



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

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, February 6, 2014

TIME: 10:00 a.m.

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

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

AGENDA

PAGE NUMBER

- I. **Call to Order/Roll Call/Pledge of Allegiance**
- ✓ **Recognition of Long-Term Employees** (all 30 years):
Brenda Campos, Head Start Manager, **Joanne Kennedy**, Site Supervisor, **Alma Hawkins**, Head Start Social Services/Parent Involvement Specialist, and **Linda Randall**, Associate Teacher I
- II. **Consent Items**
- A. Minutes of the December 5, 2013 Regular Board Meeting 1-6
- B. Approval of Claims and Warrants 7
- C. Appointment of Education Sector Member to the Sacramento Works Board of Directors (Kathy Kossick) 8
- D. Appointment of Youth Council Member (Kathy Kossick) 9
- E. Approval of Calendar Year 2014 Retiree Medical and Dental Insurance Program Administrative Policy (Roy Kim) 10-16

F. Approval to Retain a Human Resources Consultant (Roy Kim) 17

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval to Release a Request for Proposals for Audit Services (Loretta Su) 18

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Ratification of the Submission of the Capital Pathways to Success Grant Application to the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), **Youth CareerConnect Program** (Christine Welsch) 19-20

2. Approval to Accept Funding from the Department of Human Assistance for the Expanded Subsidized Employment Program and Augment Training Providers and a Training Center for 2013-14 (Robin Purdy) 21-22

3. Approval to Extend the WIA 25% Governor's Discretionary Multi-Sector Workforce Partnership Subgrants and Augment Sacramento Works Training Centers (William Walker) 23-24

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

A. Sacramento Works Media Campaign Summary (Terri Carpenter) 25-26

B. Fiscal Monitoring Reports (Loretta Su) 27-41

- ✓ Children's Receiving Home of Sacramento
- ✓ Folsom Cordova Community Partnership
- ✓ Francis House of Sacramento
- ✓ Opening Doors, Inc.
- ✓ River Oak Center for Children
- ✓ Sacramento Area Emergency Housing Center
- ✓ Twin Rivers Unified School District

C. Employer Success Stories and Activity Report (William Walker) 42-48

D.	Dislocated Worker Update (William Walker)	49-50
E.	Unemployment Update/Press Release from the Employment Development Department (Robin Purdy)	51-64
F.	Summation Report for Child and Adult Care Food Program (Denise Lee)	64-73
G.	Head Start Reports (Denise Lee)	74-91
	➤ Fiscal Report	
	➤ Policy Council Minutes	
	➤ Program Report	
V.	<u>Reports to the Board</u>	92
A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
F.	Public	
VI.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, JANUARY 29, 2014

ITEM II-A - CONSENT

MINUTES OF THE DECEMBER 5, 2013 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the December 5, 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, December 5, 2013
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:02 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:** Mr. José Diaz recognized Ms. Celia Lopez, Head Start Facilities Specialist, for her 25 years of service to SETA/Head Start. Ms. Lopez expressed her appreciation for the gift; all board members hugged Ms. Lopez.

II. Consent Items

- A. Minutes of the November 7, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Appointment of Sacramento Works Youth Council Members
- E. 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
- F. Approval of Memorandum of Understanding (MOU) with the Sacramento Housing and Redevelopment Agency and the Greater Sacramento Urban League
- G. Approval to Submit a Request to Transfer Workforce Investment Act (WIA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2013-14

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

- A. Approve the November 7, 2013 minutes.

- B. Approve claims and warrants for the period 10/31/13 through 11/26/13.
- C. Approve modifications to the Policy Council bylaws.
- D. Appoint Ms. Jessica Gomez and Mr. Matthew Rosario to the Sacramento Works Youth Council.
- E. Approve the resolution to accept PY 2014 CSBG funds and authorize the SETA Executive Director to sign the agreement and any amendments to the agreement.
- F. Approve the Memorandum of Understanding with the Sacramento Housing and Redevelopment Agency and the Greater Sacramento Urban League.
- G. 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.
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. Kossick stated that this is the annual opportunity to elect officers for the year. Mr. Warren talked with Mr. Schenirer and he suggested that Mr. Warren assume the position of Chair in his stead. Mr. Nottoli will then be in rotation to serve as Vice Chair.

