



GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, December 5, 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.

A G E N D A

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DISTRIBUTION DATE: TUESDAY, NOVEMBER 26, 2013

ITEM II-A - CONSENT

MINUTES OF THE NOVEMBER 7, 2013 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the November 7, 2013 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, November 7, 2013
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:14 a.m.

Members Present:

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

Member Absent:

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

- ✓ **Recognition of Long-Term Employees:** Dennis Kennedy, Workforce Development Professional III: Ms. Marsha Strode, Workforce Development Supervisor, recognized Mr. Kennedy for his 25 years of service to SETA. Board members expressed appreciation to Mr. Kennedy for his service to SETA.

II. Consent Items

- A. Minutes of the October 3, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Revised Vendor Services (VS) Request for Qualifications (RFQ)
- D. Approval to Ratify the Submission of an Application to the California Workforce Investment Board for National Emergency Grant Funding
- E. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- F. Approval to Modify the California Employment Training Panel (ETP) Grant for Vocational Training

Mr. Larsen requested that the last sentence in Item II-D be deleted. If the agency is funded, staff will come forward with a recommendation for approval.

Mr. Yee stated that Item II-E will be continued to the December 5 meeting.

Moved/Nottoli, second/Warren, to approve the consent items A, B, C, F as presented, and Item D as modified. Item II-E was continued to the December 5 meeting.

Voice Vote: Unanimous approval

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Scherman inquired whether specific action was required on this agenda item. Mr. Larsen replied that the board is not required to act in any particular way.

Moved/Yee, second/Nottoli, to continue this item to the December 5 meeting.
Voice Vote: Unanimous approval.

Ms. Scherman expressed her interest in having Mr. Schenirer be committed to attend meetings.

2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Roy Kim introduced Mr. Ken Urrutia from Arthur J. Gallagher Insurance. This item seeks approval to purchase all insurance except for workers compensation. The carrier for a number of years has been Philadelphia Insurance. Mr. Urrutia has been working to get additional options and quotes for the board to consider, and reviewed the premium summary between Philadelphia/RSUI and Riverport/RSUI. Mr. Urrutia is recommending going back to Philadelphia to give them an opportunity to revise their quote.

The Bannon Creek Head Start center is now in flood zone A which explains the increase in the flood insurance. The board asked Mr. Urrutia to see what other options there are for the flood insurance.

Moved/Warren, second/Scherman, to delegate to the Executive Director authority to negotiate a better deal and finalize the insurance purchase.

Voice Vote: Unanimous approval.

3. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2014

Mr. Roy Kim reported that since 2005 SETA has been subsidizing some of the retiree health insurance premiums since SCERS does not do that any more. Staff is recommending the approval of Option A which continues the subsidy at the current level.

Moved/Nottoli second/Warren, to approve Option A for the next calendar year effective January 1, 2014.

Voice Vote: Unanimous approval.

4. Approval to Waive the Local Board of Directors Requirement and Approve the Submission of a Concept Paper for the Sacramento Reimagine Opportunity Project

Ms. Michelle O’Camb reviewed this item; concept papers are due November 17 and there will be 2-3 awards for a one-to-two year period. The competition is nationwide and Ms. O’Camb feels very confident that our proposal will be funded.

Ms. Mary Jennings stated that the funding would be for Sacramento and would target the victims of trafficking. The local office already provides a lot of services. SETA is applying for \$800,000 for Sacramento but the actual grant will probably be funded for less than that.

Mr. Warren expressed concern with allowing boards from other jurisdictions in the waiver. He stated that staff may have to look at the waiver further to see if it is of value to us.

Moved/Warren, second/Yee, to waive the local Board requirement for IRC to enable SETA to include the organization as a primary partner in its Reimagine Opportunity project. In addition, approve the submission of SETA’s concept paper for the Reimagine Opportunity project to the Partnership for Freedom.
Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant: None.

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

A. Presentation of the Annual Audit Report: Mr. Roy Kim reported another year of a clean audit. Ms. Loretta Su and the entire fiscal team were recognized for their outstanding work. Ms. Kossick stated that there is no management letter, which is excellent.

B. Sector Initiatives in Construction and Energy Efficiency: Ms. Purdy stated that one of our hardest hit sectors is making a comeback. Construction is coming back and developing into a growth sector. The Agency has an opportunity to request Proposition 39 funds that will come down to Department of Education to

do retrofits in schools. Staff participated in a meeting last week with partners developing a sector strategy around construction and energy efficiency. Staff will be back in December or January with proposals to seek Prop 39 funds.

Mr. Warren stated that he chairs the arena committee that works to deal with communities with high unemployment rates. They are working to come up with a program that will be good for the arena and the community. Ms. Purdy stated that SETA will be doing cohorts in high unemployment areas in the community.

- C. Covered California Outreach and Education Program Update: Ms. Sherwood-Green reported that since August 1, 28,000 people have been informed of the Affordable Care Act. An Enrollment Day event will be November 16 at four locations in the city. Between SETA and the five contractors, over 60 staff have been trained.

The Executive Director of Asian Resources, Stephanie Nguyen spoke of the state wide application process. They work with SETA to cover 12 Asian/Pacific Islander languages.

- D. Fiscal Monitoring Reports: Mr. Yee asked about the report for the Greater Sacramento Urban League. He expressed interest in SETA staff working with the Urban League staff to fix the issues. Ms. Kossick replied that GSUL is under corrective action; there has been transition recently that has affected their administration.
- E. Employer Success Stories and Activity Report: No report.
- F. Dislocated Worker Update: Mr. Yee received an e-mail from Radiological Associates; Mr. Walker stated that he just received the report. RAS is dislocating 56 employees but there may be some staff moving to another company while others will be laid off.
- G. Unemployment Data According to ZIP Codes from the Employment Development Department: No questions.
- H. Head Start Reports: Ms. Denise Lee directed board members to the more abbreviated Quality Assurance reports. Anything less than 90% will be addressed. If it is a delegate agency or partner, they will submit a written corrective action report.

Mr. Nottoli asked about the comments regarding dental hygiene. Ms. Brenda Campos stated that all Head Start children are required to have an annual dental exam. Staff work with parents to ensure their child receives an exam. Staff is working to ensure written documentation of exams is included in the files.

Mr. Warren left at 11:29 a.m.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished the board an early Happy Thanksgiving. At the next Governing Board meeting, time will be set aside for Ms. Lee to provide a mini-workshop on the Head Start program.
- C. Deputy Directors: None.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman reminded the audience that the City of Elk Grove will be collecting turkeys. Mr. Nottoli also reminded the audience of Veterans Day.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:33 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/31/13 through 11/26/13, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 10/31/13 through 11/26/13.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE
SACRAMENTO COUNTY HEAD START/EARLY HEAD START
POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met to review and recommend revisions to the bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by *italic* type and deletions are indicated by ~~strikethrough~~.

A public hearing was opened at the September 24, 2013 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their November 26, 2013 meeting.

The bylaws are being sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws.

STAFF PRESENTER: Denise Lee

ITEM II-D - CONSENT

APPOINTMENT OF SACRAMENTO WORKS YOUTH COUNCIL MEMBERS

BACKGROUND:

The Sacramento Works Youth Council is responsible for the planning and procurement of the Workforce Investment Act youth services. The Sacramento Works Youth Council seeks to develop a continuum of services to engage youth in the workforce system; works with community partners to coordinate youth initiatives; and is responsible for the oversight of youth providers. The Workforce Investment Act (WIA) requires no minimum or maximum number of representatives on the Youth Council. The WIA and the State of California have identified the following categories of membership on the Youth Council:

- Members of the local board with special interest or expertise in youth services or policy;
- Representatives of youth service organizations, including juvenile justice and local law enforcement agencies;
- Representatives of local Public Housing Authorities;
- Education representatives;
- Parents of local youth seeking assistance under WIA;
- Youth, including former participants and representatives of organizations with experience relating to youth activities; and
- Representatives of the Job Corps.

Two Youth Advocates stationed at Sacramento Works Career Centers have submitted applications to be appointed to the Youth Council. The Chair of the Youth Council is recommending the appointment of:

- Ms. Jessica Gomez – Youth Advocate at Hillsdale Career Center
- Mr. Matthew Rosario – Youth Advocate at Rancho Career Center.

The applications will be sent under separate cover.

The Sacramento Works, Inc. board approved the appointment of Ms. Gomez and Mr. Rosario at their November 20, 2013 meeting.

RECOMMENDATION:

Review the applications and appoint the above individuals to the Sacramento Works Youth Council.

STAFF PRESENTER: Christine Welsch

ITEM II-E - CONSENT

APPROVAL OF RESOLUTION TO ACCEPT PROGRAM YEAR 2014
COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDS AND AUTHORIZE
THE SETA EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT AND ANY
AMENDMENTS TO THE AGREEMENT

BACKGROUND:

SETA has been issued a new CSBG contract for the 2014 program year by the State Department of Community Services and Development (CSD). The contract term is from January 1, 2014 through December 31, 2014. CSD has not received an official notice of the final federal Community Services Block Grant (CSBG) award for 2014, but has been authorized to allocate to SETA an initial amount of \$501,146. Once the final federal grant award has been received, CSD will amend the contract.

CSD requires a resolution from the SETA Governing Board prior to executing a contract for the 2014 CSBG funding.

RECOMMENDATION:

Review and approve the attached resolution, and authorize the Executive Director to sign the agreement and any amendments to the agreement.

STAFF PRESENTER: Cindy Sherwood-Green

RESOLUTION

WHEREAS, the Sacramento Employment and Training Agency is the designated Community Action Agency for Sacramento County;

WHEREAS, the Sacramento Employment and Training Agency has received a grant award for Program Year 2014 Community Services Block Grant funds;

WHEREAS, The State Department of Community Services and Development requires a resolution from the Governing Board in order to execute a contract for Program Year 2014 Community Services Block Grant funds.

BE IT RESOLVED THAT, the Governing Board of the Sacramento Employment and Training Agency hereby adopts this resolution accepting Program Year 2014 Community Services Block Grant funds;

BE IT FURTHER RESOLVED THAT, the Executive Director of the Sacramento Employment and Training Agency shall sign Contract No. 14F-3033 and other necessary grant documents, including contract amendments, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

Attest:

Clerk of the Boards

Chair of the Governing Board

Date: December 5, 2013

ITEM II-F – CONSENT

APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) WITH THE SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY AND THE GREATER SACRAMENTO URBAN LEAGUE

BACKGROUND:

The Sacramento Housing and Redevelopment Agency (SHRA) is creating and implementing a First Source Program (FSP) to develop a one-stop clearinghouse that connects local job opportunities to low-income residents in targeted areas of the City and County of Sacramento. Government entities and businesses that wish to participate in the FSP will give first notice of job openings to the FSP for a designated period of time in order to recruit low-income residents of Sacramento City and County before opening up the employment opportunity to the general public.

Staff from SETA and the Greater Sacramento Urban League (GSUL) have met with SHRA representatives to discuss leveraging resources and collaborating with SHRA First Source Program effort. The Sacramento Works Job and Training Center system and the SacWorks Virtual One-Stop system infrastructure can easily be used to match low-income individuals in high unemployment areas to employers with job openings and can also provide access to training and non-FSP employment opportunities to low-income residents.

Staff is recommending approval of a Memorandum of Understanding between SETA, SHRA, and GSUL to collaborate and share resources to achieve the following:

- I. Collaborating to recruit, train, and match low-income residents with jobs to meet the needs of employers and local residents
- II. Targeting neighborhoods experiencing high unemployment
- III. Utilizing the Sacramento Works Virtual One Stop System database to recruit, enroll, track services, screen job candidates and match job seekers to employers.
- IV. Training on the SacWorks VOS system database.
- V. Assessment of job opportunities and identification of skills that may be required to fill the jobs
- VI. Development of effective local hiring initiatives, including apprenticeship and training programs for critical occupational sectors.
- VII. Screening job seekers for employment suitability and skills gap assessment
- VIII. Supporting a First Source Program hiring process that gives early opportunity to apply for jobs to specific target groups.
- IX. Participating in orientations and recruitment events.

STAFF PRESENTER: Robin Purdy

ITEM II-F – CONSENT (continued)
Page 2

- X. Participating in staff meetings and trainings
- XI. Sharing resource information and directory of available community, employment, training, social services, business development and assistance services.
- XII. Providing Business Information Services and referrals

RECOMMENDATION:

Approve the attached Memorandum of Understanding.

STAFF PRESENTER: Robin Purdy

Memorandum of Understanding (MOU)
AMERICA'S JOB CENTER OF CALIFORNIA
VOLUNTARY ONE STOP PARTNER
Sacramento Housing and Redevelopment Agency

1. Purpose

The purpose of this Memorandum of Understanding, hereinafter referred to as MOU, is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities with respect to the operation of an America's Job Center of California, hereinafter referred to as AJCC.

2. Parties to this MOU

The parties to this MOU include the following:

- A. Sacramento Employment & Training Agency, hereinafter referred to as OPERATOR
- B. Greater Sacramento Urban League, hereinafter referred to as HOST AGENCY for the AJCC/Sacramento Works Training Center located at Greater Sacramento Urban League.
- C. Sacramento Housing and Redevelopment Agency, hereinafter referred hereinafter referred to as VOLUNTARY PARTNER

3. Voluntary Partners:

- A. This MOU is for voluntary partners only.

4. Sacramento Works Vision/Goals

Vision: Building a Dynamic Workforce for the Sacramento Region.

Goals:

- Goal 1: Meet the workforce needs of high demand sectors of the regional economy
- Goal 2: Build and maintain a world class talent pool
- Goal 3: Prepare youth to succeed and thrive in the regional workforce
- Goal 4: Continuously improve the AJCC system.

5. Effective Date and Term of MOU

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall commence on the date of execution by all parties, and shall end on June 30 of the next ensuing calendar year for which notice of non-renewal has been provided at least thirty (30) calendar days prior to June 30 of such year. Absent such notice of non-renewal, this MOU shall be automatically renewed on a year-to-year basis, effective on July 1 of each calendar year for which no notice of non-renewal has been given.

6. Agreements

It is mutually agreed and understood by and between the parties that:

- A. This MOU is neither a fiscal nor a funds obligation document. Specific studies, activities, programs or projects which involve the transfer or expenditure by any party of any money, services or property will require execution of separate agreements or contracts. Each subsequent agreement or arrangement involving the transfer of money, services or property between the parties to this MOU must comply with all applicable statutes and regulations.
- B. Any party may enter into party-specific Supplemental Agreements, including resource sharing and cost sharing agreements, and license for use agreements, with parties that are part of this MOU. Such Supplemental Agreements shall specify individual agreements and obligations that are applicable to two or more parties. All Supplemental Agreements shall be in furtherance of and complementary to this MOU. Each party shall provide all other parties with copies of any such Supplemental Agreements.
- C. Nothing herein shall be construed as obligating the parties to expend funds or be construed as involving the parties in any contract or other obligation for the future payment of money in excess of appropriations authorized by law and administratively allocated for these purposes. However, each party shall contribute a fair share of the operating costs of the AJCC referenced in paragraph 2 above, proportionate to the use of the system, by individuals attributable to the partner's program. Such costs shall be delineated by separate agreement and attached to this MOU.
- D. This MOU shall be governed by, and construed in accordance with, the laws of the federal government and the State of California.
- E. This MOU in no way restricts any of the parties from participating in similar activities or arrangements with other public or private agencies, organizations, or individuals.
- F. The parties agree to utilize the Sacramento Works logo developed by OPERATOR on buildings identified for AJCC usage, letterhead, envelopes, business cards, any written correspondence and fax transmittals.
- G. The referral of individuals between OPERATOR, HOST AGENCY, and VOLUNTARY PARTNER for the appropriate services and activities shall be accomplished as follows:

The OPERATOR and HOST AGENCY will use the Sacramento Works application to assess the needs of each customer. Based on the results of this assessment, customers will be referred to either additional self-directed services, to partner(s) (including, but not limited to VOLUNTARY PARTNER) for services or directly to WIA staff assisted services. Referrals will be made by phone or email contact between the VOLUNTARY partner(s) and the HOST AGENCY/OPERATOR. Access to the automated SacWORKS system will be provided to voluntary partner(s), upon completion of training on the system.

- H. The specific services and resources provided by each party to this MOU are identified and described in **Exhibit A**, attached hereto, which is hereby incorporated by reference

and made a part hereof.

7. License for Use

During the term of this MOU, OPERATOR and HOST AGENCY agree that all other parties to this MOU shall have a license to use all of the space of the AJCC referenced in Paragraph 2 above for the sole purpose of conducting acceptable One-Stop Center services as outlined herein. This license may be terminated at any time by any party upon giving three (3) months written notice to all other parties.

8. Supervision

The day-to-day supervision of staff assigned to the HOST AGENCY referenced in the attached **Exhibit A** will be the responsibility of the Site Supervisor(s). The original employer of staff assigned to the HOST AGENCY will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the Site Supervisor(s) and the management of the original employer.

The office hours for the staff at the HOST AGENCY will be established by the Site Supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to OPERATOR and HOST AGENCY at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCC and each party will take appropriate action.

9. Employee Relationships

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

10. Independent Contractor Status

The parties hereto agree that the relationship established by this MOU is that of independent contractors. It is expressly understood and agreed that this MOU is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between parties. Each party will be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers' compensation coverage and other benefits of any kind, as required by law, for its own employees.

