



GOVERNING BOARD

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County of Sacramento

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Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, June 20, 2013

TIME: 10:00 a.m.

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

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

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1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2013-2014 (Roy Kim) 14

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- A. Chair
- B. Executive Director
- C. Deputy Directors
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- E. Members of the Board
- F. Public

VI. Adjournment

DISTRIBUTION DATE: FRIDAY, JUNE 14, 2013

ITEM II-A - CONSENT

MINUTES OF THE MAY 23, 2013 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the May 23, 2013 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, May 23, 2013
1:30 p.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 1:36 p.m.

Members Present:

Jimmie Yee, Chair, Governing Board; Member, Board of Supervisors
Jay Schenirer, Vice Chair, Governing Board Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors
Sophia Scherman, Public Representative

Members Absent:

Allen Warren, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the April 29, 2013 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Staff Recommendation for the Adult Vendor Services (VS) List
- D. Ratification of the Submission of the Proposal for Discretionary Targeted Assistance Grant Funds to Serve Newly Arrived Refugees, PY 2013-2014
- E. Ratification of the Submission of the Continuation Application to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement for the Rescue & Restore Victims of Human Trafficking Regional Program Grant, and Authorize the Executive Director to Execute the Modification to the Cooperative Agreement and any other Documents Required by the Funding Source

The consent items were reviewed; no questions or comments.

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

- A. Approve the April 29, 2013 special meeting minutes.
- B. Approve the Claims and Warrants for the period 4/23/13 through 5/16/13
- C. Approve the addition of the California Human Development Corporation to the Adult VS List.
- D. Ratify the submission of the proposal for \$35,810 in Discretionary Targeted Assistance Grant Funds to serve newly arrived refugees who, for compelling reasons, have been unable to achieve economic self-sufficiency, PY 2013-2014.

- E. Ratify the submission of the continuation application to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement requesting a third year of funding in the amount of \$287,412 for the Rescue and Restore Regional Program, and authorize SETA's Executive Director to execute the modification to the cooperative agreement and any other documents required by the funding source
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Revised Job Classification of Family Services Worker

Ms. Jeanie Ross reviewed this board item that seeks approval to revise the job specification to include an increased family caseload up to 80 Head Start families for Range III. Changes to the job specification in Range III are essential and will mitigate the potential number of layoffs required to absorb the budgetary reductions for 2013-2014.

Moved/Nottoli, second/Scherman, to approve the revised job specification for Family Services Worker, Range I, Range II and Range III.
Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Concurrence with Sacramento Works, Inc. Board to Approve Funding Extension Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program, for Program Year 2013 – 2014

Ms. Christine Welsch stated that this is a concurrence item with the Sacramento Works board.

Mr. Schenirer arrived at 1:39 p.m.

The Sacramento Works for Youth WIA program is designed to prepare youth to be successful in the local workforce. The Sacramento WIA youth funds are allocated in three categories: Universal Services, and Individualized Services for In-School Youth and Out-of-School Youth, and Youth Council initiatives.

Universal Youth Services have been delivered via Universal Youth Specialists stationed at the career centers. The services, without regard to eligibility, focus on providing youth with a variety of “youth” friendly services at the one stop career centers.

Individualized services for in-school and out-of-school youth include:

- Improving Academic Achievement
- Secondary school completion & drop-out prevention strategies (In-School Youth)
- Alternative secondary school services (Out-of-School Youth)
- Preparing for & Succeeding in Employment
- Occupational skills training
- Work Experience/On-the-Job Training directly linked to academic and occupational learning

Ms. Welsch stated that two providers are on corrective action and staff is recommending a reduction to their grant for the coming year.

Sacramento County is the only local Workforce Investment Area that has the Youth Advocate position in the career centers. The Youth Advocate must be under 25 years of age and be employed.

Ms. Welsch stated that one provider, Soil Born Farms, has gone from a ‘regular’ provider to a vendorized provider.

Available funding:

Individualized services	\$2,287,078
Universal Services	587,000
Youth Council Initiatives	<u>45,000</u>
Total	<u>\$2,919,078</u>

Moved/Schenirer, second/Scherman, to concur with the action of the Sacramento Works, Inc. board to approve the funding extension recommendation for the WIA, Title I, Youth Program, PY 2013-2014 with the program year beginning July 1, 2013.

In addition, approve with the stipulation that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August 2013 and throughout the program year and may face deobligation of funds.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 1 (Yee)

3. Reconsideration of Approval to Release WIA Adult/Dislocated Worker Request for Proposals for Sacramento Works Training Centers and Consideration of Alternative Options for Providing One Stop Services in the Elk Grove Area

Ms. Robin Purdy stated that last month, the Board asked staff to review the proposals and come back with an assessment of how services will be provided in Elk Grove. The agency received 13 proposals; one applicant has a site in Elk Grove, three additional programs will serve the Elk Grove area, and four are proposing new sites.

The staff assessment is that there will be services available to residents of Elk Grove through the RFP process. Staff recommends that the board not reconsider this item and that staff come back with funding recommendations on June 20.

Ms. Scherman stated that even though there are career centers that will serve the area, there is still going to be a need for more services. Ms. Scherman asked if staff believes that some of the money can be used for a one stop in Elk Grove.

Ms. Purdy stated that last year, staff talked with the public library system. They have gone a great distance to install computers and SETA has offered to train their staff and co-locate staff. That is an option for us. In addition, staff is looking at other public agencies to see if we can cost-effectively provide universal services. In the Elk Grove USD proposal, they are proposing to have computer labs and literacy in the training center. SETA is re-thinking removing the SETA purchased computers from the career centers to ensure there will be computers available.

Ms. Scherman stated that PRIDE Industries has property in Elk Grove and perhaps they can be contacted to provide space for a one stop. The one stop in Galt would also be able to serve customers in the south area. Ms. Scherman requested that money be set aside for the Elk Grove area.

Mr. Nottoli asked if there was a way without usurping the process to look at the library system or a current provider and have some of the services available there. Mr. Nottoli asked that staff find out if there are dollars available and scour the landscape to see what resources are available and come back next month. The need will continue to be there but it is less visible because of the geographic area. Maybe tailor something that fits for such a large area.

Speakers before the board:

Stephanie Nguyen, Executive Director, Asian Resources, Inc.: Ms. Nguyen stated that all of the career centers submitted proposals for funding and all of the career centers provide services to Sacramento County residents.

Griselda Ocegueda, Site Supervisor, Sacramento Urban League: Ms. Ocegueda stated that the Sacramento Urban League also provides services to Elk Grove citizens.

Dee Gavaldon, Site Supervisor, Citrus Heights Career Center: Elk Grove is not the only community that will be losing a one stop. These changes are due to federal legislation requiring more dollars going to training. Federal legislation is

guiding this new initiative. Ms. Gavaldon does not want to pit Elk Grove against other areas.

David Banuelos, Site Supervisor, La Familia Counseling Center: The agencies that have applied as Training Centers are very capable of maintaining services to all communities and ensuring access to one-stop services.

Mr. Thatch stated that if the board desires to follow Ms. Scherman's wishes, it would be appropriate to set aside a certain amount of money and direct staff to develop an RFP for those specific services in the area.

Mr. Nottoli stated that he is not interested in derailing the process or show favoritism; it is important to look at the effectiveness of providing the services to the entire county. As we transition from career centers to training centers, what we do today may help us get to where we want to be tomorrow. Mr. Nottoli asked staff to come back with models including current providers. There may be different models out there and a way to give us a better way to spread the funds and services throughout the county.

Ms. Purdy stated that staff will be coming back with a report on the proposed leverage for core and intensive one stop services and ideas for working with other partners that are located in the communities. Core services include workshops that teach people how to access the virtual one stop system and connect to employers, and access points to computers so they can do job search on line.

Mr. Schenirer inquired about the funding timing wise. Ms. Kossick stated that it would be best to do a set aside now so modifications can be included in the funding recommendations on 6/20.

Mr. Thatch stated that any action the board takes now would bear on the next board item. Depending on what is done, the percentages would change and the Board would not have concurrence with the WIB. Mr. Thatch suggested continuing item III-B-2 until the next meeting.

Speaker before the board:

Kathy Hamilton, Elk Grove Unified School District: Ms. Hamilton stated that when reviewing the training center proposals, some of the issues regarding services may be addressed in the proposals. Governor Brown has a new proposal regarding adult education services which will direct money to the community, WIBs, and community colleges. SETA is well positioned with the training center to gain money to develop such a consortia and be in place with adult training money.

Moved/Scherman, second/Schenirer, to direct staff to come back to the next meeting with a set aside number for a specialized RFP or other options for the greater Elk Grove community.

Voice Vote: Unanimous approval.

Mr. Thatch stated that it is crucial to allocate money to the training centers and do it in a timely way to get them up and running. It is important to vote on an amount to get the contracts in place to get the goals met. Time is of the essence.

2. Concurrence with the Sacramento Works, Inc. Board to Approve the Workforce Investment Act Sacramento Works Resource Allocation Plan for 2013-2014

Moved/Nottoli, second/Scherman, to continue this item to the next meeting.

Voice Vote: Unanimous approval.

C. CHILDREN AND FAMILY SERVICES

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

Ms. Denise Lee stated that there will be a 5.27% reduction in funding; in spite of the reduction, staff wants to ensure that the quality of services will remain intact to children and families served. Ms. Lee reviewed the proposed cuts to the budget and noted that some of the centers will be closed.

Adjustments to the budget that will include the 5.27% reduction. Ms. Lee reviewed a chart including information on how the delegates will be making their budget cuts.

Mr. Nottoli asked if additional cuts will be needed for remainder of this fiscal year and Ms. Kossick stated that because the grant begins August first, there will be no cuts this program year; the cuts begin August 1.

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

Voice Vote: Unanimous approval.

IV. Information Items

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

V. Reports to the Board

- A. Chair: None.

- B. Executive Director: No report.
- C. Deputy Directors: None.
- D. Counsel: None.
- E. Members of the Board: Ms. Scherman reminded everyone that Monday is Memorial Day and a day to remember our veterans. Say thank you to veterans.
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

Mr. Thatch stated that there will be no report out of closed session.

The board went into closed session at 2:38 p.m. The board came out of closed session at 2:45 p.m. with no report.

VII. Adjournment: The meeting was adjourned at 2:45 p.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 5/17/13 through 6/13/13, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 5/17/13 through 6/13/13.

STAFF PRESENTER: Kathy Kossick

ITEM II-C – CONSENT

APPROVAL TO AUGMENT SOUTH COUNTY SERVICES, INC.
COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING AND TO EXTEND
THE MATHER COMMUNITY CAMPUS SUBGRANT AGREEMENT
WITH DEPARTMENT OF HUMAN ASSISTANCE

BACKGROUND:

South County Services, Inc. (SCS) has been the only comprehensive service provider for low-income and vulnerable families in south Sacramento County for over 35 years. Its service area includes the cities of Galt, Elk Grove, Walnut Grove, Hood, Franklin, Isleton, Locke and Ryde. It provides approximately 28,000 safety-net services to residents of these communities each year.

SCS has been a SETA CSBG service provider since the mid-1980s. Funding levels have ranged from \$20,000 to its current \$88,666, which includes \$23,666 carried over from 2012. When funding from the County Department of Human Assistance (DHA) ended in 2010, SCS lost its primary source of funding and has been unable to fully meet the service needs of its community. It currently operates on a modified schedule and with reduced staffing.

On October 11, 2012, the Sacramento County Board of Supervisors approved a request by DHA to augment an existing agreement with SETA that would continue DHA's share of cost of the One-Stop System and continue services to CalWORKs recipients through PY2012-2013. The One Stop Share of Cost Agreement included a provision to fund SCS to provide services in the rural South Sacramento County to ensure the continuation of basic emergency services for the underserved Galt and River Delta communities.

The SETA Governing Board has previously approved augmentations for SCS in 2010 for \$188,000; in 2011 for \$60,000; and in 2012 for \$89,314, with CSBG funding made available through a One-Stop Share of Cost Agreement with DHA.

SCS's current CSBG funding level of \$88,666 is insufficient for it to remain operational after June 30, 2013. Staff has identified additional funding that will permit continuation of SCS programs and services. Board approval is requested to augment the SCS 2013 CSBG subcontract for \$119,314, which is made available through the One Stop Share of Cost Agreement, to continue the provision of safety-net services from July 1, 2013 through December 31, 2013.

STAFF PRESENTER: Cindy Sherwood-Green

Mather Community Campus –

The One Stop Share of Cost Agreement also includes a provision to continue to provide employment and self-sufficiency services to residents of Mather

Community Campus, and reimburse DHA \$222,600 for the costs of providing services through the Campus for PY 2013-14.

RECOMMENDATION:

Approve the augmentation of \$119,314 in Community Services Block Grant funding for South County Services Inc. to continue the provision of safety-net services in South Sacramento County from July 1, 2013 through December 31, 2013, and extend the Mather Community Campus Subgrant Agreement for PY 2013-14 in the amount of \$222,600 to continue the provision of employment and self-sufficiency services to Mather Community Campus residents.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM II-D – CONSENT

APPROVAL OF STAFF RECOMMENDATION FOR THE ADULT
VENDOR SERVICES (VS) LIST

BACKGROUND:

In April, 2013 the SETA Governing Board approved release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ). Vendor services are off-the-shelf, vendorized activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

All vendors recommended for inclusion on SETA's VS Lists have demonstrated that the services proposed are justified and will integrate with One-Stop services, adult, and/or youth programs.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation for the Adult VS List.