Moved/Nottoli, second/Yee, to elect Mr. Allen Warren as Chair, and Mr. Don Nottoli as Vice Chair.

Voice Vote: Unanimous approval.

2. Approval of Procurement of Workers Compensation Insurance

Mr. Roy Kim introduced Mr. Ken Urrutia from Arthur J. Gallagher Insurance. Mr. Urrutia received the final premiums for general liability and umbrella coverage and is pleased to report the lower negotiated premiums. The net result is that all of the premiums are slightly less than last year. Mr. Nottoli acknowledged Mr. Urrutia and thanked him for the hard work.

Mr. Urrutia stated that the California workers compensation market has increased only 8-12% over last year. The Agency is still having dealings with carriers that the Agency did business with 10 years ago; some claims have a long life due to injuries employee sustained at work. The experience modifier that was published on Friday went from 127 to 143. The main reason was that there had been a spike in claims in one of the prior three years which is utilized to determine the experience modifier. This will be the last year that the very high year will be included in the calculation.

Mr. Urrutia stated that he found the incumbent vendor, AIG, who came in last year with the best quote, has indicated that they would be interested in renewing the business with an increase from last year. The quote is still the best option available; Mr. Urrutia will continue to negotiate but will not have a firm quote until early next week.

Mr. Nottoli inquired about losses the Agency has that they ended up paying. The historical data shows the overview of incurred losses which is \$263,000 for the current year. Mr. Nottoli asked what was being done to mitigate the workers comp claims and Mr. Urrutia replied that there are a number of ways staff are provided ergonomic and safety training.

Mr. Urrutia stated that one thing favorable is that only 20 claims have been filed so far this year, which is lowest ever. Ms. Scherman asked for an explanation of major injuries and minor injuries. Mr. Urrutia stated that claims for minor injuries are for small issues. Major injuries are for employees more seriously injured and include paying lost time benefits to the employee.

Moved/Nottoli, second/Scherman, to grant authority to staff to continue the negotiation process and authorize the Executive Director to procure workers compensation insurance.

Voice Vote: Unanimous approval.

3. 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

Ms. Christine Welsch has been coordinating this program for a couple of years. SMUD is interested in funding SETA to do the screening and boot camp and case manage and provide payroll for the youth participants. SMUD sets the hiring requirements relative to GPA and school attendance. Last year, over 400 applications were received for 25 slots; it is a very competitive program. SMUD is committed to reaching out to other employers and urge them to do a similar program. Ms. Welsch will notify board members of the school districts involved; the school districts rotate every year. Mr. Warren requested a history of previous years' stats.

Moved/Scherman, second/Warren, to 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.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT
Refugee Services: None.

One Stop Services: None.

Community Services Block Grant

1. Approval of Community Services Block Grant Funding Recommendations for Fiscal Year 2014

Ms. Cindy Sherwood-Green reviewed the funding recommendations. Most current service providers are being recommended for funding in addition to two new proposers: Roberts Family Development Center and Sacramento Self-Help Housing.

Mr. Yee expressed disappointment that additional funds are not available to fund more of the requests.

Moved/Warren, second/Scherman, to approve staff funding recommendations for the Fiscal Year 2014 Community Services Block Grant as outlined in the agenda packet; approve the continued funding of Daren Maeda as a SETA Consultant for an additional year in the amount of \$30,000; and authorize the Executive Director to execute the service agreements.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

C. CHILDREN AND FAMILY SERVICES

1. Approval of Ratification of the Submission of the Fiscal Year 2014-15 Annual Refunding Application to the California Department of Education

Ms. Denise Lee reviewed the item. These funds provide services to 340 full day preschool-aged children and 112 full day infant/toddlers.

Moved Nottoli, second/Scherman, to 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.

Voice Vote: Unanimous approval.

IV. Information Items

- A. Children and Family Services Presentation on Child and Family Outcomes

Ms. Denise Lee introduced the Head Start Managers:

- ✓ Brenda Campos: Grantee Program Support Services
- ✓ Lisa Carr: Parent/Family Support Unit
- ✓ Karen Gonzales: Child Development & Education Services

Board members were given an overview of the services provided. Mr. Yee stated that he wished Head Start was available all the way up to high school; the world would be better to have this type of support over the years.

