county's averages are highlighted in grey and the national averages are highlighted in blue.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

July 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	282	14%	377	102	27%
Twin Rivers USD	233	27	12%			
Elk Grove USD	440	68	15%			
Sac City USD	1211	167	14%	144	34	24%
San Juan USD	668	102	15%	160	19	12%
WCIC	120	16	13%			
EHS CCP				80	4	5%
COUNTY TOTAL	4660	662	14%	761	159	21%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *July 2017

July 3rd - Part-day classes closed.

July 4th - Holiday Independence Day.

July 5th to 7th - Part-day classes closed.

July 5th - Celia Limones started as the new permanent Head Cook.

July 10th - Some of the SCOE children returned for Summer School through August 4th, Monday to Friday classes.

July 17th - North Avenue PM class closed due to staff shortage.

Meetings & Trainings:

None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
28,060	15,170	19,100	400

Total Amount of Meals and Snacks Prepared 62,730

Purchases:

Food	\$54,058.39
Non - Food	\$5,889.79

Building Maintenance and Repair: \$180.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$797.29

Vehicle Maintenance and Repair : \$1,143.70

Vehicle Gas / Fuel: \$916.79
 Normal Delivery Days 20

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440 (0)	Not in Session	N/A	N/A
Sacramento City USD	1,211 (144)	150**	104	74
SETA	1,988 (1,648)	1,748**	106	58
San Juan USD	668 (0)	Not in Session	N/A	N/A
Twin Rivers USD	233 (0)	Not in Session	N/A	N/A
WCIC/Playmate	120 (0)	Not in Session	N/A	N/A
Total	4,660 (1,792)	1,898		

**Some programs reduced enrollment during the month of July

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	146	101	72
SETA	377	387	103	68
San Juan USD	160	165	103	44
Total	681	698		

EHS-CC Partnership/Expansion

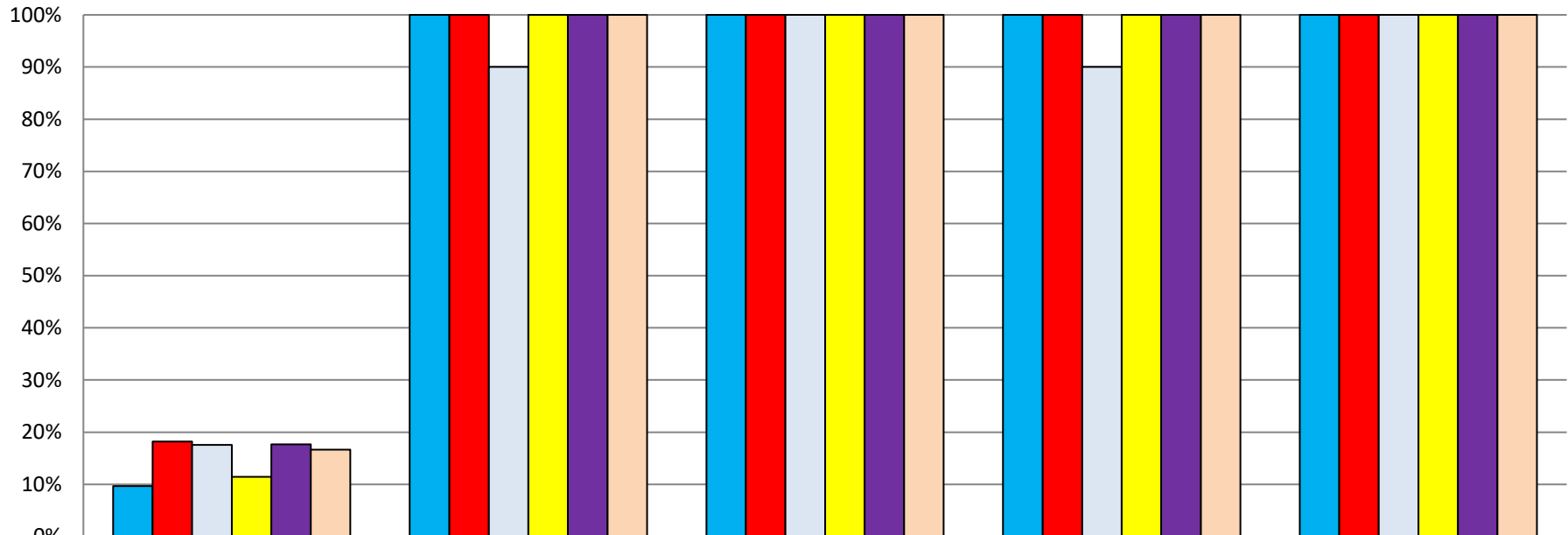
Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	38	106	64
Sacramento City USD	40	40	100	68
SETA/Job Corps.*	4	4	100	TBD
Total	80	82		