STAFF PRESENTER: Marianne Sphar

Adult Vendor Services (VS) List

Staff Recommendation

Applicant: Center for Employment Training

Location: 701 Vine Street, San Jose, CA 95110 (Corporate Office)
8376 Fruitridge Road, Sacramento, CA 95828 (Training Site)

Applicants' Background:

Center for Employment Training (CET) is a private, 501(c)(3) non-profit organization founded in 1967 to promote human development and education for the working poor and hardest to serve populations. By providing marketable skills training and supportive services, CET helps people overcome barriers and attain self-sufficiency.

CET Sacramento was established in 1996 and is accredited by The Western Association of Schools and Colleges (WASC). It is currently located in South Sacramento at 8376 Fruitridge Road. This 36,000 square-foot modern facility offers free parking, access to public transportation, and training is provided year-round, Monday-Friday.

As an approved Vendor, CET will provide GED Preparation to assist meeting the needs of SETA participants who are seeking to increase their employability.

Activity	Individual Rate
GED Preparation (In English and Spanish) <ul style="list-style-type: none">• Language Arts-Writing Module• Math Module• Language Arts-Reading Module• Science Module• Social Studies Module	60 hours @ \$429 per participant 60 hours @ \$429 per participant 30 hours @ \$214 per participant 30 hours @ \$214 per participant 30 hours @ \$214 per participant (5 module max per participant, or \$1,500)

ITEM III-A – 1 - ACTION

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

BACKGROUND:

Historically, the SETA Governing Board holds a first hearing on the annual budget in June of each year, with the final adoption of the Agency budget in August. The June budget is a proposed budget to provide authority to operate in the new fiscal year and is required by the County of Sacramento by June 30, 2013.

As funding becomes more definite in several programs, the final budget presented at the August Governing Board meeting will reflect actual available funding. The final budget will be submitted to the County and City after SETA Governing Board approval.

A copy of the proposed budget will be sent under separate cover.

RECOMMENDATION:

Open a public hearing on the Agency budget to receive input, and continue to August 1, 2013, where the public hearing will be closed and the Agency budget adopted.

STAFF PRESENTER: Roy Kim

ITEM III-B – 1 - ACTION

APPROVAL OF FUNDING RECOMMENDATIONS FOR WORKFORCE INVESTMENT ACT ADULT/DISLOCATED WORKER AND CALWORKS PROGRAMS FOR SACRAMENTO WORKS TRAINING CENTERS AND EXTENSION OF WIA/CALWORKS ON-THE-JOB-TRAINING/SUBSIDIZED EMPLOYMENT SUBGRANT AGREEMENTS

BACKGROUND:

At the March 7, 2013 Governing Board meeting, the SETA Governing Board approved the release of the WIA Adult/Dislocated Worker Request for Proposals (RFP) for Sacramento Works Training Centers (SWTCs). The RFP was released on March 8, 2013 and SETA received 13 proposals for SWTCs requesting \$10,061,666.

Each proposal was reviewed and ranked by an evaluation team made up of representatives of partner agencies, representatives of Workforce Investment Boards in the region, subject matter experts and SETA staff. The evaluation criteria included:

- Responsiveness to the criteria requested in the Request for Proposals
- Demonstrated need for the proposed service
- Demonstrated ability to provide work preparedness training and functional skills training
- Demonstrated ability to train customers for jobs in critical occupational clusters
- Demonstrated partnerships and collaboration with education and employers
- Reasonable cost of training
- Demonstrated performance
- Demonstrated organizational and financial capacity
- Demonstrated ability to serve customers with barriers to employment
- Demonstrated ability to provide leveraged funds for the proposed activities

Based on the results of the evaluation, proposals were ranked into four categories:

Rank 1: Proposals exceeded all of the RFP criteria, proposed services in critical occupational clusters to targeted populations, included partnerships and leveraged funding, demonstrated performance and had jobs as an outcome.

Rank 2: Proposals met all of the RFP criteria and qualified for funding

Rank 3: Proposals included high costs, start-up expenses, demonstrated a lack of integration of proposed activities, and/or demonstrated a lack of experience in

STAFF PRESENTER: Robin Purdy

ITEM III-B – 1 – ACTION (continued)

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providing workforce preparation and functional training activities, but have experience providing services in specific target areas or with vulnerable populations who are in need of workforce services.

Rank 4: The proposals did not include collaborative partners, leveraged funding, or propose services and activities requested in the RFP.

Services solicited under this RFP will support a transition from the current One-Stop Career Center system to a training system that places a priority on academic and occupational skills development, attainment of industry-recognized credentials and degrees for career pathways in high-demand/middle skill occupational clusters. If approved, the staff recommendation will result in a system which includes:

- Five Sacramento Works Career Centers
- Eight Sacramento Works Training Centers
- Eight Sacramento Works OJT/SE Providers
- Fifty-six Education and Training Providers, and
- Twenty-two Workforce Services Vendors

Six of the current Sacramento Works Career Centers are being recommended for funding as Sacramento Works Training Centers. To ensure successful outcomes and continuity of service for customers currently enrolled in intensive or training services at these centers, staff is recommending an additional allocation of \$60,000 for each agency to provide on-going coaching and job placement services.

At the April and May Governing Board meetings, the board expressed concerns regarding a potential lack of services to the Elk Grove community. Staff believes that the funding recommendation addresses all of the concerns and that the recommendations increase the level of services available to Elk Grove residents and exceed the current level of service to the Elk Grove Community.

- Staff is recommending three Sacramento Works Training Centers that have committed to serving the Elk Grove Community:
 - Elk Grove Unified School District has proposed two locations, the existing site on Gerber Road. and a new site on Elk Grove-Florin Road.
 - Center for Employment Training, located in South Sacramento, has proposed serving residents of Elk Grove
 - California Human Development Corporation, located in Galt, has proposed serving residents of Elk Grove

STAFF PRESENTER: Robin Purdy

ITEM III-B – 1 – ACTION (continued)

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- The three Sacramento Works Training Centers proposing services to Elk Grove have included leveraged career center services in their proposals, which include initial assessments, job readiness workshops, access to computers, career exploration, computer literacy, financial aid, citizenship-naturalization counseling, employer outreach and orientations, and life skills.
- Staff has contacted the Sacramento Public Library to discuss a partnership to provide virtual one-stop services. These services will be piloted in one of the libraries located in the City of Elk Grove.
- Staff has contacted California Human Development Corporation to discuss a partnership to provide mobile one-stop services in the City of Elk Grove. CHDC owns a bus that has been converted into a computer lab/career center that can be used to provide services in rural communities and other underserved areas.

Staff funding recommendations for SWTCs are listed on the attached pages.

OJT/SE Extension Recommendations: -

In March, 2011 the SETA Governing Board approved the release of a Request for Proposals (RFP) to solicit On-the-Job Training/Subsidized Employment (OJT/SE) services through WIA, Title I, and CalWORKs funding. The OJT/SE activity is intended to engage prospective employers in providing appropriate and meaningful training opportunities to low income individuals, dislocated workers, and eligible CalWORKs recipients. It is designed to place customers into full-time jobs in high skill, high growth occupations. OJT is a “hire first” activity that provides up to 100% reimbursement of the wages paid by an employer to an employee during the training period. The percentage of the wage reimbursement and the length of training are based on the occupation, the elements of training, the experience and work readiness of the trainee, and the difficulty of the job.

On June 2, 2011 the SETA Governing Board funded six providers to develop OJT contracts with employers, matching candidates’ skills and employment interests with appropriate job openings. The six OJT providers are:

1. Asian Resources, Inc.
2. Bach Viet Association, Inc.
3. Folsom Cordova Community Partnership
4. La Familia Counseling Center
5. Lao Family Community Development, Inc.
6. North State Building Industry Foundation

STAFF PRESENTER: Robin Purdy

ITEM III-B – 1 – ACTION (continued)

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On June 7, 2012 the SETA Governing Board extended agreements of the six OJT providers reflected above for the provision of OJT/SE services in the current Program Year, 2012-13.

On May 22, 2013 the Sacramento Works, Inc. board reviewed and approved the Workforce Investment Act Sacramento Works One Stop Career Center Resource Allocation Plan (RAP) for 2013-14. Based on the successful outcomes from the OJT/SE activity, the 2013-14 RAP allocates WIA funds to continue to support the activity. In addition to allocating WIA funds, staff recommends including funding from the Sacramento County Department of Human Assistance (DHA) to support OJT/SE services to eligible CalWORKs recipients, as well as allocate unspent National Emergency Grant (NEG) funds from PY 2012-13 to providers to develop OJT opportunities for the long-term, unemployed dislocated worker population.

SETA has not yet received the final allocation for Fiscal Year 2013-2014 CalWORKs and NEG programs. The attached extension recommendation for the OJT/SE activity is based on the following availability of WIA Adult/DW funds, the estimated availability of CalWORKs and NEG funds, and current provider performance:

WIA Adult -	\$1,250,000
WIA DW/NEG -	\$ 503,610
CalWORKs -	\$1,654,519

Additional CalWORKs funds have been set aside for Pay-for-Performance OJT/SE vendors and in-house OJT/SE activities.

SETA staff routinely monitors and evaluates WIA funded program services and providers on overall past program performance and their ability to meet contractual performance standards. The formal review/evaluation of OJT providers was recently completed for services provided through March 31, 2013. Evaluation criteria reviewed for performance included, but was not limited to:

- Achievement of planned performance goals (enrollment, training completion, entered employment, and average wage at placement)
- Ability to enroll and serve target populations
 - Achievement of Adult and Dislocated Worker Common Measures
- Documentation of services and client progress towards goal attainment in the Sacramento Works case management system
- Ability to implement all required program elements and adhere to policies and program guidelines

STAFF PRESENTER: Robin Purdy

OJT/SE subgrant agreements permit SETA the sole option to extend agreements for additional terms, up to a total of four additional years. Staff is seeking approval to extend the six OJT/SE subgrant agreements for an additional year and recommends funding levels as reflected in the attached funding extension recommendations chart. If approved, funding will be subject to satisfactory year-end program performance reviews. OJT/SE providers that do not meet year-end performance goals may be subject to the deobligation of funds. Staff will review OJT/SE provider year-end performance in August 2013.

RECOMMENDATION:

SWTCs -

Approve funding recommendations for the Adult/Dislocated Program under the Workforce Investment Act as listed on the attached charts with the following stipulation:

1. The provision of Work Preparedness and Functional Training services is contingent upon required course and State ETPL approvals, as well as the required credentialing of staff.

OJT/SE Extensions -

Approve the OJT/SE staff funding extension recommendations for PY 2013-14 as reflected in the attached chart with the following stipulations:

- Provider operating costs must not exceed 40% of participant wages.
- PY 2013-14 funding will be subject to satisfactory year-end program performance. OJT providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.

STAFF PRESENTER: Robin Purdy

WIA/CalWORKs Funding Recommendation 2013-14

Recommendations - Sacramento Works Training Centers						
Proposal #	Name	Total Requested	Rank	SWTC Recommendation		Recommended Activities and Comments
				Funding	# served	
1	Center for Employment & Training	\$446,760	1	\$374,800	60	OSSI integrated with VESL/ABE; GED
2	Sac City Unified School District	1,999,000	1	816,700	500	VESL; ABE/GED; OSSI
4	Asian Resources, Inc.	665,780	1	365,260	220	VESL; ABE/GED; OJT
10	Elk Grove Unified School District	397,470	1	370,800	135	JR; VESL; ABE/GED; OSSI
11	Greater Sacramento Urban League	733,050	1	416,580	105	GED; OSSI
5	California Human Development	287,000	2	279,800	145	JR; VESL; ABE/GED; OJT; OSSI
8	Crossroads Diversified Services, Inc.	604,108	2	301,608	261	JR; VESL; ABE/GED; OJT
9	La Familia Counseling Center, Inc.	655,999	2	223,760	80	VESL; ABE/GED; OJT
13	Folsom Cordova Unified School District & Folsom Cordova Community Partnership	\$492,667	2			
7	Goodwill Industries & Stride Center - Joint Venture	1,694,585	3			
3	Center for Fathers & Families	529,458	3			
6	MTI College	1,195,603	3			
12	New Horizons	417,578	4			
Total - Sacramento Works Training Centers		\$10,119,058		\$3,149,308	726	

Recommendations - Vendor Services						
13	Folsom Cordova Unified School District & Folsom Cordova Community Partnership	\$492,667	2	\$122,300	50	VESL; ABE/GED
3	Center for Fathers & Families	529,458	3	124,200	20	ABE/GED
7	Goodwill Industries & Stride Center - Joint Venture	1,461,035	3	81,450	50	JR (Goodwill Works)
	Goodwill Industries	233,550	3	233,550	30	SETA in-house OJT with Goodwill
Total Vendorized Services		\$2,716,710*		\$561,500	120	

*Amounts indicated are included above.