11. Method for Dispute Resolution

The parties agree to try to resolve policy or practice disputes at the lowest level starting with the Site Supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the OPERATOR, for discussion and resolution.

12. Confidentiality

Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

13. Modifications

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

14. Termination

The parties understand that implementation of the AJCC System is dependent on everyone's good faith effort to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. In the event that it becomes necessary for one or more parties to cease being a party to this MOU, said party(ies) shall notify the other parties, in writing, thirty (30) days in advance of that intention.

15. Press Releases and Communications

Parties shall include all other parties when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

16. Notices

All MOUs, amendment(s) to MOUs and license agreements requiring signatures shall be delivered, by personal service or by deposit in the United States mail, first-class postage prepaid, addressed to the designated contact person at the address set forth in Paragraph 19. All other notices to be given to any of the parties under this MOU shall be given by deposit in the United States mail, first-class postage prepaid, addressed to the applicable party at the address set forth below the signature of each party to this MOU or by personal service. Notices given by mail shall be deemed served three (3) days after deposit in the United States mail, or when received, whichever is sooner.

17. Insurance

Each party hereto acknowledges and understands that the State of California has elected to be insured for its general liability through a self-insurance program. Departments of the State of California are covered by a self-insured plan for general liability administered by the State Attorney General's office. All other parties agree to maintain in full force and effect during the term of this MOU and any extension thereof, commercial general liability insurance, or self-insurance, with limits of not less than \$1,000,000 single limit coverage per

occurrence for bodily injury, personal injury and property damage. Upon request from any other party, a party shall provide an appropriate certificate evidencing such insurance, or self-insurance, to the requesting party.

18. Hold Harmless/Indemnification

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in Paragraph 2 of this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorneys fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorneys fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

19. Contact Persons

Party	Name of Contact Person	Phone/Fax Numbers
OPERATOR	Kathy Kossick, Executive Director Sacramento Employment & Training Agency	Phone: (916) 263-3800
HOST AGENCY	James Shelby, CEO Greater Sacramento Urban League	Phone: (916) 286-8600
VOLUNTARY PARTNER	La Shelle Dozier, Executive Director Sacramento Housing & Redevelopment Agency	Phone: (916) 444-9210

20. Signatures

THEREFORE, the Parties have executed this MOU.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (OPERATOR)

Dated: _____, 20 ____

BY: _____
(Signature of Authorized Officer)

Kathy Kossick, Executive Director
(Name and Title of Authorized Officer)

925 Del Paso Blvd..
(Address)

Sacramento, CA 95815-3608
(City, State, Zip Code)

GREATER SACRAMENTO URBAN LEAGUE
(Legal Name of Party, HOST AGENCY)

Dated: _____, 20__

BY: _____
(Signature of Authorized Officer)

James Shelby, CEO
(Name and Title of Authorized Officer)

3725 Marysville Blvd.
(Address)

Sacramento, Ca. 95838
(City, State, Zip Code)

SACRAMENTO HOUSING AND
REDEVELOPMENT AGENCY
(Legal Name of Party, VOLUNTARY PARTNER)

Dated: _____, 20__

BY: _____
(Signature of Authorized Officer)

La Shelle Dozier, Executive Director
(Name and Title of Authorized Officer)

801 12th Street
(Address)

Sacramento, Ca. 95814
(City, State, Zip Code)

Description of Services and Resources Provided by One-Stop Partners

OPERATOR: Sacramento Employment and Training Agency

VOLUNTARY PARTNER: Sacramento Housing and Redevelopment Agency

HOST AGENCY: Greater Sacramento Urban League

Services to be Provided:

1. Collaborating to recruit, train, and match low-income residents with jobs to meet the needs of employers and local residents
2. Targeting neighborhoods experiencing high unemployment
3. License to use Sacramento Works Virtual One Stop System database to recruit, enroll, track services, screen job candidates and match job seekers to employers.
4. Training on the SacWorks VOS system database.
5. Assessment of job opportunities and identification of skills that may be required to fill the jobs
6. Development of effective local hiring initiatives, including apprenticeship and training programs for critical occupational sectors.
7. Screening job seekers for employment suitability and skills gap assessment
8. Supporting a First Source Program hiring process that gives early opportunity to apply for jobs to specific target groups.
9. Participate in orientations and recruitment events.
10. Participate in staff meetings and trainings
11. Sharing resource information and directory of available community, employment, training, social services, business development and assistance services.
12. Provide Business Information Services and referrals

ITEM II-G – CONSENT

APPROVAL TO SUBMIT A REQUEST TO TRANSFER WORKFORCE
INVESTMENT ACT (WIA) DISLOCATED WORKER FUNDS TO ADULT
FUNDS, PROGRAM YEAR (PY) 2013-14

BACKGROUND:

This item addresses the transfer of Workforce Investment Act (WIA) Adult and Dislocated Workers funds for Program Year (PY) 2013-14. Based on a waiver submitted by the California Workforce Investment Board (CWIB) and approved by the Department of Labor (DOL) on June 7, 2013, the Local Workforce Investment Areas (LWIA) may transfer up to 50 percent of the WIA formula adult funds and up to 50 percent of the dislocated worker funds allocated to the local area between the adult and dislocated worker funding streams. The DOL granted California an extension of the waiver through June 30, 2017.

The WIA allows the transfer of funds between adult and dislocated worker funding streams in order to maximize customer service and provide local boards with greater flexibility to respond to changes in their local labor markets.

Staff is recommending that the Board approve a transfer of 50 percent of the WIA dislocated worker formula funds to the adult formula allocation for PY 2013-14. Each year, approximately 30 percent of eligible dislocated workers are served under SETA's WIA adult funding stream. By alleviating SETA staff of the labor-intensive eligibility, data collection, accounting and reporting procedures required when serving customers under the dislocated worker funding, more effort can be focused on actual training and job development services.

The amount of dislocated worker funds to be transferred to the adult funding allocation will be \$2,256,072.

RECOMMENDATION:

Approve the submission to the State of California, EDD of a request to transfer \$2,256,072 in WIA dislocated worker formula funds to the WIA adult formula funding stream for PY 2013-14.

STAFF PRESENTER: Robin Purdy

ITEM III-A - 1 – ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT
AND TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on December 6, 2013.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 1 - ACTION

APPROVAL OF PROCUREMENT OF WORKERS COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Workers Compensation expires December 31, 2013. SETA's broker, Arthur J. Gallagher & Company, is in the process of obtaining quotations for coverage. An oral report will be provided at the meeting.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director to procure Workers Compensation coverage for calendar year 2014.

STAFF PRESENTER: Roy Kim

ITEM III-A - 3 - ACTION

APPROVAL TO RECEIVE FUNDS FROM THE SACRAMENTO MUNICIPAL UTILITY DISTRICT (SMUD) FOR A SMUD/SACRAMENTO WORKS FOR YOUTH SUMMER INTERNSHIP PROGRAM AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE SERVICES AGREEMENT

BACKGROUND:

In 2011, the Sacramento Municipal Utility District (SMUD) began collaborating to provide a SMUD/Sacramento Works for Youth Summer Internship program. SMUD initially approached SETA to increase the pool of youth applicants and to add a career pathway component to SMUD existing summer internship program.

High school youth, both juniors and seniors, are recruited from throughout Sacramento County with a focus on those youth enrolled in high school career pathway programs relevant to the utility industry. Each year approximately 25 youth are selected to participate after a rather competitive recruitment process. SMUD sets the hiring requirements relative to GPA and school attendance. In the interest of equitable participation throughout their service region, each year SMUD identifies the school districts to be targeted. SETA is responsible for the recruitment, screening, and assessment of the youth. Selected youth are interviewed by SMUD and required to attend a one-week pre-employment workshop prior to placement at SMUD. SETA is responsible for the coordination of the workshops, youth case management and the payroll services.

This has been a very successful partnership and SMUD wishes to extend SETA's contract to coordinate this program. SMUD has authorized \$240,000 for a summer program in 2014 and 2015 which includes the youth wages and other payroll expenditures and SETA's operational expenses.

Joint Powers Authority notation: In April 2008, SETA received approval from City and County of Sacramento to receive funds from the general public to support the enhanced employment opportunities for adult and youth job seekers.

RECOMMENDATION:

Approve the receipt of funds from SMUD for a SMUD/Sacramento Works for Youth Summer Internship program for 2014 and 2015 and Authorize the Executive Director to Execute the Services Agreement.

STAFF PRESENTER: Christine Welsch

ITEM III-B - 1 – ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING RECOMMENDATIONS FOR FISCAL YEAR 2014

BACKGROUND:

On September 6, 2013, SETA released a Request for Proposals (RFP) for the CSBG program for fiscal year 2014. The RFP solicited services under Safety-Net and Family Self-Sufficiency categories as identified in the 2014/15 CSBG Community Action Plan. The amount of funding available for program services was estimated to be \$800,000, of which 60% was allocated to Safety-Net or short term emergency services and 40% was allocated to case managed Family Self-Sufficiency services. The deadline for receipt of proposals was October 10, 2013. Twenty-nine (29) proposals were received by the 4:30 p.m. deadline, requesting a total of \$1,587,449. Twenty-eight (28) proposals were evaluated.

Evaluation Process:

All applications received through this solicitation went through a review process to provide funding recommendations to the Community Action Board. Staff recommendations were developed through the deliberation of a team of ten (10) readers representing SETA's Community Services, Contracts, Head Start and Fiscal Units. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Proposals were ranked into four categories:

Rank 1: Proposal responses exceeded all the RFP criteria; the proposer has experience in the proposed activity, has leveraged funding and collaborative partners, and has demonstrated that a clear need for the service exists.

Rank 2: Proposal responses met the RFP criteria and the proposal qualifies for funding.

Rank 3: Proposal responses met the RFP criteria and meet a community need identified in the Community Action Plan.

Rank 4: Proposal responses do not meet the RFP criteria and were not recommended funding.

The top ranked proposals achieved their scores based on the following criteria:

- The proposing agency responded thoroughly and completely to all required sections of the RFP.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-B - 1 – ACTION (continued)

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- The proposing agency had a history of operating the proposed program or a similar program, had sufficient leveraged funding, and demonstrated the establishment of collaborative partnerships.
- The proposing agency adhered to the service priorities set forth in SETA's 2014/15 Community Action Plan.
- The proposing agency succeeded in achieving planned, contracted goals, or, if not previously funded by CSBG, the agency demonstrated a potential for success.
- The proposing agency demonstrated a need for the service.
- If applying for Family Self-Sufficiency, the proposing agency had a clear description of a case management system.

Staff also considered that all identified high-risk and underserved neighborhoods would have access to services and ensured that all identified target groups would be served. Due to the limited availability of CSBG funding, only ranks #1, #2, and #3 are recommended for funding. Agencies that ranked #1 are recommended for an increase in funding over their 2013 funding amounts. Agencies that ranked #2 and #3 are recommended funding at 2013 levels, with the exception of Proposal #22 from Volunteers of America. Agencies that ranked #4 are not recommended for funding.

Two new agencies, Roberts Family Development Center and Sacramento Self-Help Housing (both in Rank #3), are recommended for funding.

Staff considered whether other resources and services exist in the community to avoid a duplication of services. Staff is not recommending funding for proposals that focused on employment or training services because of the employment, training, and support service resources available at the Sacramento Works Job and Training Centers. SETA has allocated over \$9 million in formula and discretionary Workforce Investment Act funding for employment and training programs in Sacramento County for fiscal year 2014.

Daren Maeda, Director of Linkage to Education, submitted a proposal for funding to continue his position as a SETA Consultant. Mr. Maeda provides services designed to redirect the lives of high-risk youth who are being released from juvenile institutions and emancipated foster youth to prepare and place them into local colleges. Staff recommends that his position be continued as a SETA Consultant for an additional year for \$30,000.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-B - 1 – ACTION (continued)
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Attached are the resulting proposal rankings and staff funding recommendations. Proposal summaries and funding rationale will be submitted under separate cover.

The Community Action Board met and approved the funding recommendations at their November 20 meeting. Staff will be available to answer questions.

RECOMMENDATION:

1. Approve staff funding recommendations for the Fiscal Year 2014 Community Services Block Grant.
2. Approve the continued funding of Daren Maeda as a SETA Consultant for an additional year in the amount of \$30,000.

STAFF PRESENTER: Cindy Sherwood-Green

**2014 COMMUNITY SERVICES BLOCK GRANT
STAFF FUNDING RECOMMENDATIONS**

Safety-Net Services

Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
1	1	Legal Services of Northern California	Seniors and Grandparent Caregivers	Countywide	\$20,000	\$20,000	\$28 725 individuals	\$20,000	5
4	1	River City Food Bank	Low Income Families	Countywide	\$20,000	\$30,000	\$0.94 32,000 families	\$20,500	6
5	1	The Salvation Army	Low Income Families	Countywide	\$60,000	\$75,000	\$207 362 families	\$60,500	6
3	1	Vol. Legal Services of Northern CA	Ex-offender Expungement and Suspended License	Countywide	\$27,500	\$37,000	\$71 520 individuals	\$28,000	5
9	2	Elk Grove Food Bank Services	Low Income Families	Elk Grove, Laguna, Wilton, Franklin, Sloughouse	\$20,000	\$112,760	\$80 1,417 families	\$20,000	7
23	2	Folsom Cordova Community Partnership	Low Income Families	Rancho Cordova and parts of Folsom	\$24,000	\$71,140	\$60 1,192 families	\$24,000	12
12	2	Francis House	Homeless Families	Countywide	\$70,400	\$72,856	\$350 208 families	\$70,400	8
7	2	Greater Sacramento Urban League	Low Income Families	Del Paso Heights, North Sacramento	\$24,200	\$60,799 (cover pg: \$63,415)	\$338 180 families	\$24,200	7
18	2	My Sister's House	Domestic Violence Survivors	South and Central Sacramento, Elk Grove	\$34,000	\$51,949	\$928 56 families	\$34,000	10
27	2	Sacramento Area Emergency Housing Center	Homeless Families, Single Women	Countywide	\$0	\$55,323	\$203 273 families	\$10,200	13
22	2	Volunteers of America	Homeless and Low Income Veterans	Countywide	\$20,000	\$20,000	\$476 42 individuals	\$7,519	12
2	3	South County Services	Low Income Families	South County and River Delta Area	\$65,000 (plus \$119,314 DHA OSSOC and \$23,666 carryover)	\$171,708	\$185 927 families	\$65,000	5
17	3	Travelers Aid	Low Income Families	Countywide	\$70,000	\$90,500	\$150 603 families	\$70,000	10
14	3	WIND Youth Services	Vulnerable and Homeless Youth	Countywide	\$22,600	\$20,381 (cover pg: \$22,600)	\$41 500 youth	\$20,381	9
25	4	Office of Samoan Affairs	Native Hawaiian and Other Pacific Islanders	Del Paso, Florin, Parkway, Arden Arcade	\$0	\$50,000	\$333 150 families	\$0	13
TOTAL SAFETY-NET RECOMMENDED:								\$474,700	

Family Self-Sufficiency Services – Youth									
Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
29	1	Children's Receiving Home	Foster Youth 16-21	Countywide	\$28,000	\$58,563	\$1,627 36 youth	\$28,500	14
11	1	Waking the Village (Tubman House)	Homeless Pregnant or Parenting Youth and Their Children	Countywide	\$42,000	\$46,000	\$2,875 16 youth	\$42,500	8
20	2	La Familia	Gang or Pre-Gang Youth At Risk of Dropping Out of School	South Sacramento, Parkway, Florin, Galt	\$55,000	\$104,155	\$1,389 75 youth	\$55,000	11
13	4	WIND Youth Services	Vulnerable and Homeless Youth	Countywide	\$38,000	\$30,625 (cover pg: \$38,000)	\$204 150 youth	\$0	9
							<u>TOTALS</u>	\$126,000	

Family Self-Sufficiency Services – Seniors/Disabled									
Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
15	2	Hmong Women's Heritage Association	Seniors	Countywide	\$23,800	\$27,938	\$466 60 seniors	\$23,800	9
6	2	Sacramento County DHA	Seniors	Countywide	\$27,500	\$27,500	\$1,100 25 seniors	\$27,500	6
19	2	Visions Unlimited	Seniors	South Sacramento County	\$50,000	\$64,676	\$719 90 seniors	\$50,000	11
							<u>TOTAL</u>	\$101,300	

Family Self-Sufficiency Services – Homeless

Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
16	2	Sacramento Area Emergency Housing Center	Homeless Families, Single Women	Countywide	\$58,000	\$65,000	\$151 430 families	\$58,000	10
							<u>TOTAL</u>	\$58,000	

Family Self-Sufficiency Services – Other Low-Income

Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
26	3	Roberts Family Development Center	Low Income Families	Twin Rivers Housing Complex	\$0	\$38,317	\$307 125 families	\$20,000	13
28	3	Sacramento Self Help Housing	Low Income Families	Countywide	\$0	\$48,051	\$125 384 families	\$20,000	14
10	4	Elk Grove Food Bank Services	Low Income and Homeless Families	Elk Grove, Laguna, Wilton, Franklin, Sloughouse	\$0	\$52,208	\$213 245 families	\$0	7
21	4	Lao Family Community Development	Refugees and Asylees	North and South Sacramento	\$0	\$35,000	\$538 65 families	\$0	11
24	4	Office of Samoan Affairs	Native Hawaiian and Other Pacific Islanders	Del Paso Heights, Florin, Parkway, Arden Arcade	\$0	\$50,000	\$1,250 40 families	\$0	12
							<u>TOTAL</u>	\$40,000	