- B. CareerGPS 2013 Impact Report: No questions.
- C. Sacramento Regional Veteran's Energy Employment Project (SRVEEP)--PowerPathways Program: No questions.
- D. Fiscal Monitoring Reports: No questions.
- E. Employer Success Stories and Activity Report: No questions.
- F. Dislocated Worker Update: Mr. Yee inquired whether staff contacted RAS. Mr. Walker replied that it was recently bought by Sutter Health Care and any staff will transition over to Sutter.
- G. Unemployment Update/Press Release from the Employment Development Department: No questions.
- H. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked Mr. Yee for the year and his efforts as chair. Mr. Nottoli was wished a happy birthday. Ms. Kossick stated that the January meeting will be canceled; the next meeting will be held Thursday, February 6.
- C. Deputy Directors: No report.
- D. Counsel: Mr. Larsen
- E. Members of the Board: No report.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:27 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 11/17/13 through 2/28/14, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 11/27/13 through 2/28/14.

STAFF PRESENTER: Kathy Kossick

ITEM II-C- CONSENT

APPOINTMENT OF EDUCATION SECTOR MEMBER TO THE
SACRAMENTO WORKS, INC. BOARD OF DIRECTORS

BACKGROUND:

Dr. Jonathan Raymond, Sacramento City Unified School District, recently submitted his resignation of an Education Sector seat on the Sacramento Works, Inc. board. Dr. Deborah J. Travis, President, Cosumnes River College, has submitted her application to fill the seat vacated by Dr. Raymond. A copy of the application has been sent under separate cover and has been reviewed by Legal Counsel.

Staff will be available to answer questions.

RECOMMENDATION:

Review the staff report, review the application, and appoint Dr. Deborah J. Travis to the Education Sector vacancy on the Workforce Investment Board operating as Sacramento Works, Inc.

STAFF PRESENTER: Robin Purdy

ITEM II-D - CONSENT

APPOINTMENT OF YOUTH COUNCIL MEMBER

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 has 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 organizations;
- Education representatives;
- Parents of local youth seeking assistance under WIA;
- Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- Representatives of the Job Corps.

Mr. Brandon Louie is a community organizer with Mutual Housing of California and has submitted an application to represent the Housing sector. His application will be sent under separate cover.

The Sacramento Works board approved Mr. Louie's appointment at their January 22 meeting.

RECOMMENDATION:

Appoint Mr. Brandon Louie to the Sacramento Works Youth Council.

STAFF PRESENTER: Christine Welsch

ITEM II-E – CONSENT

APPROVAL OF CALENDAR YEAR 2014 RETIREE MEDICAL AND DENTAL
INSURANCE PROGRAM ADMINISTRATIVE POLICY

BACKGROUND:

Since 1980, medical and dental insurance premiums for retired annuitants have been subsidized by the Sacramento County Employees Retirement System (SCERS). These were declared not to be vested benefits, with no promise of continuing. SETA, as a Special District of the Sacramento County Employees Retirement System (SCERS) is required to take action for its retirees on the subsidy for health care insurance premiums. This action is independent and separate from the County Board of Supervisors who act on behalf of their retired employees.

On November 7, 2013, the SETA Governing Board took action to continue paying medical subsidies to current retired employees, for Calendar Year 2014. At that time, the County of Sacramento's Calendar Year 2014 Retiree Medical and Dental Insurance Program Administrative Policy was awaiting approval by the Board of Supervisors.

On December 10, 2013, the County Board of Supervisors took action to approve the Calendar Year 2014 Administrative Policy. The SETA Governing Board must also approve this policy.

RECOMMENDATION:

Approve the Calendar Year 2014 Retiree Medical and Dental Insurance Program Administrative Policy.

STAFF PRESENTER: Roy Kim

**RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM
ADMINISTRATIVE POLICY
Effective January 1, 2014**

I. INTRODUCTION

This policy sets forth the guidelines for the administration of the Retiree Medical and Dental Insurance Program. The program includes medical insurance and dental insurance as authorized by the County Board of Supervisors.