Grand Total SWTC	\$10,119,058	\$3,710,808
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WIA/CalWORKs Funding Recommendation 2013-14

Augmentation Recommendation - Gold Standard Continuation Services					
	Name			Recommended Amount	Activity
	Asian Resources, Inc.			\$60,000	Gold Standard Continuation Services
	Crossroads Diversified Services, Inc.			60,000	Gold Standard Continuation Services
	Elk Grove Unified School District			60,000	Gold Standard Continuation Services
	Greater Sacramento Urban League			60,000	Gold Standard Continuation Services
	La Familia Counseling Center, Inc.			60,000	Gold Standard Continuation Services
	Sac City Unified School District			60,000	Gold Standard Continuation Services
	Total Augmentation			\$360,000	

	Recommended OJT Extensions	WIA Adult/CWs # Served	DW/NEG # Served	Recommended Funding PY 13-14	WIA Adult/CWs # Served	DW/NEG # Served	Total Served
	Asian Resources, Inc.	81	0	\$608,556	81		81
	Folsom Cordova Community	60	0	612,432	80		80
	Bach Viet	90	0	759,188	110		110
	La Familia	77	0	547,083	77		77
	Lao Family Community Development	70	0	548,041	70		70
	North State Building Industry Foundation	0	87	503,610	0	87	87
	Total OJT Extension	378	87	\$3,578,910	418	87	505

GRAND TOTAL **\$ 7,649,718**

ITEM III-B – 2 - ACTION

CONCURRENCE WITH SACRAMENTO WORKS, INC. TO APPROVE THE SACRAMENTO FIVE YEAR WORKFORCE DEVELOPMENT PLAN - 2013-2018

BACKGROUND:

Since October 2012, staff has been meeting with stakeholders, convening community leaders, and providing opportunities for the public to provide input into the Sacramento Works Five Year Workforce Development Plan. The plan was approved by the Planning/Oversight Committee of Sacramento Works on May 15, and the full Sacramento Works, Inc. board approved the plan on May 22. The Plan aligns with the California State Strategic Workforce Development Plan approved by the California Workforce Investment Board in December 2012 and the Next Economy Capital Region Prosperity Plan.

Proposed Strategic Goals: The goals of Sacramento Works 5-Year Workforce Plan are:

1. Meet the workforce needs of high demand sectors of the state and regional economy and diversify the economy through growth and support of the following occupational sector/clusters with high growth potential.
 - Health Services and Life Sciences
 - Transportation, Production, and Manufacturing
 - Installation, Maintenance and Repair
 - Information and Communications Technology
 - Construction and Clean Energy Technology
 - Administrative and Support Services
 - Agriculture, Food, and Hospitality
2. Build and Maintain a World-Class Talent Pool by:
 - Increasing the number of Californians who obtain a marketable and industry-recognized credential or degree, with a special emphasis on unemployed, underemployed, low-skilled, low-income, veterans, disabled individuals, and other at-risk populations, and
 - Increasing the number of high school students and high school drop-outs, with emphasis on at-risk youth and those from low-income communities, who graduate (or complete equivalency programs) prepared for postsecondary education and/or a career.
3. Support system alignment, service integration and continuous improvement using data to support evidence-based policymaking.

STAFF PRESENTER: Robin Purdy

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

The full plan is provided under separate cover and the attachments and exhibits to the plan can be found on-line at www.seta.net under the Public Notices tab. The document has been prepared in compliance with the WIA Local Plan Guidance and Evaluation Criteria for Local Plans and Local Board Certification from the California Five Year Workforce Development Plan. The draft plan was published on April 22, 2013 and sent out to over 400 partners, stakeholders and interested parties for comment. All comments received have been reviewed and incorporated into the final plan.

RECOMMENDATION:

Concur with the Sacramento Works, Inc. to approve the Sacramento Five Year Workforce Development Plan.

STAFF PRESENTER: Robin Purdy

**Sacramento Works
Workforce Investment Board Strategic Plan Summary
May 22, 2013**

Vision: Building a Dynamic Workforce for the Sacramento Region

Workforce Goals

The Sacramento Strategic Workforce Development Plan includes the Strategic Goals for SETA and Sacramento Works, Inc. These goals, outlined below, are aligned with the Governor’s Workforce vision and the goals and policy priorities of the California Workforce Plan. In this summary of the Sacramento plan each goal is linked to strategies, action steps, performance metrics, and responsible parties.

Goal Statement 1: Meet the workforce needs of high demand sectors of the state and regional economies through growth and support of sectors/clusters with high growth potential: Health Services and Life Sciences, Transportation, Production, and Manufacturing, Installation, Maintenance and Repair, Information and Communications Technology, Construction and Clean Energy Technology, Administrative and Support Services, and Agriculture, Food, and Hospitality.

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties
Develop strategic alliances with business associations	1. Participate in Next Economy Business Cluster convening	Alignment of goals and resources	July 2013 – June 2014	Sacramento Works Board Members/Workforce Management
	2. Support Sacramento Metropolitan Chamber of Commerce Business Retention and MetroPulse system	Unified planning for region		
	3. Support hiring needs of businesses attracted by SACTO to the region			
	4. Support the Regional Career Academy Initiatives, including Elk Grove USD, Sacramento City USD, and Capital Region Academies for the Next Economy (CRANE) Initiative	Increase in leveraged funding for regional initiatives		
	5. Continue support of California Employers Association Professional Edge training.			
	6. Support the Community College Chancellor’s Office in implementing <u>Doing What Matters for Jobs and the Economy.</u>			

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties
Participate in Next Economy, Capital Area Prosperity Planning process	1. Participate in NEXT Economy regional planning process and align Strategic Plan with Next Economy goals. 2. Develop recommendations to support Next Economy Goals: <ul style="list-style-type: none"> • Diversify the economy through Growth and Support of Core Business Clusters • Grow and Maintain a World Class Talent Base 	Strengthen collaboration with regional economic development partners	August 2013 – June 2014	Planning/Oversight Committee Workforce Management
	3. Fund employer convening/roundtables for sectors identified by Next Economy as core Business Clusters <ul style="list-style-type: none"> • Healthcare and Life Science • Information Communication Technology • Agriculture and Food • Advanced Manufacturing • Clean Energy Technology 	Employer Convening completed in each cluster Identification of skills gaps and emerging occupations	September 2013 – December 2013	Sacramento Works Board Members Planning/Oversight Committee
Increase visibility in the business community and develop a public relations plan to reach out to employers	1. Continually update and improve Sacramento Works website promoting regional brand and employer services 2. Increase social media presence for Sacramento Works on Facebook, Linked-in and Twitter 3. Develop a regional system advertisement for placement in business/employer focused publications 4. Development of on-going Regional WIB Employer Outreach Committee to maintain consistent regional branding 5. Regional WIB Employer Outreach Committee representatives provide updates and work with local employer services and One Stop staff to ensure that region core benefits are delivered to employers 6. Develop WIB specific employer outreach marketing efforts building on core regional services and maximizing local area services and programs	Use Google Analytics to track website traffic and unique visitors driven to WIB websites Use employer login page to capture and track employer visitors to splash page Develop a tiered outreach strategy Develop a common message and promote specific programs and services	July 2013- June 2014	Employer Outreach Committee/ Workforce Management/SETA Public Information Officer

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties
Implement America's Job Center brand for Career Center system	<ol style="list-style-type: none"> 1. Incorporate state and national branding (America's Job Centers) with regional brand. 2. Finalize a statement representing what the regional workforce development system can provide to employers 3. Develop list of core employer benefits/services provided by all WIBs 4. Conduct employer focus groups to obtain feedback on brand 	<p>Regional identity for career and training centers created</p> <p>Clear message presented to employers on value of services</p>	July 2013 – September 2013	Employer Outreach Committee/SETA Public Information Officer/ Workforce Management
Quantify and promote success of employer involvement efforts and increase employer involvement and satisfaction	<ol style="list-style-type: none"> 1. Develop and promote employer success stories 2. Utilize success stories in employer outreach campaign 3. Showcase employers who have hired great workers in high wage jobs 4. Develop on-line employer customer satisfaction survey 5. Survey employers to assess satisfaction with services. 	<p>Conduct on-line employer surveys after completion of service</p> <p>Track employer hires and wages</p> <p>Increase number of employers served</p>	July 2013 – June 2014	Employer Services/One Stop Staff/SETA Public Information Officer

Goal Statement #2a: Build and Maintain a World-Class Talent Pool by increasing the number of Sacramento residents who obtain a marketable and industry-recognized credential or degree, with a special emphasis on unemployed, underemployed, low-skilled, low-income, veterans, disabled individuals, and other at-risk populations.

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties
Offer universal access to employment, education and workforce services through the Sacramento Works One Stop career Center system	1. Ensure high-speed internet and access to web-based job seeking tools for the Career and Training Center system	On-line access to virtual tools to assist in career planning and job search	July 2013-June 2018	Planning/Oversight Committee/One-Stop staff/Workforce System Administrator/IT Chief
	2. Provide on-line Assessments through Choices, QuickGuide and WorkKeys	Transition to the New CalJOBS Virtual One Stop system.		
	3. Provide on-line Labor Market and Training Provider Information through CareerGPS.com			
	4. Provide on-line Self-sufficiency calculator			
	5. Provide Virtual One stop services through CalJOBS and SacWorks systems	Engagement of customers with career center services		
	6. Create interactive orientation workshop			
	7. Develop partnerships to prepare the workforce system to participate in Covered California health outreach programs and immigration reform			
Increase funding dedicated to training by transitioning to Sacramento Works Training Centers	1. Implement Sacramento Works Training Centers	Funds allocated to training increases to at least 50%	July 2013 – June 2014	Planning/Oversight Committee/Workforce Management
	2. SWTC link academic, career-technical education and employment in critical occupational clusters			
	3. Recruit and train vulnerable/special populations with barriers to employment			
	4. Focus on middle-skills jobs			
	5. Pilot “affinity” group training for specific customer groups or in specific priority clusters.			
Invest in a sector approach to occupational skills training that prepares job seekers for career pathways to middle skilled jobs that ensure self-sufficiency	1. Priority clusters: Health Services and Life Sciences Transportation, Production, and Manufacturing Installation, Maintenance and Repair Information and Communications Technology Construction and Clean Energy Technology Administrative and Support Services Agriculture, Food, and Hospitality	Allocate 90% Workforce Investment Act training funds to train a workforce to meet the demand of regional employers in the critical occupational clusters	July 2013 – June 2014	Planning/Oversight Committee

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties
Support industry advisory roundtables to provide input on the barriers that employers face in hiring individuals as well as skill gap deficiencies in the regional workforce	<ol style="list-style-type: none"> Utilize Board Initiative funds to support convening of employers to identify skills gaps and emerging occupations in: Information and Communications Technology Clean Energy Technology Health Services and Life Sciences Transportation, Production and Advanced Manufacturing Agriculture, Food, and Hospitality 	<p>Employer Convening completed in each cluster</p> <p>Identification of skills gaps and emerging occupations</p>	September 2013 – December 2013	Planning/Oversight Committee/Next Economy Leadership
Increase coordination with DAS approved pre-apprenticeship and apprenticeship training programs.	<ol style="list-style-type: none"> Continue partnership with American River College STRIPE and PowerPathways pre-apprenticeship programs Implement Memorandum of Understanding with Sac Valley Apprenticeship Training Coordinators. Increase Apprenticeship Training programs on ETPL Pilot co-enrollment process with Sacramento Area Electrical Training Center 	Co-enrollment policy and leveraged funding	<p>April 2013 – June 2015</p> <p>July 2013</p> <p>July 2013-August 2013</p> <p>August 2013</p>	Workforce Management/One Stop staff
Leverage funding to implement Innovative training strategies to fill skills gaps	<ol style="list-style-type: none"> Implement WIA 25% Multi-sector grant to address the retraining and employment needs of workers dislocated from mass layoffs Utilize WIA NEG and CalWORKs/AB98 grant funding to provide long-term unemployed dislocated workers and CalWORKs recipients On-the-Job Training opportunities in the private sector. Utilize Special Employment Training (SET) grants funded by the State of California's Employment Training Panel (ETP), to provide entrepreneurial training to business owners, and vocational skills training to new hires, including veterans, ex-offenders and at-risk youth Leverage Trade Adjustment Assistance Act funds with WIA to retrain workers Utilize WIA funds to contract for cohort training from community college to expand course offerings in priority clusters 	Increase in training opportunities available in the region	July 2013 – June 2018	Workforce Management/Partners and Stakeholders
Utilize layoff aversion strategies	<ol style="list-style-type: none"> Business Services/Small Business Assistance MetroPulse/Business outreach Labor Market Research Incumbent Worker Training 	Aversion of layoff through business supports and incumbent worker training		Workforce Management/Employer services and one stop staff

Goal Statement #2b: Build and maintain a world class talent pool by increasing the number of high school graduates and providing high school drop-outs and other high risk youth with the skills necessary to prepare them for postsecondary education, apprenticeship programs and/or a career.