TOTAL FAMILY SELF-SUFFICIENCY RECOMMENDED:	\$325,300
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TOTAL SAFETY-NET AND FAMILY SELF-SUFFICIENCY RECOMMENDED:	\$800,000
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2014 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
1	<p style="text-align: center;">Legal Services of Northern California (Safety-Net)</p> <p>Proposer requests \$20,000 to serve 725 seniors and grandparent caregivers through its Senior Legal Hotline program with linguistically appropriate over-the-phone legal information regarding topics such as legal rights, disputes, public benefits, pensions, healthcare access, housing preservation, abuse, and life and estate planning, and make presentations on appropriate legal topics to these groups.</p> <p>Staff recommends \$20,000 in funding for this proposal. LSNC is the only organization that proposed to provide these vital services to the target population in Sacramento County.</p>
2	<p style="text-align: center;">South County Services (Safety-Net)</p> <p>Proposer requests \$171,708 to provide 927 families with food, transportation assistance, eviction avoidance and utility assistance. Direct client resources comprise 18% of requested funding.</p> <p>Staff recommends \$65,000 in funding for this proposal. South County Services has a long history of providing the proposed services in the South County, Galt and River Delta communities and is the only proposer with a service delivery site in this underserved CSBG target area.</p>
3	<p style="text-align: center;">Voluntary Legal Services Program of Northern California, Inc. (Safety-Net)</p> <p>Proposer requests \$37,000 to provide 520 individuals with prior criminal convictions, or who have lost their driving privileges, with the information, training, assistance or legal forms they need to expunge their criminal records or obtain the legal right to drive for the purpose of increasing their employability. Weekly expungement clinics are held at the Mather, Hillsdale, Broadway, South County and Rancho Cordova Job/Training Centers.</p> <p>Staff recommends \$28,000 in funding for this proposal. VLSP has a strong history of providing the proposed services and has a well-established collaboration with the Sacramento Works Job and Training Center system.</p>

Proposal Number	<u>Proposer Organization</u>
4	<p style="text-align: center;">River City Food Bank (Safety-Net)</p> <p>Proposer requests \$30,000 to provide 32,000 families with nutritionally balanced 3-day supplies of food and also meet the nutritional needs of medically fragile families recovering from surgery, illness or living with diseases such as diabetes and HIV/AIDS. Direct client resources comprise 100% of requested funding.</p> <p>Staff recommends \$20,500 in funding for this proposal. River City Food Bank has met or exceeded all service projections as a CSBG service provider. Its service delivery system is highly efficient through leveraging staffing costs with volunteers, and it has long-term experience in the distribution of nutritious foods to low income individuals and families.</p>
5	<p style="text-align: center;">The Salvation Army (Safety-Net)</p> <p>Proposer requests \$75,000 to fund a .75 FTE mobile caseworker to provide 362 families who are at risk of hunger and homelessness with utility assistance, off-site shelter, eviction avoidance, and rental assistance at eight (8) Salvation Army and collaborative partner locations throughout Sacramento County, including downtown Sacramento, Oak Park, South Sacramento, North Sacramento, Folsom and Citrus Heights. Direct client resources comprise 83% of requested funding.</p> <p>Staff recommends \$60,500 in funding for this proposal. The Salvation Army has a long-term history of providing the proposed services to SETA target groups throughout Sacramento County.</p>
6	<p style="text-align: center;">County of Sacramento Department of Human Assistance (Self-Sufficiency)</p> <p>Proposer requests \$27,500 to implement the Senior Companion Program that provides 25 frail, at risk and homebound seniors with companion service, case management, in-home visits, escort/transportation assistance, translation services, paperwork assistance and social outings. The purpose of the program is to avoid premature institutionalization of at-risk elders and allow them to maintain their independence in the housing of their choice.</p> <p>Staff recommends \$27,500 in funding for this proposal. Sacramento County DHA has a long history of providing culturally and linguistically appropriate senior peer counseling services. Senior Companion services enable at-risk elderly individuals to remain in their homes, alleviate loneliness and isolation, and prevent or delay institutionalization.</p>

Proposal Number	<u>Proposer Organization</u>
7	<p style="text-align: center;">Greater Sacramento Urban League (GSUL) (Safety-Net)</p> <p>Proposer requests \$63,415 to provide 180 families with transportation assistance, utilities assistance and eviction avoidance. Direct client resources comprise 65% of requested funding.</p> <p>Staff recommends \$24,200 in funding for this proposal. GSUL has a history of providing proposed services to SETA target groups in the Del Paso Heights and North Sacramento communities.</p>
8	<p>Left Intentionally Blank</p>
9	<p style="text-align: center;">Elk Grove Food Bank Services (Safety-Net)</p> <p>Proposer requests \$112,760 to pay for 100% of the salaries for 3 site staff and 98% of the agency's site lease, maintenance and utilities costs. A 3-day supply of food will be provided for 1,417 families and seniors would receive a supplemental Senior Brown Bag with a week's worth of additional food items and food supplements appropriate for this target group.</p> <p>Staff recommends \$20,000 in funding for this proposal. CSBG funding is typically not used for facilities and other overhead costs alone; however, Elk Grove Food Bank Services is able to provide food through its other funding sources. Elk Grove Food Bank fills a need for a CSBG food delivery site in the Elk Grove community.</p>
10	<p style="text-align: center;">Elk Grove Food Bank Services (Self-Sufficiency)</p> <p>Proposer requests \$52,208 to provide 245 families with access to the Support Works program that includes education services, life skills training, job readiness training, support group meetings, personality testing, resume writing, mock interviews, mentors, job search and networking, and communication and computer skills. This request includes client support services of \$20,000 for utility assistance and first month's rent.</p> <p>Staff recommends no funding for this proposal. Because of the limited amount of CSBG funds available for this procurement and the investment in employment-related services through the Sacramento Works Job and Training Center system, staff does not recommend funding for employment and training activities. Elk Grove Food Bank Services' Safety-Net proposal is recommended for funding in this procurement.</p>

Proposal Number	<u>Proposer Organization</u>
11	<p style="text-align: center;">Waking the Village (Self-Sufficiency)</p> <p>Proposer requests \$46,000 to provide 16 homeless pregnant and parenting youth with housing (Tubman House), food, a Public Health Nurse, on-site child care, prenatal services for pregnant youth, counseling, educational and employment supports, life skills training and interventions, parenting classes and aftercare. Housing is staffed 24/7 and clients are connected with wellness services including child assessments by Head Start. This request includes \$6,000 for food served at Tubman House.</p> <p>Staff recommends \$42,500 in funding for this proposal. Waking the Village maintains a high success rate in working with homeless families due in part to its unique strategy that discourages public assistance and supports individual responsibility to achieve self-sufficiency. Waking the Village’s reports a success rate of 85% of their highly vulnerable clients maintaining housing and self-sufficiency 3 years after exit.</p>
12	<p style="text-align: center;">Francis House (Safety-Net)</p> <p>Proposer requests \$72,856 to provide 208 families with minor children with food, transportation assistance and motel vouchers in its Family Rescue Program. Direct client resources comprise 88% of requested funding.</p> <p>Staff recommends \$70,400 in funding for this proposal. With the advent of more families with minor children becoming homeless, the proposed services will meet their immediate emergency needs. High program efficiency is brought about by the use of community volunteers. Francis House has a long-term history of providing the proposed services to SETA target groups countywide.</p>

Proposal Number	<u>Proposer Organization</u>
13	<p style="text-align: center;">WIND Youth Services (Self-Sufficiency)</p> <p>Proposer requests \$38,000 to provide 150 youth with case management services, no-cost and sliding-scale cost counseling for families, a crisis hotline, life skills education, support groups, and healthy activities for youth and families. This request includes \$4,370 for prepared and packaged foods.</p> <p>Staff does not recommend funding for this proposal. WIND was previously funded to case manage homeless youth residing in its emergency shelter. In this proposal, however, WIND does not propose to provide shelter or case management for homeless and runaway youth, but rather proposes a crisis hotline and a therapeutic counseling and family reunification approach to work with youth at-risk of poor health outcomes, violence and abuse. Program outcomes were not clear. The WIND Safety-net proposal (proposal 14) is recommended for funding.</p>
14	<p style="text-align: center;">WIND Youth Services (Safety-Net)</p> <p>Proposer requests \$20,381 to provide 500 homeless youth with packaged meals. Direct client resources comprise 47% of requested funding.</p> <p>Staff recommends \$20,381 in funding for this proposal. WIND Youth Services has long-term experience in outreach and services to Sacramento’s homeless youth population.</p>
15	<p style="text-align: center;">Hmong Women’s Heritage Association (HWHA) (Self-Sufficiency)</p> <p>Proposer requests \$27,938 to provide 60 seniors with case management and access to the weekly drop-in “Senior Circle” to hear guest health/mental health speakers speak on senior topics to improve Hmong Seniors’ ability to manage health and mental health conditions and decrease social isolation and feelings of loneliness.</p> <p>Staff recommends \$23,800 in funding for this proposal. HWHA was the only proposer proposing culturally and linguistically appropriate services to monolingual Southeast Asian seniors with health and mental health conditions.</p>

Proposal Number	<u>Proposer Organization</u>
16	<p style="text-align: center;">Sacramento Area Emergency Housing Center (SAEHC) (Self-Sufficiency)</p> <p>Proposer requests \$65,000 to fund 1 FTE Housing Program Case Manager and a Shelter Support Staff to provide 430 homeless families and single women with shelter, case management, support services (food vouchers and transportation assistance), life skills training, relocation counseling, budgeting, a liaison with property managers, follow-up case management for up to one year.</p> <p>Staff recommends \$58,000 in funding for this proposal. SAEHC has a long-term history of providing the proposed services to SETA target groups.</p>
17	<p style="text-align: center;">Travelers Aid (Safety-Net)</p> <p>Proposer requests \$90,500 to provide 603 families with food, transportation assistance, utility assistance, off-site shelter and eviction avoidance assistance. Direct client resources comprise 81% of requested funding.</p> <p>Staff recommends \$70,000 in funding for this proposal. Travelers Aid has a strong history of providing the proposed Safety-Net services in the Meadowview and South Sacramento areas and was the only proposer with a service delivery site in this underserved CSBG target area.</p>
18	<p style="text-align: center;">My Sister's House (Safety-Net)</p> <p>Proposer requests \$51,949 to provide 56 survivors of domestic violence with utilities assistance eviction avoidance assistance and rental assistance. Direct client resources comprise 42% of requested funding.</p> <p>Staff recommends \$34,000 in funding for this proposal. My Sister's House has a strong history of providing services and a safe haven to Asian and Pacific Islander survivors of domestic violence.</p>

Proposal Number	<u>Proposer Organization</u>
19	<p style="text-align: center;">Visions Unlimited (Self-Sufficiency)</p> <p>Proposer requests \$64,676 to provide 90 seniors, who are at risk of requiring a higher level of care with case management, with in-home visits, advocacy, linkages to community resources, telephone check-in, counseling, delivery of supplemental food, recreational activities, and independent life skills training to help them remain independent.</p> <p>Staff recommends \$50,000 in funding for this proposal. Visions Unlimited has a long history of providing culturally appropriate peer counseling services to seniors residing in South Sacramento and South Sacramento County.</p>
20	<p style="text-align: center;">La Familia Counseling Center, Inc. (Self-Sufficiency)</p> <p>Proposer requests \$104,155 to provide Project Reach services to 75 youth at risk of dropping out of school and/or pre-gang or gang involved. Funded activities and resources include case management, multi-cultural counseling, food, transportation assistance, college assistance and youth development activities.</p> <p>Staff recommends \$55,000 in funding for this proposal. La Familia has a long history of working with at-risk youth, gang and pre-gang youth and their families in target areas with the highest density of gang related activity.</p>
21	<p style="text-align: center;">Lao Family Community Development (Self-Sufficiency)</p> <p>Proposer requests \$35,000 to provide 65 refugees and asylees with a case management plan and financial education. Fifteen of the clients served would be eligible for Individual Development Accounts to leverage their savings.</p> <p>Staff does not recommend funding for this proposal. Financial literacy was not among the service priorities in the 2014-2015 Community Action Plan.</p>

Proposal Number	<u>Proposer Organization</u>
22	<p style="text-align: center;">Volunteers of America (Safety-Net)</p> <p>Proposer requests \$20,000 to provide 42 homeless and low-income veterans enrolled in the Volunteers of America’s Coming Home program with utility assistance, eviction avoidance and rental assistance. Direct client resources comprise 100% of requested funding.</p> <p>Staff recommends \$7,519 in funding for this proposal. Volunteers of America’s proposed service delivery system is leveraged through collaborations with program partners, allowing all CSBG resources proposed to directly assist homeless and imminently homeless veterans in need. The recommendation reflects reduced funding because VOA has not met its enrollment goals or expenditure plans for the past two years.</p>
23	<p style="text-align: center;">Folsom Cordova Community Partnership (Safety-Net)</p> <p>Proposer requests \$71,140 to provide 1,192 families with food, transportation assistance, utility assistance, off-site shelter, eviction avoidance, employment supports and emergency diapers through its Crisis Intervention/Safety-Net Services program. Direct client resources comprise 73% of requested funding.</p> <p>Staff recommends \$24,000 in funding for this proposal. Folsom Cordova Community Partnership has a strong history of providing the proposed services in the Rancho Cordova and Folsom areas and was the only proposer with a service delivery site in this underserved CSBG target area.</p>
24	<p style="text-align: center;">Office of Samoan Affairs (Self-Sufficiency)</p> <p>Proposer requests \$50,000 to help 40 Native Hawaiian and other Pacific Islander families address issues such as healthcare access, education, housing, employment, child abuse and neglect, domestic violence, juvenile delinquency, gang-related problems, youth mentoring and leadership, eldercare, homelessness, recidivism among incarcerated and adjudicated youth.</p> <p>Staff does not recommend funding for this proposal. Actual services and the proposer’s capacity to conduct services likely to result in the proposed outcomes are not adequately described.</p>

Proposal Number	<u>Proposer Organization</u>
25	<p style="text-align: center;">Office of Samoan Affairs (Safety-Net)</p> <p>Proposer requests \$50,000 to provide 150 Native Hawaiian and other Pacific Islander families with food, transportation assistance, utility assistance, off-site shelter and clothing. Direct client resources comprise 11% of requested funding.</p> <p>Staff does not recommend funding for this proposal. Staff, administration, and overhead costs of approximately \$44,500 are requested to provide a very small amount (\$5,500) of direct client services.</p>
26	<p style="text-align: center;">Roberts Family Development Center (RFDC) (Self-Sufficiency)</p> <p>Proposer requests \$38,317 to develop a resource center to assist 125 families residing in the Twin Rivers housing complex. Service goals would include ensuring that residents have on-site support and case management to address their food, shelter, medical care, employment, family and educational needs.</p> <p>Staff recommends \$20,000 in funding for this proposal. RFDC has a history of providing services in the North Sacramento community. Because of limited CSBG funding available, staff does not recommend funding for equipment. Funding is recommending for staffing, Other Costs, and Direct Participant costs.</p>
27	<p style="text-align: center;">Sacramento Area Emergency Housing Center (SAEHC) (Safety-Net)</p> <p>Proposer requests \$55,323 to provide 273 families with transportation assistance, utility assistance, off-site shelter, eviction avoidance, rental assistance, and employment support services. Direct client resources comprise 84% of requested funding.</p> <p>Staff recommends \$10,200 in funding for this proposal. Proposed services are all housing related and align with the emergency shelter services SAEHC currently provides. As a long-standing emergency housing agency in Sacramento, it has been a reliable portal to homeless and imminently homeless families to find housing stability. SAEHC is also recommended for Family Self-Sufficiency funding (proposal #16).</p>

Proposal Number	<u>Proposer Organization</u>
28	<p style="text-align: center;">Sacramento Self-Help Housing, Inc. (SSHH) (Self-Sufficiency)</p> <p>Proposer requests \$48,051 to provide 384 households that are at risk homelessness with intensive housing counseling, which includes case management for up to 6 months, housing referrals, homelessness prevention and landlord advocacy. SSHH proposes a collaboration with the Sacramento Works Job and Training Center system to provide proactive interventions to achieve housing stability.</p> <p>Staff recommends \$20,000 in funding for this proposal. A Homeless Prevention Counselor will work with customers referred by the Sacramento Works Job and Training Centers who are experiencing a housing crisis. There is currently no housing counseling service in place for job seekers at the career centers, and this proposed service would meet an urgent need.</p>
29	<p style="text-align: center;">Children’s Receiving Home of Sacramento (CRH) (Self-Sufficiency)</p> <p>Proposer requests \$58,563 to provide Independent Living Program (ILP) and housing support services to 36 foster youth and emancipated foster youth. The pre-emancipation services prepare the youth for adulthood and post-emancipation services support their future progress. Services include case management, transitional housing, mentoring, life skills training, tutoring, mental health services and counseling. Proposer also requests \$36,360 in support services of food, transportation assistance, utility assistance and first month’s rental assistance.</p> <p>Staff recommends \$28,500 in funding for this proposal. CRH is currently an Independent Living Program provider for this vulnerable and underserved population. There are no other programs recommended for CSBG funding that provide pre-emancipation services to this target population. The proposed housing related support services for this population will prepare this population for stability and self-sufficiency.</p>

ITEM III-C - 1 – ACTION

APPROVAL OF RATIFICATION OF THE SUBMISSION OF THE FISCAL
YEAR 2014-15 ANNUAL REFUNDING APPLICATION TO THE CALIFORNIA
DEPARTMENT OF EDUCATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to ratify the November 20, 2013 submission of the 2014-15 refunding grant application to the California Department of Education with a maximum reimbursement amount of \$3,049,154. These funds provide services to 340 full day preschool-aged children and 112 full day infant/toddlers.