(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

Unannounced Safety and Supervision Visits Conducted by QA Unit 2/1/17 - 6/15/17 Compliance Rate



**Number of Classes		% of Classes Visited	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4
■ SOP	95	10%	100%	100%	100%	100% of 9 classes
■ EGUSD	22	18%	100%	100%	100%	100% of 4 classes
□ SCUSD	56	18%	90%	100%	90%	100% of 10 classes
■ SJUSD	35	11%	100%	100%	100%	100% of 4 classes
■ TRUSD	17	18%	100%	100%	100%	100% of 3 classes
■ WCIC	6	17%	100%	100%	100%	100% of 1 class

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

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

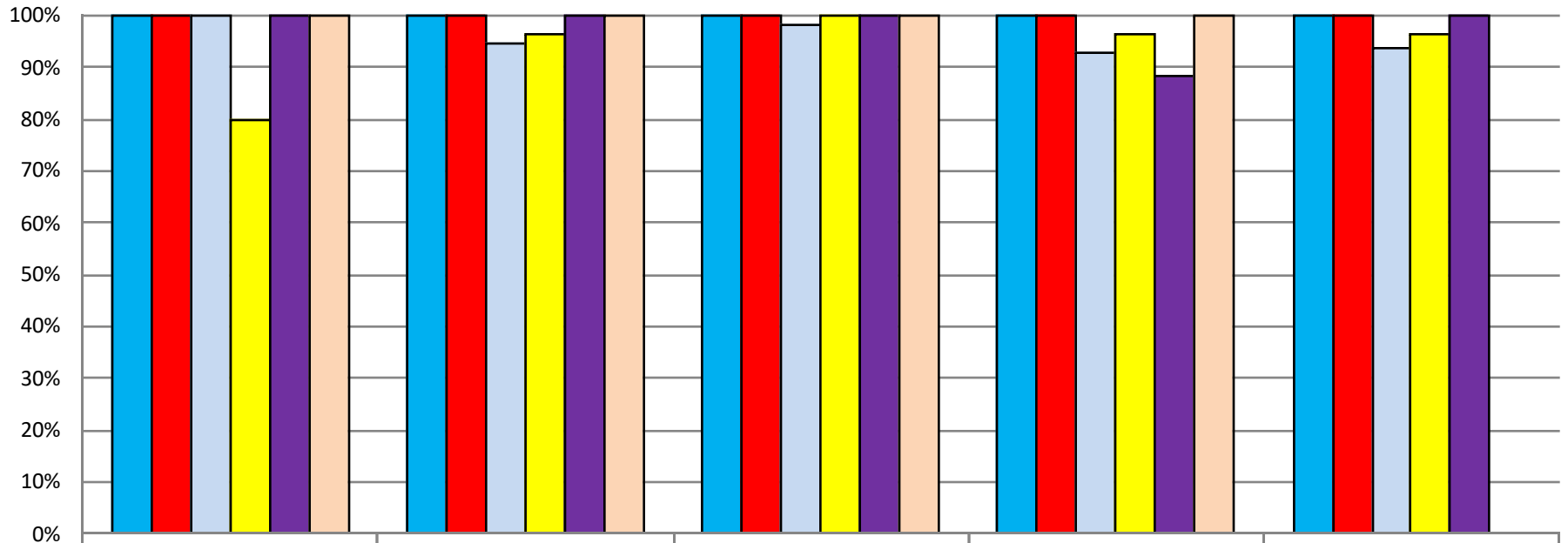
Indicator 3 - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.

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

**Only a sampling of classes were reviewed due to differentiated monitoring.

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

Unannounced Safety and Supervision Visits Conducted by Delegates and SOP 2/1/17 - 6/15/17 Compliance Rate



	Number of Classes	% of Classes Visited	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4
■ SOP	95	100%	100%	100%	100%	100% of 65 classes
■ EGUSD	22	100%	100%	100%	100%	100% of 22 classes
■ SCUSD	56	100%	95%	98%	93%	94% of 20 classes
■ SJUSD	35	80%	96%	100%	96%	96% of 28 classes
■ TRUSD	17	100%	100%	100%	88%	100% of 5 classes
■ WCIC	6	100%	100%	100%	100%	0% Not observed

- Indicator 1** - Children are within sight and sound of teaching staff at all times.
- Indicator 2** - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).
- Indicator 3** - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.
- Indicator 4** - Teaching staff ensure all children are safe and accounted for during transitions.

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

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.