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties
Target high risk youth for services	<ol style="list-style-type: none"> 1. Target youth 16-21 who are unemployed, dropouts, disabled, foster or former foster youth, and/or youth involved with the criminal justice system 2. Identify and share best practices strategies for serving high risk youth 3. Expand GED and high school completion opportunities 4. Create and pursue opportunities for funding and career pathways 	Expanded training opportunities for high risk youth	July 2013- June 2014	Youth Council/ Youth Services staff
Improve academic achievement, Prepare Youth to Succeed in Academics and Employment and Support Youth Development	<ol style="list-style-type: none"> 1. Improve academic achievement 2. Provide occupational skills training and career pathways 3. Support youth development through leadership, mentoring, guidance and counseling, and follow-up. 4. Implement innovative youth strategies, including youth related green strategies, career pathways, service learning. 5. Partner with K-12 districts, regional career academies post-secondary educational institutions, and employers to increase high school graduation rates and prepare students for college and/or a career. 	Increase high school completion and entrance rates to college or careers	July 2013- June 2014	Youth Council/ Youth Services staff
Provide services for juvenile justice involved youth	<ol style="list-style-type: none"> 1. Full implementation of Sacramento Ceasefire 2. Leverage WIA funding with City of Sacramento, County Probation, California Endowment and Kaiser Foundation, and Department of Justice funding. 	Decrease in gang violence and recidivism	October 2014	Youth Council/ Youth Services staff

Goal Statement #3: Support system alignment, service integration and continuous improvement using data to support evidence-based policymaking

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties
Work Regionally to ensure cooperation and leveraged funding	<ol style="list-style-type: none"> 1. Address barriers to qualifying for State's Eligible Training Provider list. 2. Develop procurement model for cohort training 3. Implement pilots and career pathways in priority clusters 4. Continue membership in the Northern California Rapid Response Roundtable 5. Support innovation and foster cooperation and system alignment between education, human services, apprenticeship programs, economic development and the workforce system 	<p>Community Colleges and July 2013 – Apprenticeship programs February 2014 increase course listings on ETPL</p> <p>Coordinated response to layoffs Achieve better results for job seekers and employers</p>		<p>Workforce Management and One Stop Support staff</p>
Convene and Partner with Key Stakeholders to identify gaps and develop strategies to address them	<ol style="list-style-type: none"> 1. Convene regional WIBs to refresh regional strategic plan 2. Continue support of Next Economy Capital Region Prosperity Plan and “Doing What Matters for Jobs and the Economy” 3. Build relationships with labor, education, and community based organizations. 4. Prioritize services to populations with skills deficiencies and barriers to employment 	<p>Alignment of plans</p>	<p>July 2013 – February 2014</p>	<p>Executive Committee</p>
Continue to compete for grants from a variety of funding sources to meet the needs of employers and jobs seekers in the region	<ol style="list-style-type: none"> 1. Continue participating in consortiums to submit grants. (Northern California and Regional WIBs and other education and Workforce partners). 2. Develop regional grant management strategy 3. Develop logic model with strategies focusing on clusters and partners 	<p>Increase services for employers and job seekers</p>	<p>On-going</p>	<p>Workforce Managers and One Stop Support staff</p>

Strategy	Action Steps	Performance Metrics	Timeframe	Responsible Parties	
Improve and implement the Virtual One-Stop (VOS) technology	1. Gain better understanding the State's functional set-up and operational features of the California Workforce Services Network (CSWN)	Continue to identify questions on CWSN for State and Geographic Solutions	On-going	IT Chief, Workforce System Administrator, Workforce Management and One-Stop Support staff	
	2. Continue to identify data to be converted, identify fixes and enhancements for effective implementation	Data identification List of fixes and enhancements	On-going On-going		
	3. Continue to create plans to make required functional and operational changes in advance of CWSN conversion	Initial plan created	On-going		
	4. Continue to develop capacity of training team, staff and partners on VOS modules	Staff and partner training	On-going		
	5. Execute training plan	Staff training	Upon launch		
	6. Verify and validate data conversion to CWSN successful		Upon completion of CWSN conversion		
Develop, improve and implement system strategies to ensure optimum performance outcome results	1. Bamboo reporting system and report dashboard	Dashboard reports identified	7/1/2013	IT Chief, Workforce System Administrator, Workforce Managers and Supervisors and One-Stop Support staff	
	2. Use of Bamboo reports by CWSN				
	3. Implement the use of FutureWorks performance tracking system		7/1/2013		
	4. Train staff on use of FutureWorks	Staff training	On-going		
	5. Develop and update FutureWorks report dashboard		On-going		
	6. Access additional data (wage and employment)	Performance	On-going		
	7. Use of high tech and touch	Accountability and	On-going		
	8. Identify performance deficiencies (goal and systemic) utilizing reports	Continuous	On-going		
	9. Develop and implement policies and procedures to improve performance deficiencies (goal and systemic)	Improvement			

ITEM III-B – 3 - ACTION

CONCURRENCE WITH THE SACRAMENTO WORKS, INC. BOARD TO APPROVE
THE WORKFORCE INVESTMENT ACT SACRAMENTO WORKS RESOURCE
ALLOCATION PLAN FOR 2013-2014

BACKGROUND:

The Resource Allocation Plan determines how the funding allocated to Sacramento County through the Workforce Investment Act Adult and Dislocated Worker programs and the CalWORKS funds allocated to SETA by the Sacramento County Department of Human Assistance are allocated to provide activities and services that will assist unemployed individuals gain the skills necessary to enter high demand careers in the region and offer employers the services they need to hire qualified candidates. The Resource Allocation Plan is part of the Sacramento Works Five Year Workforce Development Plan. On an annual basis, Sacramento Works reviews the plan and approves the percentage of funds that will be allocated to each activity for the next fiscal year.

The allocation for Fiscal Year 2013-2014 for the Workforce Investment Act Adult and Dislocated Worker programs is projected to be \$11,754,435.

Based on legislative policy changes and new interpretation of the definition of the costs associated with “Training” in the Workforce Investment Act, staff is recommending that the board revise the categories included in the Resource Allocation Plan to clearly define activities that are considered to be “training” activities. Staff is recommending the following activities and percentages in this year’s Resource Allocation Plan:

24.6%	One-Stop Services
33.6%	Training Services
28.0%	On-the-Job Training/Subsidized Employment
1.5%	Board Initiatives
6.7%	One-Stop Support
<u>5.6%</u>	<u>Administration</u>
100%	Total

The proposed Resource Allocation Plan chart and revised definitions are attached for your review. The Sacramento Workforce Investment Board approved the allocation plan on May 22, 2013.

RECOMMENDATION:

Concur with Sacramento Works, Inc. to approve the Sacramento Works Resource Allocation Plan for 2013-14.

STAFF PRESENTER: Robin Purdy

Attachment 1
Recommended Resource Allocation Plan for FY 2013-2014

One-Stop Services Activities and Functions	Proposed Allocation % for Fiscal Year 2013-2014	Proposed WIA Adult and Dislocated Worker Funding 2013-2014	Total Available PY2013-2014
One-Stop Services: Costs associated with welcoming customers, providing orientation, registration and eligibility determination, skill review, initial/vocational assessments, career planning and coaching, counseling, referral to social services, information workshops, and labor market information. This activity also includes on-going casemanagement services provided by one-stop staff for customers enrolled in training activities and costs associated with providing employer services.	24.6%	\$ 2,883,983	\$ 2,883,983
Training Services: Costs associated with customers enrolled in training, including Scholarships/Individual Training Accounts, Sacramento Works Training Centers (Work Preparedness Training including Adult Basic Education (ABE), Vocational ESL, GED Preparation/High School Completion and Job Readiness Training and Functional Training including occupational skills training, OJT and customized training), Cohort occupational skills training, and entrepreneurial training.	33.6%	\$ 3,945,507	\$ 3,945,507
On-the-Job Training/Subsidized Employment: Costs associated with developing training contracts with employers to conduct training while customer is engaged in productive work for the employer.	28.0%	\$ 3,287,767	\$ 3,287,767
One Stop Support: Program Monitoring, SacWorks support, Client tracking, reporting and follow-up.	6.7%	\$ 786,562	\$ 786,562
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff.	5.6%	\$ 655,469	\$ 655,469
Board Initiatives: Funds are approved for Sacramento Works, Inc. Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives.	1.5%	\$ 174,792	\$ 174,792
Total	100.00%	\$ 11,734,080	\$ 11,734,080

ITEM III-B – 4- ACTION

APPROVAL OF THE 2014-2015 COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION PLAN

BACKGROUND:

Enclosed (under separate cover) for your approval is the draft 2014-2015 Community Services Block Grant (CSBG) Community Action Plan. A locally determined plan for the use of CSBG funding is required by the State Department of Community Services and Development (CSD). This two-year draft Community Action Plan represents Community Services Block Grant service priorities for the period of January 1, 2014 through December 31, 2015. SETA's contract with CSD will continue to be on a single calendar year basis. The funding level for the year 2014 is not known at this time. Copies of the draft Community Action Plan have been made available to the public for their comments.

The draft Community Action Plan was developed as a result of an extensive needs assessment process using public testimony from two public hearings, a survey on service needs from current and past clients, an analysis of the latest available demographic data and studies, a review of publications on trends and issues in Sacramento County, and other sources of information depicting the most recent conditions affecting the low-income population in this region.

Based on the needs assessment, SETA will plan its focus of Community Services Block Grant services on low-income families, frail, homebound elderly, at-risk youth (including foster youth facing emancipation and homeless youth), homeless individuals and families, and other vulnerable populations with an emphasis on comprehensive services that will likely lead to self-sufficiency. Activities planned include Safety-net or one-time emergency services and outcome-based, case managed services designed to move clients toward economic security. CSBG services will continue to be linked to the One-Stop Career Centers as a support for clients seeking employment, and will be an important resource to assist community-based organizations in building capacity, developing collaborations, and networking. As a result of the success of the homeless employment project funded by a CSBG Discretionary grant in 2012-13, subsidized employment (on-the-job training and work experience) is included in the 2014-2015 CAP for populations that are not eligible for subsidized employment programs funded under the Workforce Investment Act or CalWORKs.

A summary of the Community Information Profile is attached.

The Community Action Plan was approved by the SETA Community Action Board on June 12, 2013.

RECOMMENDATION:

Review and approve the 2014-2015 Community Services Block Grant Community Action Plan.

SUMMARY OF COMMUNITY SERVICES BLOCK GRANT 2014-2015 COMMUNITY ACTION PLAN (CAP) COMMUNITY INFORMATION PROFILE

The Community Information Profile and Needs Assessment describe the problems and causes of poverty in SETA's service area based on public testimony, verifiable data and information. For the 2014-2015 CAP, the most recent statistical data used was the 2011 American Community Survey, a product of the U.S. Census Bureau, which was released in the fall of 2012. The profile shows the most recent indicators of poverty in Sacramento County:

Poverty Rate

The current poverty rate has risen to 17.7%, up from 15.4% in 2009, or 250,460 individuals living in poverty, a 15% increase over the rate of two years ago. Of this number, 107,586 persons are living in extreme poverty (less than 50% of the Federal Poverty Income Guidelines).

Single Parents

Almost 33% of single parent families are living in poverty. The rate increases to 42.7% for female-headed families with children under 5 years. The rates of single parent female householders are between 30% and 50% in large sections of the county represented by North Highlands, Parkway/South Sacramento, Arden-Arcade, and Rancho Cordova.

Seniors

9%, or 14,500 of older adults 65+ live in poverty. The rate is higher for African-American seniors (10.5%) and Asian seniors (10.4%). 55% of seniors lived alone; most of whom were women.

Youth

Children aged 0 – 17 years comprise over 25% of Sacramento County's total population. Among this age group, the poverty rate is over 25.2%, 4% higher than the rate in 2009. 7% (1,450) of the total births in Sacramento County in 2011 were to women under the age of 20. 61% of the county's adolescent mothers live in Arden Arcade, Citrus Heights, East City, Land Park/Pocket, North Sacramento, North Highlands/Foothill Farms, Rancho Cordova or South Sacramento. The number of youth in foster care has decreased over the last 5 years. Of the foster youth that aged out of the foster care system in the 2012 program year, 7 were exited in a condition of homelessness. In 2011, 1,472 juveniles were arrested for felonies. The 2011-12 high school dropout rate in Sacramento County was 13.7%.

Labor Force and Unemployment Data

The Sacramento County unemployment rate was 8.5% in April 2013. The rates are the highest in Florin (13.2%), Foothill Farms (11.5%), Galt (13.7%), Isleton (11.1%), North Highlands (13.1%), Parkway South Sacramento (14.9%), Rio Linda (13.3%), and Walnut Grove (21%).

Homelessness

The Sacramento Steps Forward 2013 Homeless Count reported that 2,538 adults and children were homeless, an increase of 180 individuals since the January, 2011 count. Service providers have reported a marked increase in requests for shelter, including an increase in requests from two-parent families.

Hunger

The Sacramento County Department of Human Assistance reports that a monthly average of 207,973 adults and children participated in the CalFresh program in 2012.

CAP Target Populations: Based upon the needs assessment, CSBG services will be prioritized for the following target groups:

- Low-Income families, including victims of domestic violence, immigrants, ex-offenders, single parents, disabled individuals
- Youth, including emancipating foster youth, probationary youth, homeless youth, teen parents, and youth at risk of gang involvement, dropping out of school and truancy.
- Seniors
- Homeless individuals and families

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring report.