CCTR (infant/toddler program)	\$ 825,435
CSPP (preschool program)	<u>\$2,223,719</u>
	\$3,049,154

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Ratify the submission of the Fiscal Year 2014-15 annual refunding application to the California Department of Education with a maximum reimbursement amount of \$3,049,154.

STAFF PRESENTER: Denise Lee

ITEM IV-A – INFORMATION

CHILDREN AND FAMILY SERVICES PRESENTATION ON CHILD
AND FAMILY OUTCOMES

BACKGROUND:

This item provides an opportunity for Deputy Director Denise Lee and the Head Start managers to present 2012-2013 results of services provided in School Readiness, Health, Nutrition, Safe Environment, and Family Engagement.

STAFF PRESENTER: Denise Lee

ITEM IV-B - INFORMATION

CAREERGPS 2013 IMPACT REPORT

BACKGROUND:

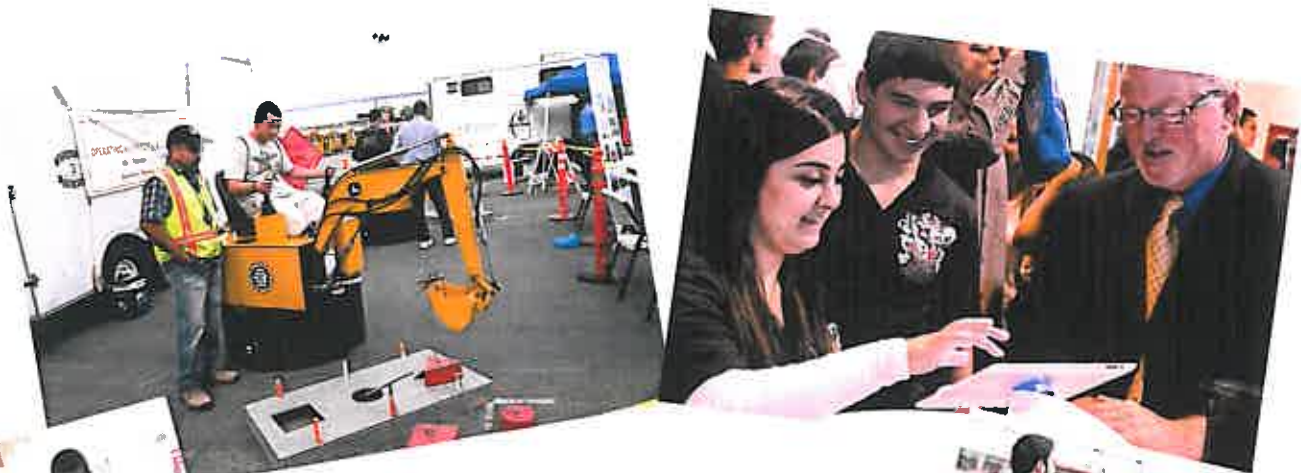
On September 25-26 NextEd presented the third annual CareerGPS event at CalEXPO. The event offered students information on career opportunities available to them after high school graduation. The CareerGPS 2013 Impact Report is attached for your review. SETA/Sacramento Works has been a sponsor of the event since its inception and hosts CareerGPS.com, a website developed in partnership with NextEd, which provides individuals and organizations with one central location to find current, detailed information about which jobs are in high demand in the Sacramento Region, how much they pay, what type of education or training is needed to enter these jobs, and which schools and training providers offer training.

Over the next few months, SETA will be working with the NextEd and the U.C. Davis School of Education (UCD Ed) to expand the information offered in CareerGPS.com to include profiles of several careers and associated pathways in key Next Economy clusters. The work was created as part of a grant received from CSLNet – the California STEM Learning Network. Rather than develop a separate web site, NextEd and the UCD Ed are proposing to place profiles of next economy careers and career pathways on the CareerGPS.com web site, in partnership with SETA. UCD Ed has \$5,000 that can be used to update the CareerGPS.com website.

STAFF PRESENTER: Robin Purdy

ONE EVENT, TWO DAYS, OVER 7,000 STUDENTS!

THE LARGEST CAREER EXPLORATION EVENT IN CALIFORNIA!



NAVIGATE YOUR FUTURE
CareerGPS



CAREERGPS 2013 IMPACT REPORT

SEPTEMBER 25 -26, 2013

EXECUTIVE SUMMARY

More than 7,000 students from throughout the Capital Region filled Cal Expo's Expo Center on September 25-26, 2013 to explore a full spectrum of career, training and post-secondary education options.

NextEd's Third Annual CareerGPS event offered students a look into opportunities available to them after high school graduation, encouraging students to get a head start in thinking about their futures and providing them the information necessary to make informed decisions.

Over 360 exhibitors representing over 150 organizations interacted and engaged with students at over 180 hands on exhibits. CareerGPS offered a valuable opportunity: a chance to give advice and important information to future employees about the knowledge and skills required for various careers and how students can best prepare right now, not after, high school.

CareerGPS, continues to increase its impact on the students of the Capital Region as it offers a refreshing change to the traditional career fair. Instead of limiting students to learning about one career option or one educational program, CareerGPS features eleven industry sectors critical to the Capital Region's economy.

CareerGPS helps students see how what they are learning in high school can provide them the fundamental skills required to reach their future education, training and career goals. Additionally, CareerGPS helps students understand the need for continued education and training after high school in order to ensure their academic AND economic success.

CareerGPS also opens horizons for students who may not plan to attend a four-year college. Technical careers in construction, health care and technology were represented alongside career choices in medicine, technology, law and business that require four-year degrees and beyond.



Chris K. from 107.9 The End talks to students about the day in a life of a radio host and how he pursued his passion and landed his dream job!

Prior to the event, teachers were provided with curriculum to encourage students to think about their options and begin navigating their futures. The curriculum included a Career Assessment for students which allowed them to assess their strengths and connect them with a career that might be of interest to them. This exercise helped guide the students' journey at the event as they surveyed the various career and educational options. Additionally, the curriculum incorporated information about key industry sectors identified by the Next Economy initiative—the Capital Region's economic development plan. Lastly, students were provided with resources to assist them in continuing their career exploration beyond the event such as CareerGPS.com a website developed in partnership between NextEd and SETA (Sacramento Employment and Training Agency), before the event CareerGPS.com's viewership nearly doubled! All of these exercises helped prepare students, allowing them to get the most out of their experience before and after the CareerGPS Event.

Another innovative twist at CareerGPS was the addition of a series of informational videos addressing various topics of how to make a good *First Impression*. Videos were developed by the Nehemiah Emerging Leaders Program Alumni Association (NELPAA) and focused on topics including: Developing Your Personal Brand, Communication and Networking and Dress for Success. The five, 1-2 minute long videos were played at CareerGPS and Young Professional volunteers from NELPAA, the Sacramento Metro Chamber's Metro Edge group, Urban Land Institute, The Asian Chamber's Catalyst group and Roseville Chamber's Ignite staffed booths in all four buildings as an additional resource for students to discuss these topics.

During the event students were also encouraged to document their journey by taking photos and entering the **Instagram Contest** by posting the images with the hashtag #CareerGPS, nearly 2,000 photos were posted during the event!

CareerGPS also included an interactive and engaging assembly emceed by on-air personalities Chris K. and Ashley Nickels from Radio Station 107.9 The End! Chris and Ashley shared their stories about how they pursued their passion and began their current career, encouraging students to be excited about navigating their futures at the event.

CareerGPS was presented by the Los Rios Community College District (American River, Cosumnes River, Folsom Lake and Sacramento City) and sponsored by Sacramento Regional Builders Exchange, Sacramento Works / Sacramento Employment and Training Agency, Cal-SOAP, Intel, PG&E, Sutter Health, SAFE Credit Union, SMUD, AGC Construction Education Foundation, Sacramento County Office of Education, Cinecrown, the Marines, AT&T, WhoDoUWant2B.com, Golden Sierra WIB and others.

Schools, employers and organizations interested in participating in the CareerGPS 2014 event on September 24th—25th are encouraged to email their interest to Ashleigh Stayton at astayton@next-ed.org. More information about the CareerGPS event can be found at www.next-ed.org/CareerGPS.

CareerGPS 2013:

THE LARGEST CAREER EXPLORATION EVENT IN CALIFORNIA!

Students

7,000 + students,
69 schools, 29 Districts

Over 7,000 high school juniors and eighth graders from 69 Capital Region high schools and middle schools from 29 school districts in 6 counties.

Demographics of attendees:*

- Native American - 13.5%
- Asian/East Indian - 21.7%
- Pacific Islander - 7%
- African American - 9.7%
- Latino/Hispanic - 32%
- Caucasian - 45.4%
- Title 1- 47%

*According to a survey where students were able to select more than one answer choice as it applied.

Informed

11 industry sectors represented

ICONS

Each exhibitor booth also displayed icons which identified the various levels of training or education required for the jobs available within their organization as well as if their organization offered internships or apprenticeships. The **Career Technical Education icons** were also included at each booth connecting the careers with the industry sector represented.



EVENT PROGRAM

Students received an event program, map and examples of career profiles provided by the Sacramento Bee.

Engaged

Assembly, Pre-Event Curriculum, Videos, Exhibits

ASSEMBLY

107.9 The End's on-air personalities, Chris K. and Ashley Nickels encouraged students to be passionate about their futures during an engaging assembly.

CURRICULUM

Students received booklets prior to the event which included information about various careers options and resources for students to utilize before, during and after the CareerGPS event.

INFORMATIONAL VIDEOS

Throughout the event videos provided by the NELPAA, played for students. The videos provided information about how to make a good first impression, dress for success .. etc. These videos were complemented by booths located in each building, staffed by Young Professionals who provided follow-up information and advice in reference to the videos.

A copy of the curriculum and the NELPAA Videos are available at www.next-ed.org

EXHIBITS

- Construction exhibits allowed students to operate equipment such as a backhoe and learn about all the components of building a house.
 - Healthcare exhibits featured medical mannequins and students were able to perform medical procedures such as chest compressions.
 - Energy exhibits encouraged students to learn how electricity is maintained by using tools to work on a model electrical pole.
 - Business, Finance and Public Service exhibits allowed students to engage with professionals in various careers from bankers, lawyers and military officers to hospitality organizations and cosmetologists.
- Engineering
 - Medical
 - Finance
 - Business
 - Technology
 - Cosmetology
 - Military
 - Aeronautics
 - Cellular Communications
 - Graphic Communications
 - Automotive
 - Solar
 - Energy
 - Healthcare
 - Green Energy
 - Architecture
 - Fashion / Art
 - Photography / Video Production
 - Interior Design
 - Agriculture
 - Legal
 - Culinary / Hospitality / Events
 - Public Service
 - Journalism
 - Education
 - Community College Options
 - Carpenters
 - Drywall / Lathers
 - Electricians
 - Iron Workers
 - Sheet Metal
 - Welders
 - Laborers
 - Cement Masons
 - Operating Engineers
 - Plumbing / Heating / Cooling Contractors
 - Rail Workers

Inspired

Helping students navigate their future

Students were introduced to a **full-spectrum** of career and educational opportunities including:

Survey Results

Teachers & Exhibitors found CareerGPS to be valuable

91% of Teachers found CareerGPS to be valuable for their students

85.7% of Exhibitors found CareerGPS to be a valuable experience and investment

Student Voice

When asked what they enjoyed most about CareerGPS, students replied ...

"That the business cared enough to come out and set up all the booths just for the students."

"After attending CareerGPS, I have decided that I want to become a nurse, thank you for helping me make this decision! "

"I truly enjoyed the fact that everyone was so motivated and ready to answer all of our questions! You guys helped me find the career I was looking for!"

THE NUMBERS

7,000
Number of students who participated in Career GPS 2013

\$93,510
Total event cost: Includes space rental, electricity, table and draping rental, exhibitor networking luncheon, marketing and event signage, security, and contract staffing costs

\$13.36
Cost per student to participate in CareerGPS

100
Percentage of event costs underwritten by sponsors and partners



"I can't thank you enough for giving me a once in a life time experience. I'm now thinking of all the careers and college opportunities available to me! Cosumnes River, Folsom Lake, American River and Sacramento City colleges are all fairly close to home, this opens my eyes to many paths. I learned so much! Thank you!" - Student Participant

SPONSORS AND PARTNERS

PRESENTING SPONSORS:



SIGNATURE SPONSORS:



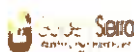
BUILDING & STAGE SPONSORS:



EVENT PARTNERS:



FEATURE SPONSORS:



EVENT SPONSORS:

Golden 1 Credit Union | McDonalds | SMA America | C.C. Myers Inc. | Sierra College

MEDIA PARTNER:

THE SACRAMENTO BEE
Stay Connected » sacbee.com

TRANSPORTATION SPONSORS:

DST Output | Ernst and Young
Northern California Masons Apprenticeship

OTHER CONTRIBUTORS:

Costco Wholesale

ITEM IV-C - INFORMATION

SACRAMENTO REGIONAL VETERAN'S ENERGY EMPLOYMENT PROJECT (SRVEEP)-- POWERPATHWAYS PROGRAM

BACKGROUND:

The Employment Development Department (EDD) in coordination with the California Workforce Investment Board and the California Labor and Workforce Development Agency provided funding SETA's Veterans Employment-Related Assistance Programs (VEAP). The Sacramento Regional Veterans' Energy Employment Project (SRVEEP) goal is to promote the use of industry sector strategies as the framework for addressing the need of veterans to transition to high-wage, high-growth occupations using their skill sets obtained in the military. The SRVEEP is a partnership between American River College, Pacific Gas & Electric (PG&E) Company, Sacramento Municipal Utility District (SMUD) and the City of Roseville Electric. As part of a regional effort the SRVEEP has been providing services for the past two years to recruit, assess, interview, select and train job seekers for employment in the energy/utility sector.

Chronological History:

In June of 2011, the Fresno County Workforce Investment Board in collaboration with SETA, Fresno Community College, and American River College submitted a proposal to EDD for the Veteran's Employment Assistance Program (VEAP) to create training and employment pathways for 50 veterans with a focus on recently separated veterans.

Each WIB served 25 veterans in a 280-hour college-credited course that offered successful graduates a Pacific Gas and Electric (PG&E) Power Pathways Utility Line Worker Certificate, which would lead to jobs at PG&E, and other utilities. SETA provided the staff and facilities required for orientation, assessment, prescreening, and interviews to select 25 students to enroll in the PG&E Power Pathways Program and provided case management, supportive services, follow-up, and retention for students while they participated in the American River College classes.

In June of 2012, SETA was awarded another Veterans' Employment-Related Assistance Program (VEAP) Grant by EDD that includes PG&E, American River College, and Sacramento Municipal Utility District (SMUD) as partners.

This VEAP program was similar to the previous projects with training for 25 utility line worker trainees; but this project also provided training for 25 pipefitter/pipe layer-gas line workers, which require 540 hours of training and also offers college

STAFF PRESENTER: William Walker

ITEM IV – C - INFORMATION (continued)
Page 2

credits. The focus will again emphasize the recruitment for recently separated veterans (release from duty in past 48 months) and provides intensive case management along with Post-Traumatic Stress Disorder assessment as needed.

In June of 2013, SETA was awarded another Veterans' Employment-Related Assistance Program (VEAP) by EDD that includes PG&E, American River College, Sacramento Municipal Utility District (SMUD), and now the City of Roseville Electric as partners.

This VEAP Project focuses on the needs of the employers by assisting with funding for Utility Line Workers including employer feedback and hiring needs. The first class will start March 2014.