II. DISCLOSURE

This policy is not intended to, and does not, create any contractual, regulatory, or other vested entitlement to present or future retirees, their spouses, registered domestic partners, or dependents for medical and/or dental benefits, at any particular level, or at all.

The County reserves the right, in its sole discretion, to amend or terminate, in whole or in part, this by Resolution of the County Board of Supervisors.

III. MEDICAL INSURANCE COVERAGE

This Policy offers medical insurance coverage through contracted health insurance carriers, as negotiated between the County and its recognized employee organizations. The County will endeavor to maintain a variety of health insurance coverage options for Annuitants but does not guarantee that any particular health insurance carrier, type, or level of coverage will be available to Annuitants, or that any coverage at all will be available to Annuitants.

Medical insurance coverage options for Annuitants living outside of the geographic boundaries of the HMO insurance plans offered to County Annuitants will be provided only to the extent that any such coverage option is available and offered by the health insurance carriers providing coverage to the County's employees and Annuitants.

IV. DENTAL COVERAGE

The dental coverage offered to Retirees/Annuitants is separate and apart from the dental program offered to active employees. The County does not guarantee that any particular dental insurance carrier, type, or level of coverage will be available to Annuitants, or that any coverage at all will be available to Annuitants.

Eligible Annuitants and their dependents who enroll in or are currently participating in the Dental Plan must remain in the Dental Plan for a minimum of 12 consecutive months before being allowed to change coverage levels (by reducing dependent coverage) or waive dental coverage.

Newly eligible Annuitants must enroll within 30 days of notification of eligibility or he or she will be deemed to have waived coverage. Annuitants that waive participation in the Dental Plan upon initial eligibility or waive coverage after 12 months of continuous enrollment will be eligible to re-enroll in the Dental Plan at the next open enrollment opportunity after a minimum 24 month period following the effective date of their termination from the Dental Plan. The 24 month waiting period will be waived during the open enrollment period for the January 2013 effective date.

If an eligible dependent is added to the Dental plan in the middle of a plan year as the result of a Qualified Status Change Event, both the Annuitant and the dependent must remain in the Dental Plan for a minimum of 12 consecutive months beginning on January 1 of the following plan year before any change in coverage is allowed.

A Qualified Status Change Event will not allow for a change out of the Dental Plan for the Annuitant unless the Annuitant has participated in the Dental plan for a minimum of 12 consecutive months. A Qualified Status Change Event that causes a loss of dependent eligibility (i.e. divorce) will allow for a reduction in the Annuitant's dependent coverage under the Dental Plan without the 12 consecutive months requirement for the dependent.

V. ELIGIBILITY TO PURCHASE MEDICAL AND/OR DENTAL COVERAGE

Annuitants as defined in Section XI are eligible to enroll in a retiree medical and/or dental insurance plan.

An Annuitant must enroll in a medical and/or dental insurance plan within 30 days of notification of eligibility or he or she will be deemed to have waived coverage. A continuing beneficiary who is a spouse or a registered domestic partner or an eligible minor child or a Survivor may elect to purchase a retiree medical and/or dental plan whether or not they were enrolled in the program at the time of the enrolled retiree's or active member's death.

As a condition of participation in the County-sponsored plan, all Annuitants or Dependents that are eligible for Medicare Part A and/or B, or who subsequently become eligible to purchase Medicare Part A and/or B, must enroll in one of the County-sponsored medical plans that provides for assignment of, or coordination with, Medicare benefits. Annuitants or Dependents who are eligible for Medicare must purchase Medicare Part A and/or B (even if such purchase is subject to a penalty under applicable federal law) in order to participate in the County Sponsored plan. Annuitants not eligible for Medicare Part A and/or B under CMS guidelines may participate in the plan only to the extent that they remain ineligible for Medicare and are responsible for any penalties assessed by the carrier.