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

Program Operator: WellSpace Health

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employer Activity Report

July 1 -June 10, 2013

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

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Beutler Corporation	7	Field Installer	20
	7	Fleet Mechanic	1
	7	Low Voltage Alarm and Home Technology Installer	2
	9	Manufacturing	24
	3	Plumbers	6
	9	Warehouse	6
Butler's Environmental Cleaning Services	10	Truck Wash Technician	5
C&H Sugar Company, Inc.	10	Assistant Buyer	1
	10	Western Regional Sales Manager	1
	7	Maintenance Supervisor	1
Cal Electro, Inc.	3	Electrical Lineman	1
California Hispanic Chamber of Commerce	10	Program Specialist	1
California Network of Mental Health Clients	1	Book Keeper	1
California Workforce Association	10	Administrative/Technical Analyst	1
Capital Christian Center	1	Human Resources Manager (HR Manager)	1
Car Czar	7	Automotive Mechanic Technician	2
Cayuse Technologies	6	Computer Programmer	4
Center for Employment Training		Industrial Relations Specialist	1
	1	Recruiter	1
Centerplate	1	On-Call Banquet Busser	5
	1	On-Call Banquet Servers	15
	1	Starbucks Supervisor	1
Cenveo	7	Facilities Maintenance Technician	1
	9	Production Supervisor	1
Certified Employment Group	1	Bilingual Customer Service	100
Child Action	6	Programmer	1
Child Development Inc.	1	Associate Teachers	5
CLC Incorporated	1	Bilingual Customer Service Representative	3
CLP Resources Inc.	3	Apprentice Carpenters/Roofers	10
	3	Construction Laborers	10
	3	Journeymen CA Certified Electricians	10
Community Link Capital Region	1	Resource Database Technician	1
Composite Engineering, Inc.		CNC Machinist (Computer Numerically Controlled Machinist)	1
	7		
Court Of Appeal, Third Appellate District	10	Appellate Court Attorney	1
Cover the Kids	4	Health Program Specialist	1
CR Moving Services	9	Load Master/Mover	2
	9	Project Supervisor- Driver/Lead Mover	2
Creating Answers-Powell & Associates	1	Part-Time Administrative Assistant	1

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Crossroads Diversified Services	7	Building Maintenance	2
	1	Dispatcher	1
	1	Youth Specialist	1
Daryl Pao Farmers Insurance	10	Marketer Specialist	1
Developmental Disabilities Service Organization	1	Accounts Payable Clerk	1
Developmental Disabilities Service Organization	1	Direct Support Professional	1
DuctTesters, Inc.	3	HERS Rater II	1
Dunson & Associates, Inc.	6	Benefits IT Manager	3
	1	Data Processing Clerk	40
	1	Data Processing Manager	4
	1	Data Processor	40
	1	Database Manager	4
	1	Director of Cost Analysis	1
	6	Embedded Software Engineer	2
	1	Manager Data Inventory Control	3
	1	Program Review Director	2
	6	Senior Programmer	3
	6	Senior Programmer (Financial Audit)	6
	1	Senior Review Manager	3
	6	Software Maintenance Manager	3
	Easy Circulation Promotions	1	Promotion Specialist
1		Sales Representative	7
EBL, Inc. Janitorial Services	1	Janitor	1
Effie Yeaw Nature Center	1	Development Associate	1
El Dorado Savings Bank	1	Peak - Time Teller	1
eVerifile	1	Customer Service Representative (CSR)	25
	1	Team Manager	1
Fair Oaks Recreation & Park District	1	Recreation Leader I (Seasonal)	1
	1	Recreation Leader III (Seasonal)	1
	1	Senior Recreation Leader (Camp Director)	1
Fairytale Town	8	Admissions Cashier	1
	8	Cafe Cashier/Food Server	1
Firefighters Burn Institute	1	Administrative Assistant	1
First Choice Lawn Care & Maintenance	1	Laborer	1
	1	Laborer/Lawn Route Maintenance Worker	1
Folsom Lake Ford Fleet Service Center	7	Diesel Mechanic	1
Folsom OK Tire Stores, Inc.	7	Auto Mechanic	1
	7	Tire Technician	1
Foothill Associates	10	Biologist	1

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Fresh Market Inc.	8	Assistant Deli Manager	3
	10	Assistant Front End Manager	2
	10	Assistant Grocery Specialist	2
	10	Assistant Produce Manager	2
	8	Baker	2
	8	Bakery Manager	1
	10	Bulk Specialist	2
	10	Cheese Specialist	2
	8	Coffee/Candy Specialist	1
	8	Floral/Gift Specialist	2
	10	Grocery Specialist	2
	10	Meat Cutter	2
	10	Seafood Specialist	2
FRSTeam	10	Marketer	1
Fushin Restaurant Ventures, Inc.	8	Denny's Restaurant Manager	1
	8	Line Cook	1
General Produce Company	9	Class A and Class B Delivery Route Drivers	5
	9	Delivery Route Drivers	6
	9	Order Selectors	4
	1	Part Time Retail Merchandiser	1
	9	Repack Workers	5
General Truss Company Inc.	9	Class A Truck Driver	10
	9	Crane Operator	1
Girl Scouts Heart of Central California	1	Volunteer Management Specialist	1
Girls on the Run Greater Sacramento, Inc.	1	Council Director	1
Greener Solutions	1	Administrative Assistant	1
	3	Duct Testers - HERS Rater II	1
	3	HVAC Technician	1
	1	Inside Sales Associate	1
	1	Outside/Inside Sales Associate	2
Hardware	10	Industrial Sales Cashier	1
	10	Industrial Sales Floor Person	2
	10	Outside Sales Representative	1
Harold E. Nutter & Son, Inc.	7	Tel/Data Installer (Voice-Data-Video Installer)	1
Holiday Inn Capitol Plaza- John Q Hammons Hotels, LLC	8	Dining Room Utility	1
Home Instead Senior Care	1	Caregiver	5
Hunter Douglas Fabrication	9	Production Assembler	20
International Line Builders, Inc.	1	Account Clerk I (Temporary)	1
International Student Support & Educational Services	10	American Cultural Host	50
IUOE NTF	3	Heavy Construction Equipment Mechanic Instructor	1
	3	Heavy Equipment Operator Instructor	1

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J C Penney Portrait Studio	1	Studio Team Member	10
Jewish Federation of Sacramento Region	1	Administrative Assistant	1
KidsFirst	1	Human Resources Manager (HR Manager)	1
L-3 Narda Microwave-West	7	Machinist	1
	2	Process Engineer	1
	9	Top Level Assemblers	3
Lancaster Burns Construction, Inc.	3	Structural Steel Fabricators/Welders	2
Lewis Group of Companies	1	Groundskeeper	20
Los Rios Community College	1	Accountant	1
	1	Accounting Assistant Professor	3
	1	Administrative Assistant	6
	1	Administrative Assistant I	1
	1	Administrative Assistant I	1
	1	Admissions/Records Clerk I	1
	1	Admissions/Records Clerk I (Temporary)	2
	1	Admissions/Records Clerk II	1
	10	Admissions/Records Evaluator I	1
	1	Aeronautics Adjunct Assistant Professor Pool (SCC)	1
	1	Anthropology Assistant Professor	1
	1	Art History Adjunct Assistant Professor Pool	1
	10	Assistant Financial Aid Officer	1
	1	Assistant Financial Aid Officer (Temporary)	1
	1	Associate Vice Chancellor, Communications & Media Relations	1
	1	Associate Vice President Workforce Education Development	1
	1	Biology Assistant Professor	1
	1	Bookstore Stock Clerk	1
	1	Buyer III	1
	1	Campus Patrol On-Call Pool (Temporary)	1
	1	Chemistry Assistant Professor	1
	1	Chief of Police	1
	1	Child Development Center Supervisor	1
1	Clerk III	3	
1	Clerk III (75)	2	
4	College Nurse	1	
1	College Police Officer	2	
1	College Receiving Clerk/Storekeeper	1	

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Los Rios Community College	1	Communications & Marketing Supervisor - Harris Center For The Arts	1
	1	Commercial Music Adjunct Assistant Professor Pool	1
	1	Communications Studies Assistant Professor	1
	1	Computer Applications (Core Principles/Web Development) Assistant Professor (CIS)	1
	1	Computer Information Science Assistant Professor (Programming)	1
	1	Confidential Administrative Assistant III	1
	1	Cooperative Work Experience Education and Internship Coordinator	2
	5	Confidential Human Resources Officer	1
	1	Counseling Supervisor	1
	1	Counselor	2
	1	Custodian	3
	1	Custodian On-Call Pool (Temporary) - District wide	1
	1	Custodian On-Call Pool (Temporary) - El Dorado Center	1
	1	Dean of Counseling and Student Success	1
	1	Dean, American River College - Natomas Education Center	1
	1	Dean, Behavioral and Social Sciences	1
	1	Dean, Kinesiology and Athletics	1
	1	Dean of Mathematics	1
	1	Dean, McClellan Center	1
	1	Early Childhood Education Assistant Professor	1
	1	Economics Assistant Professor	1
	1	English as a Second Language Assistant Professor	1
	1	English Assistant Professor	1
	1	English Assistant Professor (Writing)	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	1
	1	Financial Aid Supervisor	2
	1	Funeral Service Education Assistant Professor 60/Coordinator 40	1

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Los Rios Community College	1	Grant Coordination Clerk (60)	1
	1	Graphic Designer (Temporary)	1
	1	Groundskeeper	1
	1	Head Coach for Women's Soccer Adjunct Pool	1
	1	Head Custodian	1
	7	Heating/Ventilation/Air Conditioning (HVAC)/Plumbing Supervisor	1
	7	Heating/Ventilation/Air Conditioning (HVAC)/Plumbing Supervisor	1
	3	Information Technology Application Systems Supervisor	1
	1	Instructional Assistant - Chemistry/Math (Temporary)	3
	1	Instructional Assistant - Office Technology (Temporary)	1
	1	Instructional Assistant - Writing/English/Reading (50)	1
	1	Instructional Development Coordinator	1
	1	Instructional Services Assistant I	1
	1	Instructional Services Assistant II	2
	1	Journalism Assistant Professor	1
	7	Lead Maintenance Plumber	1
	1	Library/Media Technical Assistant (Temporary)	1
	7	Maintenance Electronic/Alarm Technician	1
	7	Maintenance Technician I	1
	1	Mathematics Assistant Professor	2
	7	Mechanical/Electrical Systems Technician	1
	1	Medical Laboratory Technician Program Assistant Professor, 60/Coordinator, 40	1
	1	Nursing (RN/LVN) Assistant Professor	1
	1	Occupational Therapy Assistant (OTA) Assistant Professor	1
	1	Operations Technician	1
	1	Payroll Supervisor	1
	1	Payroll Technician	1
	1	Philosophy Assistant Professor	1
	1	Physics/Astronomy Assistant Professor	1
	1	Police Communication Dispatcher	1
1	Pre-Apprenticeship Adjunct Assistant Professor	1	

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Los Rios Community College	1	Pre-Apprenticeship Adjunct Assistant Professor (Utility Line Worker and/or Gas)	1
	1	Pre-Apprenticeship Associate Professor - Commercial and Industrial Construction	1
	1	Psychology Adjunct Assistant Professor Pool (Biological Psychology Class)	1
	1	Police Captain	1
	1	Public Relations Technician	1
	1	Recruitment Training Officer (RTO) - SRPSTC - Basic Law Enforcement Academy (Temporary)	1
	1	Senior Buyer/Contract Specialist	2
	3	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	3	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	7	Shop/Field Mechanic	1
	1	Sociology Assistant Professor	1
	1	Special Projects - Education Coach, College to Career (C2C) (Temporary)	2
	1	Student Government Adjunct Assistant Professor	1
	1	Student Personnel Assistant - Disabled Student Programs and Services (DSP&S) - (Temporary)	1
	1	Student Personnel Assistant - Student Services	1
		Student Personnel Assistant - Student Services (Temporary)	2
	5	TANF/CalWORKS Specialist (Temporary)	1
	1	Utility Worker	1
	1	Veterinary (Animal Health) Technology Adjunct Asst. Professor Pool - Introduction to Diagnostic Imaging	1
	1	Vice President of Student Services	1
1	Women's Tennis Coach	1	
Marathon Home Services	3	Carpenter	2
MarketSource, Inc.	10	T-Mobile Wireless Sales Representative (Part Time)	1
Marshalls	10	Merchandise Associates	21
Mascon, Inc.	1	Customer Service Specialist	1

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Medstar, LLC	4	Part-Time Non-Emergency Wheelchair Transportation Driver	1
Mass Mutual	1	Financial Services Representative	10
Microform Precision	1	Account Manager	1
	3	Painter	1
	9	Shipping Clerk	1
	9	Shipping Team Leader	1
	9	Utility Worker	1
	3	Welder	1
Mojo Distribution	1	Shipping Receiving Clerk	1
Mutual Housing California	1	Administrative Assistant	1
NAMI California	1	Programs Administrative Assistant	1
	1	Program Coordinator	1
Natomas Auto Body & Paint	1	Dispatcher, Maintenance Services	1
Netbuilds	3	Lead Construction Working Superintendent	1
	7	Electrical Maintenance Mechanic	1
Pacific Coast Producers	7	PLC Technician	1
Pacific Fresh Seafood	10	Night Warehouse Clerk	1
Pacific Gas and Electric Company	3	Hydro Utility Worker - GC (Auburn)	1
	3	PG&E Power Pathway Welding for Veterans	35
	3	Utility Worker	30
	3	Utility Worker-Gas	5
	3	Utility Worker - GC (Angels Camp)	1
Pacific Housing, Inc.	5	Resident Services Specialist	1
Pacwest Security	1	Security Officer	14
Paramount Petroleum Corporation	9	Terminal Operator	1
PETS, INC. dba The Tutoring Center, Roseville	1	SAT/ACT Instructor	2
	7	Maintenance Mechanic/Millwright	1
Pick-N-Pull	1	Call Center Sales Trainer	1
Polar Service Centers	7	Tank Technician	2
The Pool Doctor	7	Swimming Pool & Spa Service/Repair Technician	1
	3	Plumber and Drain Cleaner	1
Preferred Plumbing and Drain	3	Plumber and Drain Cleaner	1
Pride Staff	9	Production and Manufacturing Technician	50
	10	Telephone Book Delivery Person	20
Quality First Home Improvement	10	Home Improvement Consultant	5
Quick Quack Carwash	1	Cashier, Checker	10
Relationship Skills Center	4	Coordinator	1
Resource Staffing Group	10	Survey Collectors	30
Retail Business Development	10	Sales Specialists	1
	10	Sales Representative, Communication Equipment	1
Right At Home	4	Caregiver	5
Road Dog Drivers	10	CDL Truck Driver (Commercial Drivers License Truck Driver)	10