Accomplishments:

Job Placements and Wages

- 2011-2012 Power Pathway Veterans Program - Lineman Class
25 Enrolled in Project with 25 Completions
Total employed to date 22 (88%) with an Average wage of \$31.23
- 2012-2013 Power Pathway Veterans Program- Utility Worker
33 Enrolled in Project with 33 Completions
Total employed to date 17 (52%) with an Average wage of \$31.01
(Class ended March 15, 2013)
Welding Training
25 Enrolled in the 18-week Welding Program and 25 completed in October of 2013

STAFF PRESENTER: William Walker

ITEM IV-D - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

MEMORANDUM

TO: Ms. Tamara Sanchez **DATE:** October 31, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$286,448	8/1/12-7/31/13	8/1/12-7/31/13
Early Head Start	TA	\$15,000	8/1/12-7/31/13	8/1/12-7/31/13

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 10/21-10/22/13

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Beth Maerten **DATE:** October 24, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 Sacramento County Department of Human Assistance

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	One Stop Services Adult	\$271,055	7/1/12-6/30/13	7/1/12-6/30/13
CSBG	Family Self Sufficiency	\$27,500	1/1/12-12/31/12	8/1/12-12/31/12
CSBG	Family Self Sufficiency	\$27,500	1/1/13-12/31/13	1/1/13-6/30/13

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 9/18 & 9/26/13

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

Program Operator: Sacramento County Department of Human Assistance

Findings and General Observations:

The total costs as reported to SETA for the WIA program from July 1, 2012 to June 30, 2013 and for the CSBG programs from January 1, 2012 to June 30, 2013 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Roleda Bates **DATE:** October 29, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$50,000	1/1/12-12/31/12	4/1/12-12/31/12
CSBG	Family Self-Sufficiency	\$50,000	1/1/13-12/31/13	1/1/13-3/31/13

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 9/30/13 & 10/29/13

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

Program Operator: Visions Unlimited, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-E - 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 -November 13, 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			
ADT Security	1	High Volume Residential Installer	2
	1	Small Business Security System Installer	2
Allied Custom Upholsterers	10	Furniture Upholsterer	1
Alsco, Inc.	1	Account Sales Consultant (ASC)	1
	7	Maintenance Technician	1
	9	Route Relief/Utility RSR	1
	8	Utility Laundry Worker	10
Alternatives Unlimited	1	Enrollment Team Member	5
American Council of Engineering Companies	1	Office Assistant	1
Atlas Disposal Industries	7	Diesel Mechanic	1
Babe's Famous for Ribs	8	Cashier Host/Hostess	2
Bath Fitter Northern California	10	Canvasser	3
California Association for Health Services at Home	1	Registration Assistant	1
California Association of School Business Officials	1	Bookkeeper	1
California Association of Winegrape Growers	1	Administrative Assistant	1
California Department of Fish & Wildlife	10	Fish and Wildlife Seasonal Aide	1
California Primary Care Association	1	Senior Administrative Assistant	1
Center for Employment Training	1	Business Office Technology Instructor/Advisor	1
	1	Medical Assistant Instructor/Advisor	1
Cenveo	1	Adjuster	2
	1	Adjuster Trainee	2
	7	Machine Operator	1
Certified Employment Group	1	Customer Service Representative (CSR)	30
Child Action	5	Bi-lingual Case Manager (Vietnamese)	1
City of Roseville	10	Meter Reader	1
Community Link Capital Region	10	Chief Executive Officer (CEO)	1
CPC Logistics, Inc.	9	Class A Driver	10
Crossroads Diversified Services	1	Adult Education Instructor	1
CVS Pharmacy	1	Assistant Store Manager	1
Daniel B. Dunleuy, M.D., Inc.	1	Receptionist	1
Diamond Personnel Services	10	Political Phone Surveyor	10
	1	Spanish Bi-Lingual Outreach Members	10
Dickeys Barbecue	1	Cashier	20
	8	Food Service Counter Clerk	20
Direct Marketing Specialists (DMS)	1	Residential Account Executive	15
Donor Development Strategies	1	Grassroots Canvassing and Field Managers in Training	5
DSV Inc.	9	Equipment Operator with Class A License	1
DuctTesters, Inc.	7	HERS II Rater	1
Elk Grove Food Bank Services	1	Administrative Assistant	1
Energy	7	Permit Technician / HERS Rater Trainee	1

**Employer Activity Report
July 1 -November 13, 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			
Fairytale Town	1	Education & Program Assistant	1
	1	Part-Time Grounds Keeper	1
Focus Strategies	1	Executive Assistant/Administrative Analyst	1
Francis House Center	1	Job Development Center Manager	1
General Produce Company	1	Accounting Assistant	1
	1	Accounts Payable Clerk	1
	9	Commercial Drivers	4
	9	Delivery Route Truck Driver	3
	9	Order Selector	5
Greater Sacramento Urban League	1	Case Manager for 25% Dislocated Worker Program	1
	1	Case Manager for Adult and Dislocated Worker Program	1
	1	Case Manager for Youth Program	1
	1	Employment Developer	1
	1	Intake Specialist	1
Gold Country Water	1	Customer Service/ Driver and Delivery	1
Golden State Overnight	1	Customer Service Representatives	5
Hobby Town USA Folsom	1	Retail Hobby Sales Clerk & Cashier	2
Hupp Draft Services, Inc.	7	Beer Line Cleaning Technician	1
International Homestay America	10	Homestay Host Family	25
Island Angels	1	Book Keeper	1
J & C Custom Cabinets	1	Office Assistant	1
KVIE	1	Fundraising Events Specialist	1
Kyle's Rock & Redi-Mix, Inc.	10	Yard Laborer	1
L-3 Narda Microwave-West	1	Administrative Assistant	1
	1	Inspection Specialist	1
	9	Process Engineer	1
La Familia Counseling Center, Inc.	1	Out of School Youth Employment Training Specialist	1
	1	Youth Advocate	1
LCA Services	1	Case Manager	1
	5	Program Monitor	1
Leslie's Cleaning Service	10	Maid, Cleaning Technician	5
Lighthouse Counseling and Family Resource Center	1	Part-Time Bi-Lingual Office Manager/Administrative Assistant	1
	1	Development Associate	1
Lobel Financial	1	Loan Processor	3
Los Rios Community College District	1	Account Clerk II	1
	1	Account Clerk III	1
	1	Accounting Assistant Professor	1
	1	Administrative Assistant I	2
	1	Administrative Assistant II	1
	1	Admissions/Records Clerk II	1
	1	Admissions/Records Evaluator I	1
	1	Assistant Financial Aid Officer	
	1	Associate Vice Chancellor of Information Technology	1
	1	Associate Vice President of Instruction and Student Learning	1
	1	Athletic Trainer	1
	1	Automotive Collision Technology Adjunct Professor Pool	1

**Employer Activity Report
July 1 -November 13, 2013**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	1	Chemistry Assistant Professor	1
	1	Clerk II	1
	1	Clerk III	1
	4	College Nurse	1
	1	College Police Sergeant	2
	1	Communications and Public Information Officer	1
	1	Confidential Administrative Assistant I	1
	1	Confidential Human Resources Specialist I	1
	1	Custodian	2
	1	Dean of Instruction - Workforce Development, Kinesiology,	1
	1	Dean of Student Services	1
	1	Educational Media Design Specialist	1
	1	Facilities Management Operations Supervisor	1
	1	Financial Aid Clerk II	1
	1	Grant Coordination Clerk	1
	1	Groundskeeper	3
	1	Instructional Assistant - Accounting	1
	1	Instructional Assistant - Biology	1
	1	Instructional Assistant - Chemistry	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Math	1
	1	Instructional Assistant - Mechanical/Electrical Technology	1
	1	Instructional Assistant -	1
	1	Instructional Development Coordinator	1
	1	Instructional Services Assistant I	1
	1	Instructional Services Assistant II	1
	1	Interpreter, American Sign Language (ASL)	1
	1	Lifeguard	1
	7	Maintenance Technician II	1
	1	Occupational Therapy Assistant (OTA) Assistant Professor	1
	1	Outreach Clerk	1
	1	Payroll Clerk I	1
	1	Persian Adjunct Assistant Professor Pool	1
	10	President, American River College	1
	1	Special Projects - Human Resources Training (Temporary)	1
	1	Student Personnel Assistant - Extended Opportunity Programs and Services (EOPS)	1
	1	Student Personnel Assistant - Student Services	1
	1	Vice President, Administrative Services and Student Support	1

**Employer Activity Report
July 1 -November 13, 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			
Mathiot Group Homes	1	Youth Counselor	7
Matrix Absence Management	1	Clerical Assistant	1
	1	Workers' Compensation Claims Assistant	1
Mid Valley Funding	1	Mortgage Loan Processor	1
Midtown Grocery Outlet	1	Cashier	5
NAMI California	1	Programs Administrative Assistant	1
	1	Program Coordinator	1
New Life Christian Preschool And Learning Center	1	Preschool/After School Teacher	1
Nonprofit Resource Center	1	Administrative Assistant	1
Northern Sheets LLC	1	Customer Service Representative (CSR)	1
Pacific Crest Trail Association	1	Volunteer Programs Assistant	1
Pacific Protection INC	1	Unarmed Security Officer	4
Premier Healthcare Services	4	Licensed Vocational Nurse	1
Prime Flight Aviation Services	10	Cabin Service Cleaner	3
Relationship Skills Center	1	Flourishing Families Program Instructor	6
	10	REact Coordinator	1
Rim Hospitality	8	Bistro Server	1
	8	Housekeeping Inspector	1
Sacramento Covered	1	Community Outreach Workers	8
Sacramento Employment and Training Agency	1	Associate Teacher III	1
	1	CFS Administration Program Officer	1
	1	Head Start Coordinator	1
	6	Information Technology Engineering Analyst	1
	1	Site Supervisor	1
Sacramento Housing Alliance	1	Executive Director	1
Sacramento Loaves & Fishes	1	Part-Time Student Resource Specialist	1
Sacramento Regional Transit District	1	Clerk II	1
	1	Customer Service Supervisor	1
	4	Facilities Maintenance Mechanic	1
	7	Mechanic A (Bus Maintenance Department)	1
	7	Service Worker (Bus and/or Light Rail)	2
Safety Center Incorporated	1	Program Staff III Marketing Coordinator	1
Salvation Army Sac Metro	9	Driver (On-Call)	1
Seavers and Family	1	Lawn Care Helper/General Laborer	1
Sentinel Fire Equipment Company	1	Shop Helper	1
Sheet Metal Workers Local 104	1	Executive Secretary	1
Society for the Blind	1	Part-Time Administrative Assistant	1
SolarCity	1	Inside Solar Sales Specialist	25
Southgate Recreation & Park District	7	Maintenance Assistant (Seasonal)	1
Staffing Network LLC	9	Production Workers	10
Stroppini Enterprises	7	Machinists	3
Support For Home	4	Home Care Aide	1
SVS Group, Inc.	3	Construction Laborer in El Dorado Hills	2
	7	Electrical Technician	5
	10	General Laborer	50
	1	Landscape Laborer	2

**Employer Activity Report
July 1 -November 13, 2013**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
The Fresh Market	10	Assistant Deli Manager	1
	10	Assistant Front End Manager	1
	10	Assistant Grocery Specialist	2
	10	Assistant Produce Manager	2
	10	Baker	4
	10	Bulk Specialist	4
	10	Candy/Coffee Specialist	4
	10	Cheese Specialist	4
	10	Gift/Floral Specialist	4
	10	Meat Cutter	4
	10	Seafood Specialist	4
Transglobal Solutions, LLC.	9	Class A Commercial Truck Driver	20
Tony's Fine Foods, Inc.	1	Buyer	2
	1	Category Manager Coordinator	1
	10	Order Selector - Truckee	1
	10	Order Selector - West Sacramento	4
	9	Regional Route Driver	1
	1	Staff Accountant	1
	1	Traffic Clerk	1
Trillium Staffing	3	Laborer	5
Two Star Personnel	1	Accounting Assistant	1
Ultimate Staffing	10	Counter Parts Specialist	1
Visiting Angels Senior Home Care	1	Appointment Scheduler/Office Assistant	1
	10	Caregiver	5
Walt's Auto Service	7	Heavy Duty Mechanic	1
Western Propane Gas Association	1	Part-Time Administrative Assistant	1
Wind Youth Services	5	Director of Development	1
Windwalker Security Patrol, Inc.	1	Security Guard	4
Youth Development Network	5	Youth Development Trainer Specialist	1
TOTAL			554

ITEM IV-F – 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, 2013.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2013/2014

The following is an update of information as of November 13, 2013 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	7/1/2013	AT&T 7405 Greenhaven Drive Sacramento, CA 95831	9/1/2013	97	8/26/2013
Official	7/9/2013	Point Walker, Inc. dba Lucky Derby Casino 7433 Greenback Lane Citrus Heights, CA 95610	7/29/2013	113	7/25/2013
Unofficial	8/5/2013	Orchard Supply Hardware 6124 San Juan Ave. Citrus Heights, CA 95610	8/31/2013	48	8/11/2013
Unofficial	8/9/2013	Sears 1200 Blumfeld Dr. Sacramento, CA 95815	8/30/2013	20	8/21/2013
Unofficial	9/6/2013	Fresh & Easy 2540 Watt Ave. Sacramento, CA 95821	9/6/2013	72	9/16 - 19/2013
Official	9/6/2013	Bimbo Bakery 7125 Governors Cir. Sacramento, CA 95823	9/6/2013	100	9/24/2013
Unofficial	10/1/2013	Cenveo 9950 Mills Station Rd. Sacramento, CA 95827	12/30/2013	46	11/5/2013
Unofficial	10/1/2013	Sutter Health 2600 L Street Sacramento, CA 95816	12/2/2013	135	11/20/2013
Unofficial	10/9/2013	Kmart 2344 Sunrise Blvd. Rancho Cordova, CA 95670	12/30/2013	97	11/21/2013
Unofficial	10/24/2013	Bank of America Rancho Cordova, CA 95670	11/29/2013	110	Pending
Official	10/25/2013	RAS Medical Group 500 University Avenue Ste. #200 Sacramento, CA 95825	12/31/2013	56	Pending
			Total # of Affected Workers	728	

ITEM IV-G – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month October was 8.1%.

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

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

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

Leisure and hospitality slowed over-the-month, but led year-over growth

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 8.1 percent in October 2013, up from a revised 7.9 percent in September 2013, and below the year-ago estimate of 9.8 percent. This compares with an unadjusted unemployment rate of 8.3 percent for California and 7.0 percent for the nation during the same period. The unemployment rate was 7.6 percent in El Dorado County, 7.2 percent in Placer County, 8.4 percent in Sacramento County, and 8.3 percent in Yolo County.

Between September 2013 and October 2013, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 4,000 to total 846,000 jobs.

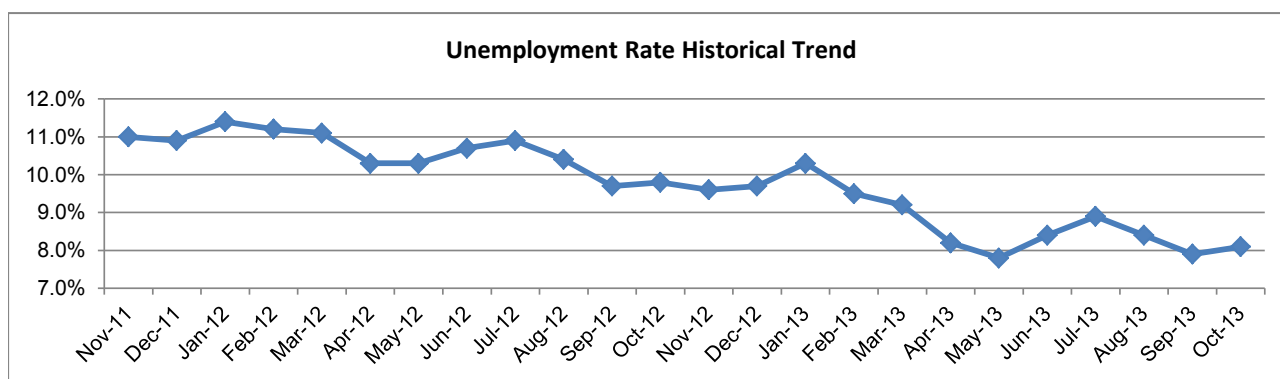
- Government dominated the expansion by picking up 5,400 jobs. Additions in state government (up 2,100 jobs) and local government (up 3,300 jobs) accounted for the growth.
- Education and health services added 1,800 jobs. Education services regained 500 jobs with the schools back in session, but the majority of the advancement was in health care and social assistance (up 1,300 jobs).
- Leisure and hospitality cutback 1,700 jobs over-the-month, the smallest September to October decline since 2005. Accommodation and food services dominated the reduction (down 1,500 jobs), and arts, entertainment, and recreation contributed 200 jobs to the loss.

Between October 2012 and October 2013, total jobs in the region increased by 7,800, or 0.9 percent.

- Leisure and hospitality led the year-over improvement (up 5,600 jobs). Accommodation and food services (up 4,700 jobs) contributed the bulk of the job gains.
- Trade, transportation, and utilities continued the 34-month trend of expansion by adding 3,800 jobs. Retail trade (up 2,700 jobs), wholesale trade (up 700 jobs), and transportation, warehousing, and utilities (up 400 jobs) all contributed to the expansion.
- Education and health services gained 2,400 jobs over-the-year. Health care and social assistance (up 2,000 jobs), and education services (up 400 jobs) reported improvements.
- Construction cutback 4,300 jobs. Losses were scattered among residual construction (down 2,700 jobs), specialty trade contractors (down 1,100 jobs), and construction of buildings (down 500 jobs).

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

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 8.1 percent in October 2013, up from a revised 7.9 percent in September 2013, and below the year-ago estimate of 9.8 percent. This compares with an unadjusted unemployment rate of 8.3 percent for California and 7.0 percent for the nation during the same period. The unemployment rate was 7.6 percent in El Dorado County, 7.2 percent in Placer County, 8.4 percent in Sacramento County, and 8.3 percent in Yolo County.