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Sacramento Area Sewer District	1	Environmental Assistant	1
Sacramento Employment and Training Agency	1	Accountant II	1
	1	Assistant Operations Manager	1
	1	Family Service Worker, Range I	1
	1	Temporary Receptionist	1
Sacramento Loaves & Fishes	1	Accountant/Bookkeeper	1
	1	Accounting/Office Manager	1
	1	Outreach Assistant	1
Sacramento Public Library	9	General Service Worker / Driver	1
	1	Professional Custodians	6
	1	Senior Accounts Payable Technician	1
Sacramento Regional Transit	9	Bus Operator	1
	1	Customer Service Representative III	1
		Facilities & Grounds Worker II	1
	7	Facilities Maintenance Mechanic	1
	7	Light Rail Vehicle Technician	1
	7	Network Operations Technician	1
	1	Rail Laborer - Internal/External	1
	1	Service Worker (Bus and/or Light Rail)	1
Sacramento Steps Forward	1	Full Charge Bookkeeper	1
	1	Grants Manager	1
Saladino's, Inc.	9	Loader	1
	9	Receiver	1
Salvation Army Sac Metro	1	On-Call Property Manager	1
	1	Receptionist	1
Save Mart Supermarkets	9	Commercial Driver	12
Scholastic Corporation	9	Part-Time Warehouse Workers	20
ServiceMaster	1	Branch Sales Professional/Sales Representative	1
Sierra Pacific	7	Solar Installer	8
	7	Solar Pool Heating Thermal Installer	6
Sing Inc.	10	PT - Member Services Admin	1
	10	Singing Coach	2
SMUD	3	Utility Lineman	10
Special Order Systems - SOS	1	Executive Administrative Assistant	1
	1	Office Assistant	2
	1	Project Coordinator	1
	1	Service Coordinator	1
St. Marks United Methodist Church	1	Custodian	1

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Tony's Fine Foods, Inc.	1	Account Manager - San Diego	1
	1	Accounts Payable Specialist	2
	1	Accounts Receivable Specialist	1
	1	Administrative Assistant	1
	9	Class A Route Driver	1
	9	Class A Feeder Driver - Petaluma	1
	9	Class A Route Driver - Redding	1
	9	Class B Driver	1
	9	Class B Route Driver - Berkeley	1
	9	Class C Delivery Driver	1
	1	Corporate Account Specialist	1
	1	Customer Service Rep	1
	9	Delivery Driver - Class C (Seasonal)	1
	9	Facilities Support	2
Tony's Fine Foods, Inc.	6	Facilities Technicians - Day Shift	1
	9	Facilities Technicians - Graveyard Shift	1
	1	Financial Analyst	1
	9	Forklift Driver	1
	9	General Warehouse	1
	3	Information Technology	1
	3	IT Software Support	1
	3	IT Support Specialist	1
	1	Jr. Financial Analyst	1
	9	Logistics Analyst	1
	9	Order Selector	6
	9	Order Selector - Swing Shift	1
	9	Order Selector - Truckee	1
	9	Order Selector - West Sacramento	1
	9	Over-the-Road Driver (OTR)	1
	1	Pricing Analyst	1
	1	Pricing Specialist	2
	1	Receptionist	1
	1	Staff Accountant	1
	1	Senior Staff Accountant	1
	1	Vehicle Washer	1
	1	Wine Sales Account Manager - Part Time	1
	1	Will Call Representative	1
Tree Pros Arboricultural Services, Inc.	1	Tree Service Groundsman / Climber	2
United Site Services	10	Service Technician	5
UPS Store	10	Sales Associate	1
	8	Adult's Ski Instructor Non Certified - Part Time Seasonal - Northstar California	20
	8	Assistant Store Manager - Village Rental - Northstar	20

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Vail Resorts	8	Boot Fitter / Sales Associate - Kirkwood Mountain Sports Village Retail	20
	8	Cashier, FT Seasonal - Northstar California	20
	8	Children's Ski Instructor Non Certified - Part Time Seasonal - Northstar California	20
	8	Dining Staff - Northstar, California	20
	8	Dishwasher - PT Seasonal - Northstar California	20
	8	Entry Grounds Crew - FT Seasonal - Northstar California	20
	8	Head Cashier - Kirkwood Ski Resort	20
	8	Lead Sales Associate - Kirkwood Mountain Sports Village Retail - Kirkwood, CA	20
	8	Service Technician - Kirkwood Ski Resort - Tuning Center	20
	8	Ski Technician - Northstar California	20
	8	Ski Technician Demo Shop - Northstar California	20
	8	Summit Deck and Grille Dining Staff - Northstar California	20
	8	Supervisor - Village Rental - Northstar	20
	8	Supervisor -Kirkwood Mountain Resorts - Timber Creek Retail	20
	8	Supervisor -Kirkwood Ski Resort -871 Village Rentals	20
	8	Zephyr Lodge Steward - PT Seasonal - Northstar California	20
Valley Utility Services	10	Accounts Receivable Clerk	1
Visiting Angels Senior Home Care	4	In-home Caregivers	10
Volt Workforce Solutions	7	Electronic Test Technician	10
Warehouse Markets		Cashier	100
Western & Southern Life Insurance		Sales Representative	10
Wind Youth Services		Development Associate / Part-Time	1
Winnie Bales Allstate Insurance	1	Customer Service Representative	1

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Work Truck Solutions	1	Regional Customer Success Manager	1
	1	Regional Inside Sales and Marketing Consultant	1
	1	Regional Outside Sales and Marketing Consultant	1
	1	Virtual Office Manager	1
Zaharis Landscaping	1	Laborer - Landscaping and Groundskeeping	2
TOTAL			2101

ITEM IV-C – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2012/2013

The following is an update of information as of June 10, 2013 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

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

Dislocated Worker Information PY 2012/2013

The following is an update of information as of June 10, 2013 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	2/25/2013	PennySaverUSA.com 11311 White Rock Rd. Sacramento, CA 95742	4/27/2013	30	4/22/2013
Official	2/26/2013	Phoenix Casino& Lounge 5948 Auburn Blvd. Citrus Heights, CA 95621	4/14/2013	61	5/24/2013
Official	3/4/2013	Sacramento Pyramid Alehouse 1029 K Street Sacramento, CA 95814	3/4/2013	53	Packets Delivered
Unofficial	3/13/2013	Coca-Cola Company 2200 Stockton Blvd. Sacramento, CA 95817	3/14/2013	60	5/2/13 5/14/2013
Official	4/10/2013	Point Walker, Inc. dba Lucky Derby Casino 7433 Greenback Lane Citrus Heights, CA 95610	6/8/2013	117	Pending
Official	4/19/2013	Dignity Health 3941 J St. Sacramento, CA	6/28/2013	148	5/4/2013
			Total # of Affected Workers	2,382	

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:

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, March 26, 2013
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:06 a.m. Mr. Jonathan White read the Thought of the Day. The Pledge of Allegiance was recited. Mr. Benjamin Bailey called the roll.

Members Present:

Benjamin Bailey, Sacramento City Unified School District
Summer Durham, Sacramento City Unified School District
Sarah Proteau, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Annette Duran, WCIC
Iyshiah Lacey, SETA-Operated Program
Teresa Jay, SETA-Operated Program
Mayra Partida, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Marshaun Tate, SETA-Operated Program
Ana Calderon, Early Head Start (SETA)
Toni Espinoza, Home Base Option
Nse Akang, Foster Parent Representative
Jonathan White, Male Involvement Committee

Members Absent:

Victoria Billoups, Elk Grove Unified School District (unexcused)
Dominique Rios-Farias, Sacramento City Unified School District (excused)
Sandres Germany, WCIC (excused)

New Members Not Present:

Kirsten Potter, Elk Grove Unified School District (excused)
Amy Boggess, San Juan Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the February 26, 2013 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Wilson, second/Proteau, to approve the February 26, 2013 minutes.
Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Akang)

III. Action Items

- A. Approval of Selection Criteria for Enrollment in Head Start
- B. Approval of Selection Criteria for Enrollment in Early Head Start

Ms. Lee requested that the board review both items together.

Ms. Lee stated that the selection criteria provides an order in which families are accepted into the program. If there is only one vacancy available, the selection criteria is put into place. This is presented annually for board approval.

Ms. Espinoza expressed concern that this policy has been used since 2008 and there have been no changes. Ms. Lee stated that yes, the form has remained the same and will unless there is something that comes down from the federal government. Otherwise, there have not been a lot of changes. The document has been in place since the beginning of the Sacramento Head Start program.

Ms. Calderon asked Ms. Lee that, referring to the Federal Income Guidelines, whether it was a requirement for parents to be working or going to school for their children to be considered for enrollment in Head Start. Ms. Lee replied yes.

Moved/Tate, second/Espinoza, to approve:

- the Head Start Selection Criteria for Sacramento County; and
- the Early Head Start Selection Criteria for Sacramento County.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Akang)

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

The board went into closed session at 9:24 a.m. Mr. Akang called the meeting back to order at 9:36 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: Family Services Worker, Range I, and Accountant III (Fiscal Manager).

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Akang reviewed the calendar and stated that revisions to the calendar were sent out.
- Parent/Family Support Unit Events and Activities: No additional report.
- California Head Start Association Report: No additional report.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roy Kim reviewed the seven months fiscal report. The non-federal share is running

at 21% and staff is making a concerted effort to capture some non-federal share activities not previously reported. The seven month report shows the budget expenditures at 57%. The personnel numbers are running right at budget. The American Express transactions were reviewed.

Ms. Lacey asked when the remainder of the American Express account be presented. Mr. Kim replied that the statement only goes through February 5; next month's statement will show the remaining expenditures for February.

Mr. Akang appointed Mr. Marshaun Tate to serve as Parliamentian for the meeting.

- B. Governing Board Minutes of February 7, 2013: No questions or corrections.

VI. Committee Reports

- A. Executive Committee: Ms. Summer Durham reviewed the Executive Committee critique.

V. Other Reports

- A. Executive Director's Report: Tabled.
- B. Head Start Deputy Director's Report: No additional report.
- C. Chair's Report: Mr. Akang wished a happy birthday to those having birthdays November through March.
- D. Public Participation: None.

VI. Training

The Parent Advisory Committee and Head Start Policy Council will participate in AB 1234 Ethics Training.

- VII. Adjournment:** The meeting was adjourned at 9:45 a.m.

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

May, 2013

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Elk Grove USD	420	420	100
Sacramento City USD	1,292	1,277*	99
SETA	1,880 (2,796)	1,902	101
San Juan USD	700	682*	97
Twin Rivers USD	211	203*	96
WCIC/Playmate Head Start	120	120	100

*Delegates have chosen not to replace slots within 60 days of the end of the program year

Early Head Start

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

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 05/31/13) Revised

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	26	(12%)	N/A	
Elk Grove USD (420)	54	(13%)	N/A	
Sacramento City USD (1292)(147)	175	(14%)	17	(12%)
San Juan USD (700) (161)	101	(14%)	16	(10%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	196	(10%)	52	(15%)
County (4621)* (653)*	564	(12%)	85	(13%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start

Food Service Operations Monthly Report

* May 2013

May 1st - Galt Kitchen Safety & Sanitation Inspection completed by Connie Ot

May 14th - Strizek Park Center closed AM class due to staff shortage

May 21st - Solid Foundation closed, no power due to SMUD power pole replac

May 22nd - Home Base Preschool Field Trip
Total Cost \$287.27 for 125 Guests

May 30th - Strizek Park Center closed PM class due to staff shortage

May 27th - Memorial Day Holiday

Meetings and Trainings:

Food Service Staff Meeting with Brenda Campos
May 10th, 2012 at Plaza Del Paso

Food Service Staff Meeting and Latin Dance Wellness Activity
May 24th at the Hillsdale Career Center

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
43,676	26,240	30,026	1710

Total Amount of Meals and Snacks Prepared 101,652

Purchases:

Food	\$78,020.21
Non - Food	\$23,884.36

Building Maintenance and Repair: \$1,449.64

Kitchen Small Wares and Equipment: \$1,300.51

Vehicle Maintenance and Repair : \$3,848.56

Vehicle Gas / Fuel:	\$2,317.39
Normal Delivery Days	22

Head Start Monthly Report

June 2013

SETA Operated Program

Program Operations:

As the Agency continues the implementation of CSEFEL, teachers participated in a Make & Take workshop to develop classroom materials. This included visual schedules for their daily routines as well as expectation boards reflecting the, "Be safe, Be kind, Be respectful" values of our classrooms. It was a wonderful way for teachers to put their year of training into concrete steps towards higher quality social/ emotional support.



Program Support Services:

Quality Assurance Unit QA Monitoring was completed for Elk Grove Unified School District Head Start programs in May. Final report will be available during the first week of June and Exit Meeting with the program is scheduled on June 13, 2013. Each QA Analyst has been assigned to a Delegate to act as liaison for communication and follow-up, to ensure that areas of non-compliance are corrected. Delegates that were reviewed in February, March and April 2013 have submitted their QA Monitoring Response Plans. Exit Meetings were held with SCUSD and SJUSD on May 9 and May 24, respectively. SETA-Operated Program (SOP) Head Start and Early Head Start Home-Based Options will be monitored in June.

School Readiness Goals (SRG) Implementation Third and final assessments (DRDP, Learning Games and HELP) have been completed by Delegates and Partners, and have been submitted to SETA. Aggregate reports were provided to the programs and countywide reports will be available in early June. SRG assessment data is shared with parents and program staff for planning and evaluation.

End-of-the-Year Content Meetings and Training With programs closing in early June, the last content meetings for the program year were held in May: Education and Disabilities Content Meeting on May 14, 2013; Mental Health and Family Partnerships on May 16, 2013, Early Head Start Countywide Meeting on May 21, 2013. A special training on "Individualizing Services for Parents with Intellectual Disabilities" presented by Linda Kimura, M.A. was offered to countywide home-based staff on May 24, 2013. A small group consultation with supervisors and support staff followed after the training.