Industry	Sep-2013	Oct-2013	Change		Oct-2012	Oct-2013	Change
	Revised	Prelim				Prelim	
Total, All Industries	842,000	846,000	4,000		838,200	846,000	7,800
Total Farm	9,900	9,100	(800)		9,100	9,100	0
Total Nonfarm	832,100	836,900	4,800		829,100	836,900	7,800
Mining and Logging	400	400	0		400	400	0
Construction	36,300	34,800	(1,500)		39,100	34,800	(4,300)
Manufacturing	36,500	35,100	(1,400)		35,300	35,100	(200)
Trade, Transportation & Utilities	143,400	144,600	1,200		140,800	144,600	3,800
Information	14,500	14,500	0		14,900	14,500	(400)
Financial Activities	47,000	47,400	400		48,000	47,400	(600)
Professional & Business Services	114,300	115,500	1,200		113,300	115,500	2,200
Educational & Health Services	107,500	109,300	1,800		106,900	109,300	2,400
Leisure & Hospitality	87,900	86,200	(1,700)		80,600	86,200	5,600
Other Services	27,000	26,400	(600)		27,800	26,400	(1,400)
Government	217,300	222,700	5,400		222,000	222,700	700

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,574,100	17,026,400	1,547,700	8.3%
ALAMEDA	11	770,400	716,400	53,900	7.0%
ALPINE	47	400	360	40	11.0%
AMADOR	31	16,110	14,600	1,500	9.3%
BUTTE	30	101,700	92,400	9,300	9.1%
CALAVERAS	36	18,970	17,160	1,810	9.6%
COLUSA	56	12,310	10,760	1,550	12.6%
CONTRA COSTA	10	531,600	494,900	36,700	6.9%
DEL NORTE	45	11,050	9,890	1,160	10.5%
EL DORADO	20	88,800	82,100	6,700	7.6%
FRESNO	52	430,900	379,200	51,700	12.0%
GLENN	39	12,800	11,520	1,280	10.0%
HUMBOLDT	22	59,600	55,000	4,600	7.8%
IMPERIAL	58	76,100	56,900	19,200	25.2%
INYO	16	9,040	8,380	660	7.3%
KERN	43	394,000	353,400	40,600	10.3%
KINGS	51	60,300	53,100	7,200	11.9%
LAKE	48	24,630	21,800	2,830	11.5%
LASSEN	28	13,300	12,110	1,190	9.0%
LOS ANGELES	34	4,991,700	4,519,900	471,800	9.5%
MADERA	42	67,800	60,900	6,900	10.2%
MARIN	1	142,200	135,500	6,800	4.8%
MARIPOSA	28	9,210	8,380	830	9.0%
MENDOCINO	13	42,410	39,420	2,990	7.1%
MERCED	53	112,200	98,600	13,600	12.1%
MODOC	34	3,870	3,510	370	9.5%
MONO	26	7,810	7,140	670	8.6%
MONTEREY	18	230,400	213,100	17,300	7.5%
NAPA	3	81,300	77,000	4,300	5.3%
NEVADA	13	48,940	45,440	3,490	7.1%
ORANGE	5	1,628,100	1,533,200	94,900	5.8%
PLACER	15	176,600	163,900	12,700	7.2%
PLUMAS	38	9,260	8,350	900	9.7%
RIVERSIDE	41	937,000	842,200	94,800	10.1%
SACRAMENTO	25	671,700	615,500	56,200	8.4%
SAN BENITO	23	25,900	23,700	2,100	8.1%
SAN BERNARDINO	32	849,700	770,200	79,500	9.4%
SAN DIEGO	11	1,598,900	1,486,300	112,700	7.0%
SAN FRANCISCO	3	481,900	456,400	25,500	5.3%
SAN JOAQUIN	49	295,900	261,500	34,400	11.6%
SAN LUIS OBISPO	6	146,700	137,800	8,900	6.1%
SAN MATEO	2	399,500	379,100	20,400	5.1%
SANTA BARBARA	6	231,500	217,400	14,100	6.1%
SANTA CLARA	9	923,400	864,500	58,900	6.4%
SANTA CRUZ	18	153,500	142,000	11,500	7.5%
SHASTA	36	80,100	72,500	7,700	9.6%
SIERRA	32	1,530	1,390	140	9.4%
SISKIYOU	43	18,790	16,870	1,930	10.3%
SOLANO	21	217,800	201,000	16,900	7.7%
SONOMA	6	258,800	243,000	15,800	6.1%
STANISLAUS	50	234,100	206,800	27,300	11.7%
SUTTER	55	42,700	37,300	5,300	12.5%
TEHAMA	39	25,260	22,720	2,540	10.0%
TRINITY	46	4,750	4,230	520	10.9%
TULARE	57	201,800	176,200	25,600	12.7%
TUOLUMNE	27	24,930	22,770	2,160	8.7%
VENTURA	16	440,200	408,300	31,900	7.3%
YOLO	24	96,100	88,200	7,900	8.3%
YUBA	53	27,800	24,400	3,400	12.1%

Notes

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	671,700	615,500	56,200	8.4%	1.000000	1.000000
Arden Arcade CDP	55,900	51,200	4,600	8.3%	0.083249	0.082638
Carmichael CDP	29,100	27,200	1,900	6.5%	0.044196	0.033389
Citrus Heights city	50,200	47,300	2,900	5.8%	0.076838	0.052031
Elk Grove CDP	35,000	32,600	2,400	6.7%	0.052995	0.042014
Fair Oaks CDP	17,200	16,400	800	4.5%	0.026690	0.013634
Florin CDP	12,400	10,700	1,600	13.3%	0.017414	0.029215
Folsom city	27,200	26,200	1,000	3.7%	0.042525	0.018086
Foothill Farms CDP	9,500	8,400	1,100	11.5%	0.013648	0.019477
Galt city	10,600	9,100	1,500	13.8%	0.014787	0.025876
Gold River CDP	4,900	4,800	100	1.6%	0.007807	0.001391
Isleton city	400	400	0	11.2%	0.000606	0.000835
La Riviera CDP	7,000	6,600	300	4.9%	0.010764	0.006121
Laguna CDP	20,500	19,600	900	4.5%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	5,000	300	5.9%	0.008082	0.005565
North Highlands CDP	21,900	19,100	2,900	13.2%	0.030952	0.051475
Orangevale CDP	15,800	14,900	900	5.6%	0.024229	0.015860
Parkway South Sacramento CD	15,500	13,200	2,300	14.9%	0.021400	0.041180
Rancho Cordova City	30,400	27,500	2,900	9.6%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	2.8%	0.003619	0.001113
Rio Linda CDP	5,600	4,900	800	13.4%	0.007917	0.013356
Rosemont CDP	13,800	12,800	1,000	7.0%	0.020867	0.017251
Sacramento city	212,100	191,200	20,900	9.8%	0.310678	0.371731
Vineyard CDP	5,900	5,700	300	4.2%	0.009185	0.004452
Walnut Grove CDP	400	400	100	21.2%	0.000569	0.001669
Wilton CDP	2,800	2,600	200	5.7%	0.004225	0.002782

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

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

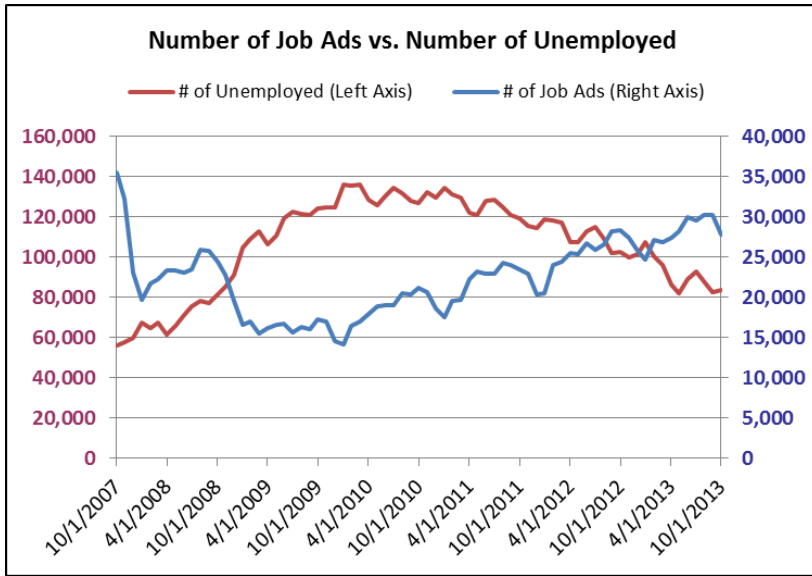
Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios	
					Emp	Unemp

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

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

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

Recent Job Ads for Sacramento Arden Arcade Roseville MSA October 2013

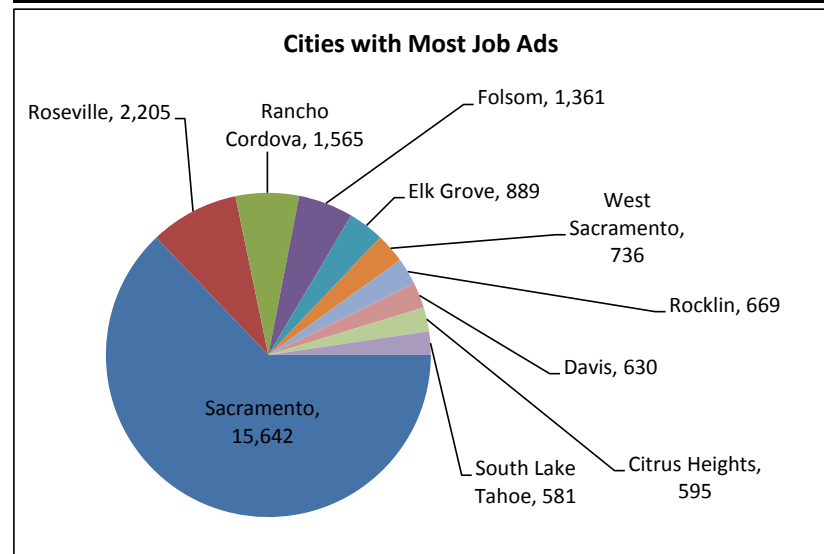


Employers with Most Job Ads

Sutter Health	911
Dignity Health	549
Intel	298
State of California	279
Sears Holdings Corporation	252
Kaiser Permanente	227
Randstad	156
Toys"R"Us	150
Macy's	140
Deloitte	137

Occupations with Most Job Ads

Registered Nurses	1229
Retail Salespersons	1007
First-Line Supervisors of Retail Sales Workers	762
Customer Service Representatives	600
First-Line Supervisors of Office and Administrative Support	555
Computer Systems Analysts	516
Heavy and Tractor-Trailer Truck Drivers	503
Computer User Support Specialists	411
Sales Representatives, Wholesale and Manufacturing	409
First-Line Supervisors of Food Preparation and Serving	396



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

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

Data Not Seasonally Adjusted

	Oct 12	Aug 13	Sep 13 Revised	Oct 13 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,047,500	1,043,500	1,043,100	1,033,200	-0.9%	-1.4%
Civilian Employment	944,900	955,700	960,500	949,600	-1.1%	0.5%
Civilian Unemployment	102,600	87,800	82,600	83,600	1.2%	-18.5%
Civilian Unemployment Rate	9.8%	8.4%	7.9%	8.1%		
(CA Unemployment Rate)	9.8%	8.8%	8.2%	8.3%		
(U.S. Unemployment Rate)	7.5%	7.3%	7.0%	7.0%		
Total, All Industries (2)	838,200	840,400	842,000	846,000	0.5%	0.9%
Total Farm	9,100	10,200	9,900	9,100	-8.1%	0.0%
Total Nonfarm	829,100	830,200	832,100	836,900	0.6%	0.9%
Total Private	607,100	616,400	614,800	614,200	-0.1%	1.2%
Goods Producing	74,800	73,100	73,200	70,300	-4.0%	-6.0%
Mining and Logging	400	400	400	400	0.0%	0.0%
Construction	39,100	36,500	36,300	34,800	-4.1%	-11.0%
Construction of Buildings	9,600	9,200	9,300	9,100	-2.2%	-5.2%
Specialty Trade Contractors	24,600	24,800	24,500	23,500	-4.1%	-4.5%
Building Foundation & Exterior Contractors	5,700	5,300	5,200	5,000	-3.8%	-12.3%
Building Equipment Contractors	10,100	11,000	10,900	10,700	-1.8%	5.9%
Building Finishing Contractors	5,200	5,200	5,200	5,200	0.0%	0.0%
Manufacturing	35,300	36,200	36,500	35,100	-3.8%	-0.6%
Durable Goods	23,600	24,000	24,100	24,000	-0.4%	1.7%
Computer & Electronic Product Manufacturing	7,800	8,700	8,700	8,800	1.1%	12.8%
Nondurable Goods	11,700	12,200	12,400	11,100	-10.5%	-5.1%
Food Manufacturing	5,200	6,000	6,100	4,900	-19.7%	-5.8%
Service Providing	754,300	757,100	758,900	766,600	1.0%	1.6%
Private Service Providing	532,300	543,300	541,600	543,900	0.4%	2.2%
Trade, Transportation & Utilities	140,800	142,800	143,400	144,600	0.8%	2.7%
Wholesale Trade	25,500	26,200	26,400	26,200	-0.8%	2.7%
Merchant Wholesalers, Durable Goods	13,800	14,200	14,200	14,000	-1.4%	1.4%
Merchant Wholesalers, Nondurable Goods	8,800	8,800	8,900	8,900	0.0%	1.1%
Retail Trade	92,500	93,800	94,000	95,200	1.3%	2.9%
Motor Vehicle & Parts Dealer	12,100	12,700	12,700	12,600	-0.8%	4.1%
Building Material & Garden Equipment Stores	7,400	7,600	7,500	7,400	-1.3%	0.0%
Grocery Stores	17,300	17,700	17,900	17,900	0.0%	3.5%
Health & Personal Care Stores	5,500	5,400	5,500	5,600	1.8%	1.8%
Clothing & Clothing Accessories Stores	7,500	7,500	7,200	7,400	2.8%	-1.3%
Sporting Goods, Hobby, Book & Music Stores	4,200	4,000	4,000	4,100	2.5%	-2.4%
General Merchandise Stores	19,300	18,500	18,600	19,100	2.7%	-1.0%
Transportation, Warehousing & Utilities	22,800	22,800	23,000	23,200	0.9%	1.8%
Information	14,900	14,500	14,500	14,500	0.0%	-2.7%
Publishing Industries (except Internet)	2,700	2,700	2,700	2,700	0.0%	0.0%
Telecommunications	7,400	7,100	7,200	7,200	0.0%	-2.7%
Financial Activities	48,000	47,600	47,000	47,400	0.9%	-1.3%
Finance & Insurance	35,500	34,700	34,200	34,500	0.9%	-2.8%
Credit Intermediation & Related Activities	12,700	12,700	12,600	12,500	-0.8%	-1.6%
Depository Credit Intermediation	8,400	8,200	8,200	8,200	0.0%	-2.4%
Nondepository Credit Intermediation	2,300	2,500	2,500	2,500	0.0%	8.7%
Insurance Carriers & Related	18,800	18,600	18,600	18,800	1.1%	0.0%
Real Estate & Rental & Leasing	12,500	12,900	12,800	12,900	0.8%	3.2%
Real Estate	9,400	9,400	9,400	9,400	0.0%	0.0%
Professional & Business Services	113,300	114,500	114,300	115,500	1.0%	1.9%
Professional, Scientific & Technical Services	52,200	53,600	53,500	54,600	2.1%	4.6%
Architectural, Engineering & Related Services	8,900	9,300	9,100	9,100	0.0%	2.2%
Management of Companies & Enterprises	9,500	9,900	9,900	10,000	1.0%	5.3%
Administrative & Support & Waste Services	51,600	51,000	50,900	50,900	0.0%	-1.4%
Administrative & Support Services	49,400	48,500	48,400	48,400	0.0%	-2.0%
Employment Services	20,800	21,100	21,500	21,700	0.9%	4.3%

Data Not Seasonally Adjusted

	Oct 12	Aug 13	Sep 13 Revised	Oct 13 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	12,000	12,500	12,300	12,300	0.0%	2.5%
Educational & Health Services	106,900	106,700	107,500	109,300	1.7%	2.2%
Education Services	14,100	13,400	14,000	14,500	3.6%	2.8%
Health Care & Social Assistance	92,800	93,300	93,500	94,800	1.4%	2.2%
Ambulatory Health Care Services	40,400	40,800	40,800	41,100	0.7%	1.7%
Hospitals	23,100	22,900	22,900	22,900	0.0%	-0.9%
Nursing & Residential Care Facilities	14,700	15,100	15,200	15,200	0.0%	3.4%
Leisure & Hospitality	80,600	90,100	87,900	86,200	-1.9%	6.9%
Arts, Entertainment & Recreation	13,400	15,300	14,500	14,300	-1.4%	6.7%
Accommodation & Food Services	67,200	74,800	73,400	71,900	-2.0%	7.0%
Accommodation	7,900	8,500	8,100	7,800	-3.7%	-1.3%
Food Services & Drinking Places	59,300	66,300	65,300	64,100	-1.8%	8.1%
Full-Service Restaurants	28,200	30,400	29,900	29,300	-2.0%	3.9%
Limited-Service Eating Places	29,000	31,100	30,700	30,400	-1.0%	4.8%
Other Services	27,800	27,100	27,000	26,400	-2.2%	-5.0%
Repair & Maintenance	8,200	8,300	8,400	8,300	-1.2%	1.2%
Government	222,000	213,800	217,300	222,700	2.5%	0.3%
Federal Government	13,800	13,700	13,700	13,700	0.0%	-0.7%
Department of Defense	1,700	1,700	1,600	1,600	0.0%	-5.9%
State & Local Government	208,200	200,100	203,600	209,000	2.7%	0.4%
State Government	108,100	108,600	109,100	111,200	1.9%	2.9%
State Government Education	27,700	26,000	26,100	27,800	6.5%	0.4%
State Government Excluding Education	80,400	82,600	83,000	83,400	0.5%	3.7%
Local Government	100,100	91,500	94,500	97,800	3.5%	-2.3%
Local Government Education	57,500	47,400	51,300	54,800	6.8%	-4.7%
Local Government Excluding Education	42,600	44,100	43,200	43,000	-0.5%	0.9%
County	18,000	18,000	18,000	18,100	0.6%	0.6%
City	9,500	10,300	9,700	9,700	0.0%	2.1%
Special Districts plus Indian Tribes	15,100	15,800	15,500	15,200	-1.9%	0.7%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Heather Chamizo 530/741-5467 or Diane Patterson 916/865-2453

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

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ITEM IV-H – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

Head Start Monthly Report

November 2013



SETA Operated Program

Program Support Services Unit

Quality Assurance Unit Safe Environment Self-Assessment Reviews of half of the Delegate centers were completed by QA staff during the month of October. Follow-up site visits to close out items on Self-Assessment Program Improvement Plan (PIP) and Quality Assurance (QA) Monitoring Response Plans were also completed by staff. Exit Meeting with SJUSD EHS Home-Based Program was held on 10/8/2013.