Elk Grove Unified School District

Education Services Update

At the May 10, 2013 teacher in-service, teachers looked at the results of their school readiness assessments and their DRDP class summary results to evaluate students' social and academic growth over the course of the school year. Time was allotted for teachers to discuss their results and to share ideas with one another. Teachers looked at the agency-wide results of school readiness assessments and DRDP summary results to evaluate agency-wide strengths and weaknesses and to discuss professional development needs for next school year. After reviewing assessment results, a decision was made to focus on language and literacy, and on learning strategies to promote children's curiosity and initiative.

The fourteen Head Start classes on a traditional calendar have successfully completed the school year. The seven Head Start classes on a modified calendar will end on June 26, 2013.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of May was 90%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with Florence Oneto, PreK social worker, and with Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. There are 54 students with active IEPs being served which is thirteen percent (13%) of the Head Start student population.

Health Services Update

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

In May, 9,824 meals were served to Head Start students.

Family and Community Partnerships Update

Family education activities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings, by publication of a monthly newsletter, and individually by teachers when a teacher knows that a workshop will be of particular benefit to a family.

An "I Am Moving, I Am Learning" class was held at Herman Leimbach Elementary School on May 3. This class teaches parents that children who have daily physical activity perform better in school and how to use simple materials found at home to create fun, physically active experiences for their children. Seven families attended this class.

Only one class was offered this month due to families being busy with end of the school year activities.



Recruitment

The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

An internal office calendar, with registration dates for January through June, has been created to ensure sufficient time is allowed to have full enrollment by the end of June for the 2013-2014 school year.

Registration, for the 2013-2014 school year is taking place in each of the three regions. Region I, which includes Franklin Elementary, John Reith Elementary, Herman Leimbach Elementary, Union House Elementary and Prairie Elementary Schools, has registered 163 families. Region II, which includes Florin Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, has registered 77 families. Region III, which includes Maeola Beitzel Elementary, David Reese Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, has registered 140 families.

Sacramento City Unified School District

Child Development Board Presentation

On Thursday, May 16, the Child Development Department provided an in-depth program presentation to Sacramento City Unified School District's Board of Education.

Dr. Wanda Roundtree, Interim Child Development Director, and Dr. Olivine Roberts, Chief Academic Officer, provided an overview of all programs and services provided as a result of various funding sources. This presentation included information on Head Start and Early Head Start (center and home-based program options), State, Wrap and Full-day Preschool, First Five School Readiness Programs, and Fee-based and State-funded School-age Programs.

Head Start and Early Head Start's comprehensive services were explained in detail and data were shared, demonstrating the impact of the services offered to children and families. At the conclusion of the 45-minute presentation, various stakeholders took the podium to share their own personal reflections. Parents, teachers, instructional aides and a manager spoke from the heart, regarding their own personal experiences and thoughts about the early education services provided to our students.

After a Q & A period, various school board members commented on the importance of early education and intervention. Two board members requested that additional program information and data be provided at a later time, related to areas of specific interest to them. At the conclusion, board members commended the department for the work being done.

Nurses Espie Millendez, Lisa Stevens and Victoria Benson presented the Health and Nutrition Preschool Registration Process for Child Development Specialists and volunteers who will be working throughout the summer State and Head Start Preschool Registration time. Espie Millendez developed a "Registration Guideline" form to be used as a quick reference tool when the volunteers are compiling the classroom files. Immunization requirements, including Tuberculosis Risk Assessment and testing, were also reviewed at this meeting.



Early Head Start and Home Base

Early Head Start is gearing up for summer home visits for center-based children and fun summer visits and socializations for all families receiving home visits.

Summer Professional Learning regarding collecting and utilizing data for all Early Head Start staff is being arranged for the summer.

Mental Health

Social Workers Valerie Willover, David Aleman, and John Perez finished up monthly evening parent education workshop series: Positive Solutions for Families Series. The workshops are being held at Hiram Johnson Family Education Center.

Social Workers also completed coaching for selected teachers on the CSEFEL pyramid model. Social Workers also worked on preparing for the last year of the three year goals.

Family and Community Partnerships

School Community Liaisons and Home visitors completed the goal setting process with parents.

Social Workers attended California Head Start Association *Empowerment for Family Service Workers Part 1 for Certified Family Development Credential Facilitators*.

Health

Health Clerk Chia Cha attended the May 10 SETA Child Plus Training on Enrollment and Health. Chia reports that she came away with valuable information that she is already utilizing to enter health data and run summary health reports.

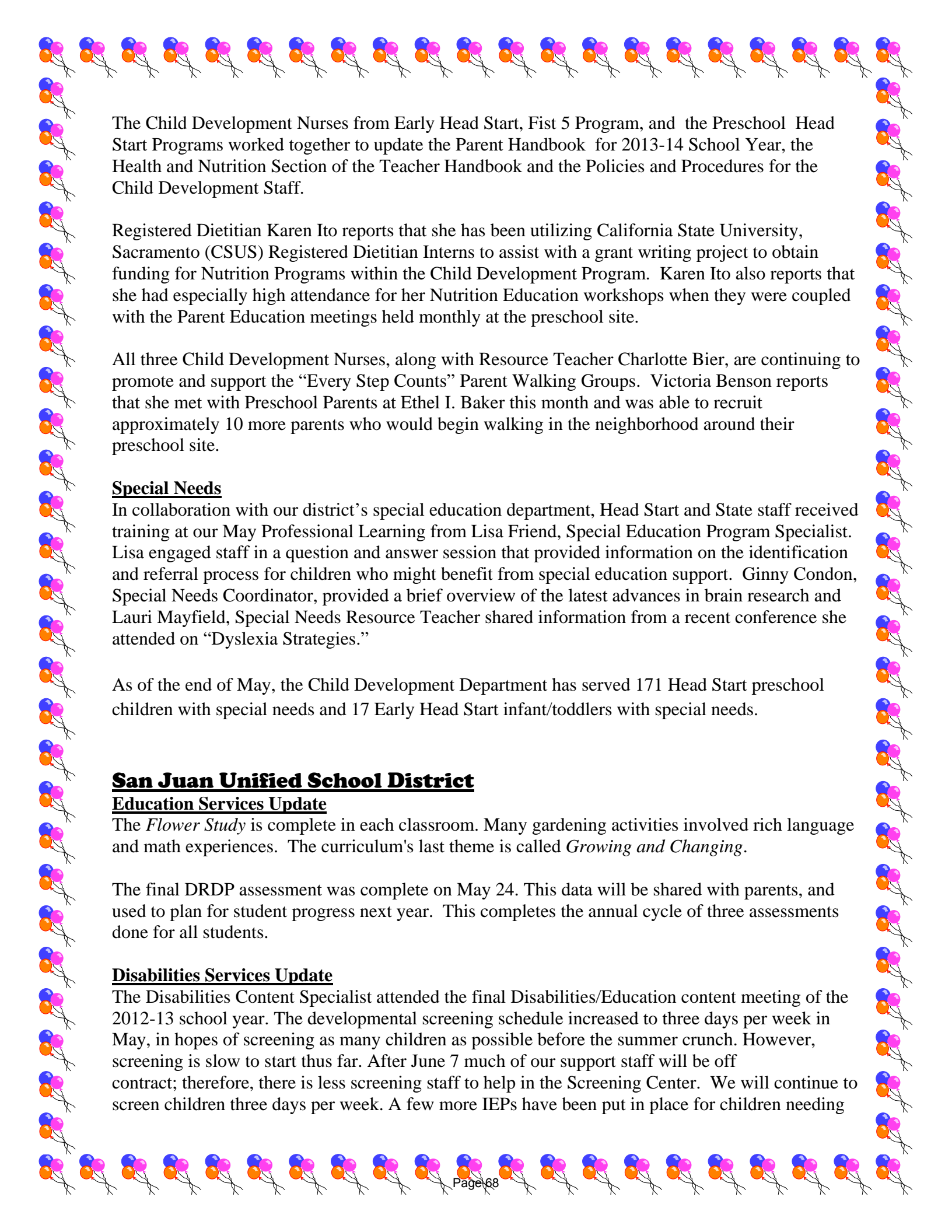
Nurses Espie Millendez and Victoria Benson welcomed Licensed Vocational Nursing students from CAJ Skills Center this month. Three of the LVN student nurses are bilingual and are providing valuable assistance in follow-up with Spanish and Hmong-speaking parents on dental and health issues for their preschoolers.

Nurses Lisa Stevens, Espie Millendez and Victoria Benson are continuing with their sensory screenings for new and returning students who will be attending preschool in the fall.

Nurses Victoria Benson and Lisa Stevens were able to submit all immunization corrections to the Immunization Assistance Program by the appointed deadline date in May. All immunization deficiencies have been corrected for Lisa Stevens' and Victoria Benson's preschool sites that were audited in April.

School Nurse Victoria Benson completed her Tuberculosis Screening Certification for the school district and volunteered at the Health Services TB Clinic held at the Serna Registration site this month.

Nurses Lisa Stevens, Espie Millendez and Victoria Benson attended the California Head Start Association (CHSA) Health Institute held this month. Each nurse attended a different workshop in order to maximize their ability to receive and share information within their department.



The Child Development Nurses from Early Head Start, Fist 5 Program, and the Preschool Head Start Programs worked together to update the Parent Handbook for 2013-14 School Year, the Health and Nutrition Section of the Teacher Handbook and the Policies and Procedures for the Child Development Staff.

Registered Dietitian Karen Ito reports that she has been utilizing California State University, Sacramento (CSUS) Registered Dietitian Interns to assist with a grant writing project to obtain funding for Nutrition Programs within the Child Development Program. Karen Ito also reports that she had especially high attendance for her Nutrition Education workshops when they were coupled with the Parent Education meetings held monthly at the preschool site.

All three Child Development Nurses, along with Resource Teacher Charlotte Bier, are continuing to promote and support the “Every Step Counts” Parent Walking Groups. Victoria Benson reports that she met with Preschool Parents at Ethel I. Baker this month and was able to recruit approximately 10 more parents who would begin walking in the neighborhood around their preschool site.

Special Needs

In collaboration with our district’s special education department, Head Start and State staff received training at our May Professional Learning from Lisa Friend, Special Education Program Specialist. Lisa engaged staff in a question and answer session that provided information on the identification and referral process for children who might benefit from special education support. Ginny Condon, Special Needs Coordinator, provided a brief overview of the latest advances in brain research and Lauri Mayfield, Special Needs Resource Teacher shared information from a recent conference she attended on “Dyslexia Strategies.”

As of the end of May, the Child Development Department has served 171 Head Start preschool children with special needs and 17 Early Head Start infant/toddlers with special needs.

San Juan Unified School District

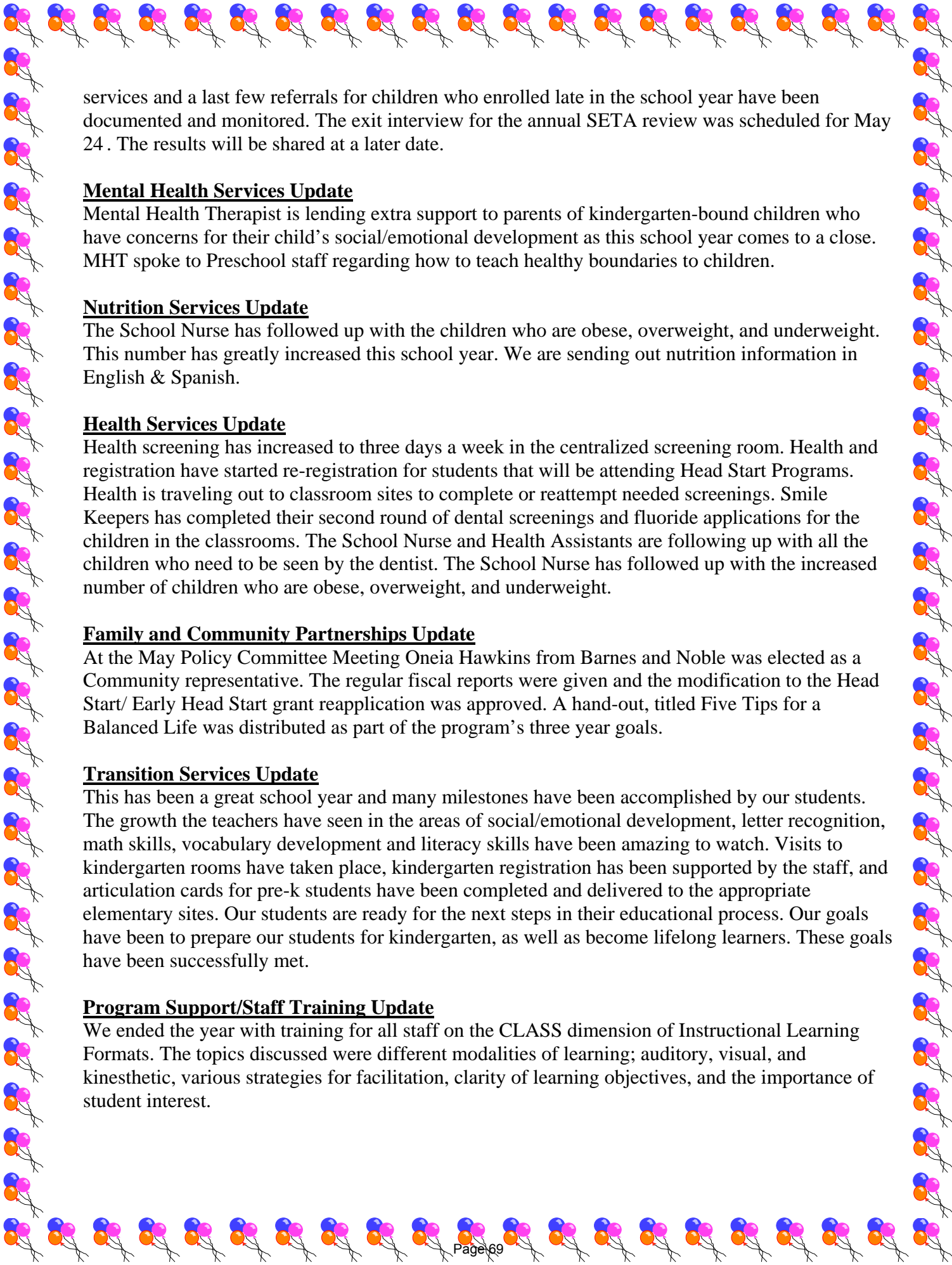
Education Services Update

The *Flower Study* is complete in each classroom. Many gardening activities involved rich language and math experiences. The curriculum's last theme is called *Growing and Changing*.