Training and Technical Assistance Numerous meetings and one-on-one technical assistance activities were held for this month: Quarterly Countywide Home-Based Educators' Meeting was held on 10/8/2013 and Delegate Kick-Off Meeting was held at Elk Grove Event Center on 10/24/2013. Both meetings focused on program updates and small group sessions to discuss the OHS Triennial Review 2014 Protocol Questions. QA Unit Manager, Program Officer and QA Analysts worked individually with delegates on specific areas that needed support for a successful review.

Program Operations Unit

October was a fun month of fall activities! Many of our centers took field trips to local pumpkin patches and farms. Children and their families had a great time exploring pumpkins, cornstalks and gourds. Many classrooms brought back pumpkins to use with science projects, creative arts and to inspire literacy and language activities. Centers also participated in on-site Harvest festivals with great parent involvement. It was a great month for staff and families to really build their learning community.

In addition to these fun activities, teachers were engaged in the first assessment period of the year. Using their ongoing observations and evidence from children's portfolios, teachers completed the Desired Results Developmental Profile to assess children's levels of learning. The results have been submitted to the office and are being aggregated for data analysis. Teachers will get their data back for planning in the next couple weeks.

Family Engagement Unit

Staff has been working diligently to be fully enrolled – while also welcoming many new children and families to their sites.

A number of sites recently hosted Harvest Day festivals with many activities that were enjoyed by staff and families alike.

In October, we hosted the first of the new model of Resource/ Recruitment fairs that are smaller and more site specific for Sharon Neese, Bannon Creek, Northview, Norma Johnson, and North Avenue in partnership with the Sacramento Food bank. We had over 80 people attend and did some wonderful networking. We are examining and updating all of our systems and continue to work for excellence in all of our service areas.

Elk Grove Unified School District

Education Services Update

Ginger Swigart, Preschool Bridging Model Coordinator from the Sacramento County Office of Education, presented information on Race to the Top Early Learning Challenge (RTT-ELC). She explained that California was one of only nine states to win this highly competitive federal grant. The purpose of the grant is to improve the quality of early learning programs and to close the achievement gap for vulnerable young children so that they thrive in their early learning settings and succeed in kindergarten and beyond. Programs who participate in RTT-ELC will be working to improve their programs in three areas: child development and readiness for school, teachers and how they interact with and teach young children, and program and classroom environments.

Participants in the grant will receive access to various professional learning opportunities as well as receiving outside personnel to assist with Classroom Assessment Scoring System (CLASS) assessments. Elk Grove Unified School District PreK classes will be participating in RTT-ELC. The presentation was well received by our teachers. Many had heard of the grant and were pleased to learn more about it.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance (ADA) for the month of October was 90%.
Disabilities Services and Mental Health Services Update

Our 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 48 students with active IEPs being served which is eleven percent (11%) of our Head Start student population.

Health Services Update

Files are being monitored by our Program Educators to assure that all students needing follow-up from their 45 day screenings for height/weight and vision and hearing screenings are referred to a health care provider.

USDA Meals/Snacks

In September, 14,304 meals were served to our Head Start students. This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

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.

“Latino Family Literacy”, a class for Spanish speaking parents to learn strategies for working with their children in the area of literacy, was held at Charles Mack Elementary on October 1, 15, 22, and 29. An average of 7 parents attended these classes.

“Read To Me Daddy/Pizza With Papa”, a workshop designed to help males learn the critical impact the male role-model has upon a child’s development and success in life, as well as give strategies for making the most of the time they spend with their children, was held at Charles Mack on October 8, at Samuel Kennedy on October 9, at David Reese on October 10, at Herman Leimbach on October 23, and at Florin Elementary on October 24. Thirty-one parents attended the workshop at Charles Mack, seventeen parents attended the workshop at Samuel Kennedy, thirty-nine parents attended the workshop at David Reese, thirty-one parents attended the workshop at Herman Leimbach, and twenty three parents attended the workshop at Florin Elementary.

A “Parent-Child Relationships” workshop was held at David Reese Elementary on October 2, and at Charles Mack Elementary School on October 30. This workshop focuses on the importance of building positive relationships in the family and teaches methods for promoting positive behaviors in children. Twelve parents attended the workshop at David Reese and eighteen parents attended the workshop at Charles Mack.

“Discover Art”, was presented in partnership with KVIE Sacramento, at Herman Leimbach Elementary School on October 3. Three parents attended the class. Discover Art is designed to help parents learn the importance of art as a form of expression, creativity and problem solving in their child’s life. Parents participate in hands-on art experiences that they can do with their children at home.

Recruitment

Individual registrations are taking place and students are being placed on a waiting list. There is a waiting list at each of the school sites.

Sacramento City Unified School District

Teaching and Learning

During October’s professional learning event, teaching staff received training on nutrition services, Federal Review preparation, and information on enhancing children’s outside experiences and transitions.

Special Needs

By the end of October, the SCUSD Child Development Department served 109 Head Start preschool children with special needs and 14 Early Head Start infant/toddlers with special needs. Children’s disabilities range from mild to severe. Child development is currently serving children with the following diagnosis: Speech and Language Impairments, Cerebral Palsy, Autism, Down

Syndrome, Hearing Impairments, Visual Impairments, Intellectual Disabilities, Orthopedically Impaired, Established Medical Disabilities, Other Health Impairments, Deafness, and Deaf and Blind.

The Head Start full-inclusion teachers at Ethel I Baker, Hiram Johnson, and Earl Warren were involved in the CSFEL social emotional training on October 25 in conjunction with SETA education staff. Teachers continue to expand their knowledge and are delving deeper into the Teaching Pyramid Framework. This is the third year CSEFEL strategies are being implemented in Child Development's full-inclusion classrooms as a means to enhancing children's efforts in building relationships and their social emotional development.

Mental Health

Social Workers and other support staff have been engaged in meetings to review the Family Partnership Agreement processes and other related content at the SETA Delegate Kick-off and at SCUSD. Staff has been involved in an internal file review/audit.

Pedestrian Training

Teachers provided the Pedestrian Safety training during their parent meetings. Parents received information and resources about keeping their children safe while crossing the street, riding in a vehicle, etc. Teachers will reinforce these safety procedures in the classroom throughout the year.

Early Head Start

In October, Early Head Start collaborated with preschool home-base families and took them on a wonderful field trip to Fog Willow Farms. The program provided transportation to the children and families; some even experienced their first bus ride and for others it was their first trip to a farm. The children and parents were able to take a hay ride, pick out pumpkins to take home and learn about different types of animals on the farm.

The children fed goats, sheep, ponies, and even pet a baby rabbit. One little boy delighted in the opportunity to assist the farmer make a barrel of hay. The parents were ecstatic and overjoyed to have participated in such a wonderful experience with their little one.

The Resource staff conducted file reviews on the home base and center base staff; this was to ensure that 45 days screeners and home visits were being conducting by the appropriate cut off dates.

Health

Nurses Lisa Stevens, Espie Millendez and Victoria Benson were able to complete their Sensory Screenings within the 45 day timeline at the Registration Center sites and the various preschool sites. Nurses Lisa Stevens and Victoria Benson are now returning to the preschool sites to re-screen children who were unable to complete the screenings initially.

Licensed Vocational Nurse, Espie Millendez, left the Child Development Department this month for another nursing endeavor. The nurses were sad to be losing one of their Child Development Nurse Team members but wished her well in her new professional career path. Nurses Lisa Stevens and Victoria Benson are providing coverage for Espie's caseload until another nurse can be hired. Dental Varnish Clinics for the fall session started this month as a continued partnership with Smile Keepers through the Sacramento County's Dental Health Program.

Nurses Lisa Stevens and Victoria Benson continued their follow-up with parents of children who were deemed to be underweight, overweight and obese according to SETA's BMI guidelines. Referrals are being made by the nurses to the Registered Dietitian who has been contracted to provide Nutrition Counseling services to our Head Start families within the Child Development Department.

Nurses Lisa Stevens and Victoria Benson attended the Health Services Advisory Meeting which took place on October 23. One of the topics of discussion was regarding the shortage of TB testing serum, how this shortage will affect our Head Start families, and ways this issue can be addressed.

Nurses Lisa Stevens and Victoria Benson also served on a TB Policy Committee through the SCUSD Child Development Department on October 15. A new policy and procedure was developed as a result of this committee's efforts. This updated TB Policy and Procedure will be shared with the SCUSD Health Services Coordinator who is in charge of the district's TB testing clinic.

Nurses Lisa Stevens and Victoria Benson attended the SETA Head Start Kick-Off on October 24. The nurses attended the break-out sessions which addressed issues and concerns relating to monitoring the Health, Nutrition, and Safe Environments domains. Both nurses felt that these discussions in the break-out sessions were informative, pertinent and valuable.

Nurses Victoria Benson and Lisa Stevens were part of the Leadership Team who presented "A Review of the Head Start Classroom File" at the Professional Learning meeting October 25. The nurses presented how the health section of the classroom file is constructed and described the various health forms within this section. This presentation was designed to enable all staff members-teachers, resource teachers, social workers and other support staff-to become familiar with each component and section of a preschool child's Head Start classroom file.

San Juan Unified School District

Education Services Update

DRDP data sheets are due November 1st, and this agency is piloting the new IDP Worksheet shared by SETA. The first individualized IDP Worksheets will be received for use in November parent conferences. Teachers have been introduced to this new form and are eager to begin to work with parents. Classrooms have been moving through the social emotional curriculum, Second Step, this month and have nearly completed the first module which focuses on Empathy. Teachers have a pacing guide in the Staff Calendar to assure fidelity in instruction of this curriculum, which has been researched to promote positive student outcomes.

Disabilities Services Update

During October, the health team rescreened children who have been enrolled since August and have been noted as "rescreen" on their Care Management Summary and in Child Plus. The Disabilities Specialist sent out a reminder to teachers in the staff meeting notes, and there was also a reminder in the Staff Calendar. Teachers are able to use additional screening tools, such as the ESI screener, DECA, etc. or use specific anecdotal notes as evidence of rescreening. The results are posted on the Screener Tracking Record that is turned in to the Disabilities Specialist monthly. The Screening Center remains open one day a week to screen children who are enrolling late in the year.

Referrals continue to come through as teachers get to observe and know the children in their classes. The Speech Therapists return those results to the Disabilities Specialist, who tracks the results and makes further assessments.

Mental Health Services Update

The Mental Health Therapist is currently participating in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. The Mental Health Therapist continues to provide workshops for parents and staff throughout the program.

Nutrition Services Update

With the CACFP Annual Conference being held in Sacramento, the opportunity to attend simply could not be passed up by program staff. The conference provided a variety of informative workshops, with a focus on gardening, movement, and training tools. The mandatory opening session, "Whole Grains and Vegetable Subgroups in CACFP" ended with a quiz, providing certificates that meet the agency requirement. The training is required in anticipation of the new meal pattern which could be released as early as December 2013.

Health Services Update

The health staff continues to hold screening once a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. The School Nurse completed the State Immunization Report for submittal to the State. Smile Keepers Dental Screenings are now taking place in the program classrooms.

Family and Community Partnerships Update

The first Policy Committee meeting of the 2013-14 school year was held October 10, 2013. There was a very good turnout, and both representatives and alternates in attendance were enthusiastic about becoming involved. A new executive board was elected along with a past parent and a community representative. Several people also signed up to be a part of reviewing program area plans. The Policy Committee is off to a strong start.

Transition Services Update

October has been a busy month. The teachers have focused on Cognitive, Social/ Emotional, and Physical development, all of which are essential for Kindergarten readiness. The teachers have completed the first round of assessments and will be preparing for parent conferences. The teachers have been busy scaffolding activities to best meet school readiness goals and prepare the children for kindergarten. The parents have been encouraged to arrive to school on time and have been very successful with the understanding that this is a kindergarten expectation. Even though this is only the first half of the school year, successful transition is always considered when working with children and families.

Program Support/Staff Training Update

CPIN trainer Lorraine Weatherspoon came and presented on the Preschool Learning Foundations and Preschool Curriculum Framework Vol. 2 on October 2. Teachers and Assistants were in attendance. While she did an overview of the format of these two resources, she also highlighted

the domain of Physical Development. The training included videos, interactive activities such as an obstacle course, and rich discussions on the part exercise plays in mental and physical development for children. October 18th was a teacher training on CCFP and I Am Moving I Am Learning, which complemented the earlier training this month with more information on family style eating, nutrition, movement activities for children (both indoors and outdoors), as well as a presentation on Wellness for teachers.

Fiscal Update

October has been a very busy month as preparations for 1st Interims are ongoing. All Salary and Benefits have been readjusted based upon the Septembers Actuals. This helps fiscal make sure that program spending is in line, and that overspending is avoided. At this time, Head Start is approximately 3% under spent in comparison to time remaining for the grant period, and Early Head Start is 3% overspent in comparison to time remaining for the grant period.

All fiscal reports were submitted to SETA by the 10th of October, along with End of the Month reports on actual attendance and enrollment reports which were due on the 3rd of October. Fiscal is in the process of training several new staff due to retirements and other workplace reassignments.

Early Head Start

For San Juan Early Head Start programs this month, there have been two big new developments. The first is the new Individualized Development Plan format that was adopted from SETA. Teachers received an initial overview of the new format earlier this fall, and will be going over their plans in partnership with parents at fall conferences.

The second big development for EHS is the arrival of the new coordinator, Dr. Kathleen Sadao, on October 30. Staff look forward to getting to know her and welcome her fully into the exciting work they do with children and families.

In other exciting news for EHS, the site located at San Juan High School received a School Garden Grant, and plans are underway to add additional toddler friendly sections to existing gardens at the school. Collaborators for the garden project include site parents, high school staff and students, and Home Depot community outreach staff. Plans for Self Assessment are also taking shape, with support staff looking at file systems and planning a major revision and update of the EHS Operation Guide later this year.

Twin Rivers Unified School District

Events

This month the Head Start programs hosted their annual Fall Festival events for both Morey and Oakdale. The event permitted parents to engage with their students with fun carnival games and take family pictures. Students and parents were delighted with a fog dance party in Room 9 that burned some calories and got everyone moving and grooving! Oakdale students also performed a few songs to the delight of their parents and family members.

Professional Development

On October 7, the Head Start teaching staff participated in a Professional Development Workshop with the rest of the ECE Department of TRUSD. The training workshop included additional information about 2nd Step Curriculum focused on social/emotional concepts and behavior

management. The Head Start teaching staff also reviewed the DRDP-Tech database on how to input assessment results and run individual and classroom reports to determine what areas of focus are needed.

Components

The Nutrition Component Leader provided a food activity along with physical education games for the classrooms. The tracking of lead, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. Follow-up continues for the BMI referrals by the Nutrition Coordinator.

Students participated in additional dental screenings with the Health Component Leader in October 2013. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis.

The School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. The multidisciplinary team is meeting with the parents whose children who have been identified with challenging behaviors or academic concerns. Together the team strategizes on how to ensure all students are successful in the classroom and beyond. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker.

The Community Liaisons are completing the FPA and FPP with parents. 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 finished all initial screenings and continues to provide direct services to students who have IEPs already at both sites. Parents are also being notified of their child's screening results.

The Education Component Leader completed the ECERS assessment for all classrooms. The environmental rating scales assesses the physical environment of the classrooms so teaching staff can provide a learning and supportive atmosphere for all students. Classroom observations to assist with behavior management by the Education Resource Teacher continues and planning for the monthly Education Component meetings. Teaching staff finished their first DRDP assessment and collecting evidence for their student's portfolio. Reports are forthcoming and will assist with the action plans for the classrooms and program.