The final DRDP assessment was complete on May 24. This data will be shared with parents, and used to plan for student progress next year. This completes the annual cycle of three assessments done for all students.

Disabilities Services Update

The Disabilities Content Specialist attended the final Disabilities/Education content meeting of the 2012-13 school year. The developmental screening schedule increased to three days per week in May, in hopes of screening as many children as possible before the summer crunch. However, screening is slow to start thus far. After June 7 much of our support staff will be off contract; therefore, there is less screening staff to help in the Screening Center. We will continue to screen children three days per week. A few more IEPs have been put in place for children needing



services and a last few referrals for children who enrolled late in the school year have been documented and monitored. The exit interview for the annual SETA review was scheduled for May 24. The results will be shared at a later date.

Mental Health Services Update

Mental Health Therapist is lending extra support to parents of kindergarten-bound children who have concerns for their child's social/emotional development as this school year comes to a close. MHT spoke to Preschool staff regarding how to teach healthy boundaries to children.

Nutrition Services Update

The School Nurse has followed up with the children who are obese, overweight, and underweight. This number has greatly increased this school year. We are sending out nutrition information in English & Spanish.

Health Services Update

Health screening has increased to three days a week in the centralized screening room. Health and registration have started re-registration for students that will be attending Head Start Programs. Health is traveling out to classroom sites to complete or reattempt needed screenings. Smile Keepers has completed their second round of dental screenings and fluoride applications for the children in the classrooms. The School Nurse and Health Assistants are following up with all the children who need to be seen by the dentist. The School Nurse has followed up with the increased number of children who are obese, overweight, and underweight.

Family and Community Partnerships Update

At the May Policy Committee Meeting Oneia Hawkins from Barnes and Noble was elected as a Community representative. The regular fiscal reports were given and the modification to the Head Start/ Early Head Start grant reapplication was approved. A hand-out, titled Five Tips for a Balanced Life was distributed as part of the program's three year goals.

Transition Services Update

This has been a great school year and many milestones have been accomplished by our students. The growth the teachers have seen in the areas of social/emotional development, letter recognition, math skills, vocabulary development and literacy skills have been amazing to watch. Visits to kindergarten rooms have taken place, kindergarten registration has been supported by the staff, and articulation cards for pre-k students have been completed and delivered to the appropriate elementary sites. Our students are ready for the next steps in their educational process. Our goals have been to prepare our students for kindergarten, as well as become lifelong learners. These goals have been successfully met.

Program Support/Staff Training Update

We ended the year with training for all staff on the CLASS dimension of Instructional Learning Formats. The topics discussed were different modalities of learning; auditory, visual, and kinesthetic, various strategies for facilitation, clarity of learning objectives, and the importance of student interest.



Fiscal Update

The fiscal report was given at the monthly PC meeting and the budgets are being spent in line with the time of year. At this time both EHS and HS are over spent by 5% but programs will be closed in June and spending is less.

The fiscal year is winding down and Programs have made necessary adjustment to budget due to the Sequestration of 5.27% for Grant year 13-14. The team was able to make this adjustment with no effect on the number of families served and minimum disruptive to staff.

Early Head Start

All staff received the most current Child Abuse Mandated Reporter training. This annual training is important to ensure the safety and well-being of our youngest children.

SJUSD school board member Lucinda Luttgren and Chief Academic Officer Rodger Stock both visited the toddler classrooms at Marvin Marshall School during their tours of several ECE sites. Teaching and learning was evident through the children's play.

Teacher appreciation week was celebrated with a pancake breakfast prepared by the lead teachers and coordinators for the classroom staff. Wrapped apples with an inspirational note were provided as a simple gesture of gratitude.

Twin Rivers Unified School District

Events

The annual Multicultural Faire event occurred on May 23 for our students. Families participated in carnival games, hay wagon rides, face painting activities as well as make and take activities at the cultural booths. The event included student performances and local vendors showcasing their talents.

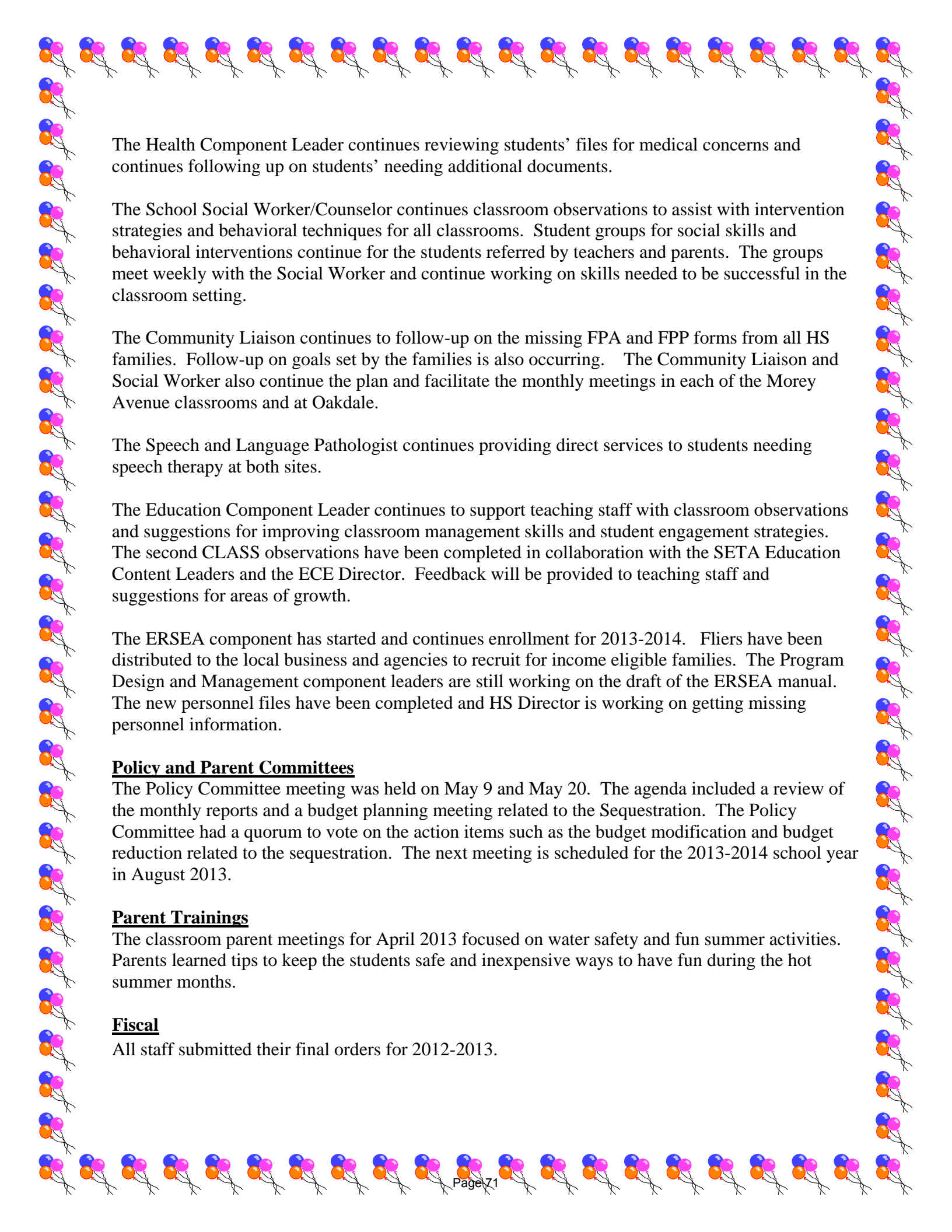
The monthly perfect attendance awards assemblies continued in May for all students who have not missed any school during the month of April. Students were celebrated and awarded certificates. During the ceremony, parents from each classroom with the most volunteer hours in April were also given certificates. The librarian from our community partner, Del Paso Heights Library, was also present for the assembly and read a book to the students.

Professional Development

The final CLASS observation has been finished and teachers received feedback from the Education Resource Teacher. Per the observation ratings, training and professional development will continue next year on the Instructional Format domain.

Components

The substitute Health Assistant, Kelli Carrillo, continues to focus on the Nutrition duties. The nutrition activities in the classrooms continue with a focus of healthy fruits and vegetables. The BMI referrals are finished being processed by the Registered Dietician. The Health Assistant assisted with the annual Roller Derby dates for each classroom as part of our obesity goal to increase physical activity.



The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students' needing additional documents.

The School Social Worker/Counselor continues classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. Student groups for social skills and behavioral interventions continue for the students referred by teachers and parents. The groups meet weekly with the Social Worker and continue working on skills needed to be successful in the classroom setting.

The Community Liaison continues to follow-up on the missing FPA and FPP forms from all HS families. Follow-up on goals set by the families is also occurring. The Community Liaison and Social Worker also continue the plan and facilitate the monthly meetings in each of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist continues providing direct services to students needing speech therapy at both sites.

The Education Component Leader continues to support teaching staff with classroom observations and suggestions for improving classroom management skills and student engagement strategies. The second CLASS observations have been completed in collaboration with the SETA Education Content Leaders and the ECE Director. Feedback will be provided to teaching staff and suggestions for areas of growth.

The ERSEA component has started and continues enrollment for 2013-2014. Fliers have been distributed to the local business and agencies to recruit for income eligible families. The Program Design and Management component leaders are still working on the draft of the ERSEA manual. The new personnel files have been completed and HS Director is working on getting missing personnel information.

Policy and Parent Committees

The Policy Committee meeting was held on May 9 and May 20. The agenda included a review of the monthly reports and a budget planning meeting related to the Sequestration. The Policy Committee had a quorum to vote on the action items such as the budget modification and budget reduction related to the sequestration. The next meeting is scheduled for the 2013-2014 school year in August 2013.

Parent Trainings

The classroom parent meetings for April 2013 focused on water safety and fun summer activities. Parents learned tips to keep the students safe and inexpensive ways to have fun during the hot summer months.

Fiscal

All staff submitted their final orders for 2012-2013.



Women's Civic Improvement Club (WCIC)

Community Engagement

WCIC/Playmate Head Start Programs received a Male Involvement Presentation by Robert E. Silva, SS/PI Specialist from Sacramento Employment and Training Agency on May 15, 2013. Mr. Silva gave a brief overview on Male Involvement and expressed the importance of fatherhood in children's lives. He stated Male Involvement Representatives recruit other male participants at Head Start Centers; plan fatherhood events; volunteer in Head Start classrooms; attend parents meetings and give reports; provide reports on men's activities affecting children and provide information on Head Start services to fathers. Mr. Silva stated there will be a Daddy and Me Breakfast/Lunch offered. The purpose of the activity is to invite men in their child's classroom: to participate during breakfast/lunch, to participate in circle time, to familiarize them with their child's center, and to promote more involvement in their child's education. Positive Discipline for Children Series is offered: June 5, 12, 18, 26, and July 10, 2013. Dinner and Childcare is provided. SETA Head Start Daddy and Me Fishing in the City is scheduled for June 8, 2013 from 9:00 am-Noon at Elk Grove Park. If fathers/males are interested in attending any of these events, please RSVP to Mr. Silva at (916) 263-3809.

WCIC/Playmate Head Start Programs 28 Annual Fathers' Barbecue and Awards Celebration took place on May 31, 2013. Parents, staff and community friends networked, shared Head Start success stories, encouraged/advocated for ongoing parent engagement throughout children's educational journey, as well as enjoyed great food, entertainment, and fellowship.

Enrollment

During the month of May 2013, WCIC's Enrollment was 100%.

Education

WCIC/Playmate Head Start Programs received a DRDP-PS Work Samples Training by Liz Aguilar, Education Consultant from SETA on May 17, 2013. Ms. Aguilar gave an overview on DRDP-PS Work Samples. She stated teachers need to put the child's name, date, time of day (i.e. circle *time*) and *Observer's initials, measure number on the anecdotal, and photos of the measure*. Observations may overlap and apply to more than one measure. All of the DRDP-PS measures 1-43 were discussed. Work Samples can be child's child portrait, drawings, story dictations, writing samples, and artwork. Portfolios may include: samples of drawings, writings, tape recordings, pictures, lists of books, stories read, checklists, rating scales and parent questionnaires. Writing objections anecdotal records must be factual.

Congratulations to teacher Ms. Masako for achieving her BA Degree in Child Development on May 24, 2013!!!

WCIC/Playmate Head Start Programs had the Transition to Kindergarten Field Trip to Father Keith B. Kenny Elementary School on May 28, 2013.

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

ACF-IM-HS-13-01 Involving Father Engagement in HS/EHS

ITEM V - REPORTS TO THE BOARD

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

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

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

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

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

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

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

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