The ERSEA Component Leaders are continuing to review files for accuracy. Both sites are completely full and a wait list is being maintained. Fliers for local business and community based agencies have been delivered for recruitment purposes. The Program Design and Management Component Leader has updated the personnel files. The HS Director continues to collect missing personnel information. Staff completed their Individualized Staff Development Plans for 2013-2014.

Policy and Parent Committees

The monthly meeting for the Policy Committee was held on October 17 at Morey. The agenda included the re-election of the Officers and approval of the Health Assistant position. The revisions

of the Bylaws were postponed until the next meeting. A workshop for members and Officers was held on 28 to provide in depth information on how to effectively run the parent group meetings, roles and responsibilities as well as the performance standards for Governance. The Parent Committee meeting was held on October 23 at Oakdale and information was given from all of the monthly reports.

Parent Trainings

The monthly parent meeting focused on Making Healthy Snacks for Halloween. During this training, parents and students engaged in making healthy and simple treats for the upcoming Halloween holiday.

Fiscal

ECERS and DRDP assessment are completed and teachers will begin ordering supplies and materials based on their assessment data.

Women's Civic Improvement Club (WCIC)

Delegate Kick-Off 2013

The Grantee (SETA) hosted the Sacramento County Head Start Programs Delegate Kick Off 2013 on Thursday, October 24, 2013 at the Elk Grove Event Center, located at 8434 Bradshaw Rd. in Elk Grove. **The Theme was "Connect for Kids/Partner for Progress."** The event was excellent: Welcome by Ms. Campos, Manager- Program Support Services; Updates by Ms. Kossick, Executive Director for Grantee (SETA); and Updates by Ms. Lee, Deputy Director. Ms. Lee gave a motivating overview of what to expect for the upcoming Federal Review; she also left everyone with a positive outlook on DRS (Designation Renewal System), instead (Don't Run Scared). She too reminded us of keeping focus on the purpose of positive community service: children and families.

The afternoon sessions were continuations of Content Areas Breakout Groups: Child Development and Education, Child Health and Safety, ERSEA, Family and Community Engagement, and Program Governance. WCIC/Playmate Head Start Program Team Attendance included the following Team Members: Ms. Davis, Executive Director/Head Start; Ms. Janet, Head Teacher; Mr. Tou and Ms. Leticia, Family Services Workers; and Mr. Moua, Family/Community Partnership Assistant.

Enrollment

During the month of October 2013, WCIC's Enrollment Team continued non-stop to maintain 100% Enrollment.

Education

WCIC/Playmate Teaching Team received CLASS observations on October 1 and 2, 2013 by Liz Aguilar, Education Consultant from SETA.

WCIC/Playmate Head Start Program Teaching Team completed the first Parent Conferences with parents/guardians on October 4, 2013 and October 11, 2013.

Health

WCIC/Playmate Head Start Program children received dental screening and fluoride varnishes from Sacramento County Smile Keepers Dental Health Program on October 1 and October 2, 2013. WCIC/Playmate Head Start Program children received dental screenings on October 7, 2013 from Dr. Eric D. Phillips.

During the month of October 2013 Family Services Workers conducted Vision, Hearing, Blood Pressure Screenings and first Height/Weight measurements on all children.

Family Services Workers continue to encourage parents to obtain children's physical and dental exams and any physical and dental follow-up treatments to meet the Head Start Performance Standards.

Male Involvement

WCIC/Playmate Head Start Program received Sacramento County Male Involvement Information from Mr. Robert E. Silva, SS/PI Specialist from Sacramento Employment and Training Agency on October 16, 2013. Mr. Silva gave an overview on Male Involvement in Sacramento County and expressed the importance of fatherhood in children lives. He stated men need to be involved in the community and the daily lives of their children. 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 from men activities affecting children; and provide information on Head Start services to fathers. Mr. Silva stated the Male Involvement Program has a Men's Activities Affecting Children Committee (MAAC Committee); Daddy and Me Activities; Employment and Training Services; Know your Rights Legal Clinics; Daddy and Me Breakfast/Lunch; Parenting Classes; and Male Involvement Representatives. For more information, please contact Mr. Silva at (916) 263-3809.

Recent Program Instruction or Information Memos from Administration for Children and Families (ACF) None to report for this month.

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

October, 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	1,292	100
SETA	1,974	1,974	100
San Juan USD	693	693	100
Twin Rivers USD	211	211	100
WCIC/Playmate Head Start	120	120	100

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Sacramento City USD	147	147	100
SETA	328	332	101
San Juan USD	161	161	100

(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.



SETA Head Start

Food Service Operations Monthly Report

*October 2013

October 4th - Minimum Day Preschool & EHS Full Day Classes.

October 23rd & 30th - Home Base Field Trips total of 204 servings of snack and lunch provided.

Trainings/Meetings:

October 4th - Connie Otwell, Cheryl Barton and the WCIC Kitchen Staff met with Ms. Davis and Mr. Harrold over janitorial concerns at the WCIC Kitchen.

October 11th - Coaching the Van Driver, Safety Training, attended by the Food Service Staff at Plaza Del Paso.

October 28th-30th - CACFP Conference at the Sacramento Sheraton Hotel.
 Attended by: Connie Otwell, Lawrence Prophet, Pam Aguilar And Mario Mauricio.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
43,666	25,599	27,636	900

Total Amount of Meals and Snacks Prepared **97,801**

Purchases:

Food	\$83,966.24
Non - Food	\$12,102.73

Building Maintenance and Repair: **\$1,809.86**

Kitchen Small Wares and Equipment: **\$382.07**

Vehicle Maintenance and Repair : **\$1,434.39**

Vehicle Gas / Fuel: **\$2,106.53**
 Normal Delivery Days **23**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 10/31/13)

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

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

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP (% AFE)</u>
Twin Rivers USD (211)	6 (3 %)	N/A
Elk Grove USD (420)	48 (11%)	N/A
Sacramento City USD (1292)(147)	109 (8 %)	14 (10 %)
San Juan USD (693) (161)	69 (10 %)	18 (11%)
WCIC (120)	4 (3 %)	N/A
SETA (1974) (345)	130 (6 %)	38(11 %)
County (4710)* (653)**	366 (8 %)	70 (11%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – September 2013

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
SETA Operated Program	Galt Mather Sharon Neese Elkhorn North Avenue Job Corp Freedom Park Solid Foundations	16 13 Head Start 3 Early Head Start	39 32 Head Start 7 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Welcoming atmosphere at centers
- Strong relationships between families and staff
- Teamwork and cooperation among staff members
- Excellent partnerships with local community agencies including public libraries, school districts' kindergarten programs

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	76% HS 83% EHS	1-Incomplete Emergency Cards 2- Not all health screenings, examinations and follow-up were completed and/or completed in a timely manner. 3- Not all first year dental results were on file 4-Some incomplete Health History forms 5-ChildPlus did not match contents of the child's file
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	94% HS 92% EHS	
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	91% HS 92% EHS	

Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	80%	1-Not all family partnership agreements and follow-up was completed and/or completed in a timely manner. Evidence that partnerships exist but documentation was not evident in each file 2-Incomplete or inconsistent documentation of Parent Meetings at the center
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	85%	1-No all referrals were not processed in a timely manner 2-Mental Health professional contact information not clearly posted at the center
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	86% HS 82% EHS	1-Not all Individual Development Plans were thoroughly completed and/or completed in a timely manner. 2-Limited information to promote education in health, nutrition or mental health available in the center
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	84% HS 81%	1-Not all assessments were completed in a timely manner and/or contained limited written observations
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	94% HS 94% EHS	
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	92%	

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

Corrective Action Plans:

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

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, September 24, 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. and read the Thought of the Day. Mr. Justin Fietzek was asked to serve as Secretary and called the roll; a quorum was established.

Members Present:

Steven Wormley, Sacramento City Unified School District (arrived at 9:10 a.m.)
Carolyn Wilson, Twin Rivers Unified School District
Annette Duran, WCIC/Playmate
Teresa Jay, SETA-Operated Program
Alicia Kafka, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Marshaun Tate, SETA-Operated Program (arrived at 9:12 a.m.)
Justin Fietzek, Home Base Option
Ana Calderon, Early Head Start (SETA)
Nse Akang, Foster Parent Representative

Members Absent:

Sarah Proteau, San Juan Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the August 27, 2013 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Calderon, second/Wilson, to
Show of hands vote: Aye: 7, Nay: 0, Abstentions 1 (Akang)

III. Action Items

A. Approval of Labor Agreements

Mr. Rod Nishi stated that this item requests approval of labor agreements between the AFSCME and management. AFSCME has represented employees since 1990.

The negotiations focused on non-financial issues, with the exception of one financial issue. This labor contract includes the provision that 100% of the dental premium will be covered by the Agency. Another issue is vacation accruals. With the transition from full year to part year Head Start services, beginning 8/1 vacation accruals will be included for part-year employees. What was negotiated was that less-than-full-year employees would accrue vacation on a pro-rated basis.

Re-opener language is included in this contract. If the Agency receives increased funding, the Agency will go back to the union to determine how the increased funding will be utilized.

Mr. Nishi was asked to elaborate on the agreement for the Agency to pay for the dental plan premium. Mr. Nishi stated that during negotiations, an agreement signed with the county included the 100% coverage. Previous agreements did not include the coverage. With the discovery of language in the agreement, the negotiated provision was accepted to cover 100% of the dental premium which is currently at \$135 per month. SETA's retirement and benefit package must be tied to Sacramento County.

Moved/Wilson, second/Calderon, to approve the labor agreements effective October 3, 2013 – June 30, 2016.

Show of hands vote: Aye: 7, Nay: 0, Abstentions: 1 (Akang)

Mr. Wormley and Mr. Tate were seated at 9:18 a.m.

Ms. Denise Lee stated that this is Mr. Nishi's last meeting. He has been with the agency for over 30 years most recently in the human resources department. Mr. Nishi was acknowledged his hard work for the agency.

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

Mr. Akang reviewed the modifications to the bylaws.

Mr. Akang opened a public hearing.

There was no public testimony.

Moved/Duran, second/Wilson, continue this item to the October 22 Policy Council meeting where the public hearing will be closed, and modifications to the bylaws will be approved.

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

C. Approval of Sacramento City Unified School District's Program Approach Change, Program Year 2013-2014

Ms. Lee stated that delegate applications are done very early to meet the March 1 submission date to SETA. SETA staff then submits the applications to the regional office on May 1. Sacramento City Unified School District is doing a 'right sizing' initiative which identified centers that would be closing. The ECE program was affected by some of the school closures.

Sac City is proposing to convert one of two classes from a 6.5 hour to 3.5 hour option. In addition, 16 slots will be relocated from Marian Anderson and 16 slots to Elder Creek for a total of 32 slots, of which eight slots will relocate to C.P. Huntington. In EHS, four center-based slots at Capital City will be converted to a combination option to allow the teens attending continuation high school/independent study classes to continue receiving home base services.

The changes have already gone to the Regional office and Ms. Lee received verbal approval by ACF.

Moved/Calderon, second/Wormley, to approve the Sacramento City Unified School District's proposed program changes as presented.

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

D. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957**

The board went into closed session at 9:41 a.m. The Policy Council went back into open session at 9:50 a.m. Mr. Akang reported out of closed session that the board approved eligibility list for Associate Teacher, Tier III, and approve the appointment of Ms. Loretta Su as Fiscal Department Chief and Mr. Roy Kim as the Administrative Services Deputy Director.

Ms. Loretta Su was introduced.

IV. **Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Akang reviewed the calendar of events.
- Parent/Family Support Unit Events and Activities: No additional comments.
- Parent/Staff Recognition: None.
- Community Resources: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson reviewed the recent fiscal report ending August 31. The budget is 8.2% expended with in-kind totals at 26.9%. The administrative expense is 10.6% which is below the 15% allowed. The fringe benefit is 11.2% because it includes September's Workers' Compensation insurance payment.

B. Governing Board Minutes of July 18, 2013: No questions.

V. Committee Reports

- A. Executive Committee: Mr. Fietzek reviewed the Executive Committee critique.
- B. Budget/Planning Committee: Ms. Lee stated there was no report other than that given by Ms. Patterson.
- C. Personnel/Bylaws Committee: Ms. Wilson reported that the committee concluded changes to the bylaws that are now before the boards for approval. The final reading will be October 22.
- D. Social/Hospitality Committee: Ms. Calderon reported committee members went to Big Lots to get things for parent recognitions. They will be meeting again on Friday to wrap.
- E. Community Action Board (CAB) Report: No report.

VI. Other Reports

- A. Executive Director's Report: Ms. Kossick distributed information about Covered California and asked board members to pass the information to family and friends. This publication is based on the Affordable Care Act.
- B. Head Start Deputy Director's Report: Ms. Lee stated that there are new reports included in the board packet. There is a summary of a detailed report called the Infant/Toddler Environment Rating Scale and Agency-Early Childhood Environmental Rating Scale; this keeps track of the classroom environment. The scores are very high; staff has been working to improve the classroom environment. Personal care routines are when children wash their hands on a regular basis. In order to get a very high score, have to wash hands every single time a child touches something. Kids are definitely washing their hands enough to ensure health and safety compliance. The results are reported to the State Department of Education. This report is only submitted once per year. Assessment is done March-April and this is a compilation of the year's outcomes.

The Program Information Report is an annual statistical report including demographic information for families that we serve. It includes demographic information and summary of required events that must be provided such as health, dental, immunization, health insurance, staff qualifications, educational screenings, and mental health services. The SOP and delegate agencies are included in the report. Staff will participate in a conference call with the regional office and the regional office makes decision about funding based on the report. The OHS will take a look at each of the data elements and compare with national, regional or state. If the Agency falls below, we will be asked to write a corrective plan. Over the past few years, the Agency has worked to provide financial services and support for teaching staff to achieve their BA degree. Nationwide, 50% of teachers must have a Bachelor's degree. SETA exceeds the national requirement. Ms. Lee stated that she is very proud of staff working AND going to school to earn this degree.

Mr. Akang asked why mental health numbers are low; shouldn't it be higher? Ms. Lee replied that the numbers included in the report are fine. Mr. Akang inquired whether the agency employs a psychologist. Ms. Lee replied that the Agency employs a full time MSW and a LCSW on staff; a psychologist comes in as needed. Each district has something similar. SETA also links with outside resources to ensure the child continues to receive services after they leave Head Start.

C. Head Start Managers' Reports

- ✓ Brenda Campos: Grantee Program Support Services: Ms. Campos distributed an additional sign in sheet which is required for Covered California Training. Ms. Campos and eight Family Services Workers participated in training to get the word out to the public. Ms. Campos stated that the vision of this act is to improve the health of Californians by accessing affordable health insurance. Those eligible include legal residents of CA; those not eligible include undocumented people and incarcerated individuals. The Affordable Care Act guarantees health coverage for everyone. The rates are not based on health status; premiums are based on income. Many plans have zero deductible. There are certified enrollment counselors that are trained to help consumers through the enrollment process. Call Covered California at 1-800-300-1506 to get information on the Affordable Care Act.

Ms. Campos stated that next month, staff is meeting with the regional office to respond to our percentages in the PIR. She works with the Quality Assurance unit and responsible for reviewing each of the delegates' PIR. Staff is drafting a letter to the delegates regarding potential corrective action if numbers fall below a certain level; this letter will include a request for a plan of action within 30 days. The QA team will review the plan and then follow up to ensure everything is completed.

In October, the self assessment in safe environments and supervision of children will be done. A check list for safe environments will be done and training will be available today. Parent input is needed to go out to the centers for evaluation. By the end of October, it is expected that every center will be assessed.

- ✓ Lisa Carr: Parent/Family Support Unit: Ms. Carr stated that in the Program Information Report, the SOP showed a 90% completion rate for family services. When Family Partnership Agreements are less than 90% staff will be working county-wide to get written document of Family Partnership Agreements. This month, the topic for the parent meetings is: Building Relationships and Dental Awareness. Parents will be receiving a parent survey this gives staff an idea of what knowledge parents have and what they want to know. This survey will be distributed again in the spring. Tomorrow is the Health and Wellness Fair for Grandparents. The mutual assistance network will be here, and an attorney will be present. A Resource Fair will be held October 23 for agencies around the Del Paso area; 20 agencies are committed. For last several years, the Agency

sponsored a parent conference but found it was not successful. It is hoped that the resource fairs throughout the county will draw more participation.

- ✓ Karen Gonzales: No report.
- D. Chair's Report: No report.
- E. Open Discussion and Comments

Mr. Fietzek asked when the school readiness aide would be chosen at his center. Ms. Lee urged Mr. Fietzek to talk to Joanne to find out when the choice will be made. It is the decision of the Site Supervisor.

Ms. Wilson asked Ms. Lee and Ms. Kossick about the consequences to be faced if a board were not to comply with Roberts Rules of Order or the Brown Act. Ms. Kossick stated that the board that makes that particular error would be reeducated. If it is a serious issue, the Fair Political Practices Commission would be involved. It would probably be mostly re-education of the board.

- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:48 a.m.

ITEM IV - REPORTS TO THE BOARD

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

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

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

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

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

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

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

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