For Annuitants who are eligible for Medicare, failure to purchase or maintain Medicare Part A or B when eligible, or to enroll in a plan that requires

assignment of, or coordination with, Medicare shall be considered a waiver of County-sponsored coverage and coverage will terminate. For Dependents that are eligible for Medicare, failure to purchase or maintain Medicare Part A or B when eligible, or to enroll in a plan that requires assignment of, or coordination with, Medicare shall result in loss of eligibility and the Dependent shall be dropped from coverage. It is the participant's responsibility to notify the Benefits Office of their eligibility and/or enrollment in Medicare. Any Medicare Part B late enrollment penalties as determined by CMS are the Annuitant's responsibility.

Annuitants and Dependents with Medicare eligibility that are enrolled in County-sponsored medical plans shall keep their Part D benefits available for enrollment in or coordination with County-sponsored Medicare Part D coverage. An Annuitant or Dependent who is enrolled in a non-County prescription drug plan under Part D of Medicare may not be enrolled in any County-sponsored health benefit plan. Any Medicare Part D late enrollment penalties as determined by CMS are the Annuitant's responsibility.

The Centers for Medicare and Medicaid Services requires that all participants must provide a physical address and social security number for themselves and covered dependents.

(Note: Section V applies only to Annuitants who are receiving a benefit based upon County employment. Eligibility for Annuitants that were last employed with a Special District or other SCERS employer shall be determined by separate agreement between the County and District or other employer.)

VI. DEPENDENT ELIGIBILITY

Annuitants (including Survivors) may add newly acquired Dependents to their medical and/or dental insurance coverage within 30 days of a Qualified Status Change Event (e.g. marriage, adoption, domestic partner registration, loss of other coverage, etc.) or during any enrollment period specified in the sole discretion of the County.

VII. ELECTION PERIOD

An Annuitant who is eligible to enroll in a medical and/or dental insurance plan as provided in this policy must do so within 30 days from the date of notification of program eligibility. An otherwise eligible Annuitant who waives, or is deemed to have waived coverage under the program may enroll within 30 days of a Qualified Status Change Event, or during any enrollment period specified in the sole discretion of the County. Such enrollment shall be contingent upon the Annuitant presenting proof that is satisfactory to the County that the Annuitant has been continuously covered by another group health insurance plan or individual Medicare Advantage plan for a period of not less than 12 months with no break in coverage exceeding 63 calendar days immediately prior to the requested enrollment in a

County-sponsored plan. The 12 month requirement will be deemed to be met if the coverage satisfies the requirements for creditable coverage under the Health Insurance Portability and Accountability Act of 1996.

Upon the death of an Annuitant or active employee, a continuing beneficiary who is a spouse or registered domestic partner or eligible minor child or a Survivor, will have 30 days to enroll in a medical and/or dental insurance plan. Failure to do so shall constitute a waiver of medical and/or dental insurance coverage.

VIII. EFFECTIVE DATE OF COVERAGE

Upon retirement:

- i. The first day of the first month following the loss of active coverage providing that retiree medical and/or dental forms are submitted within 30 days of the loss of active coverage. Failure to submit medical and/or dental forms within 30 days of the loss of active coverage shall constitute a waiver of medical and/or dental coverage.
- and,
- ii. Premium balances if owed by an Annuitant for the initial period of Retiree coverage must be paid within 60 days of the coverage effective date, or coverage will be dropped retroactively to the last date of paid coverage.

Upon the occurrence of a Qualified Status Change Event:

The first day of the month coincident with or next following submission of medical and/ or dental enrollment forms. Forms must be submitted within 30 days of the Qualified Status Change Event.

Note: Final effective dates and enrollment in Medicare plans are determined by the Centers for Medicare and Medicaid Services and may not necessarily coincide with initial retirement enrollment dates, or Qualified Status Change Events.

If an Annuitant enrolls during an open enrollment period, the effective date of medical and/or dental coverage shall be the date specified by the County in connection with that open enrollment period.

IX. PREMIUM BALANCE PAYABLE

If an Annuitant's medical or dental insurance premium is greater than the sum of the Annuitant's monthly retirement allowance, the Annuitant shall be responsible for keeping premium payments current. Premium balances owed by an Annuitant must be paid within 60 days of the coverage effective date, or coverage will be dropped the first of the month following the 60 day period, retroactively to the last date of paid coverage. An Annuitant that is dropped from coverage for non-payment of premium shall not be permitted back into the program at a later date.

X. WAIVER OF COVERAGE

An Annuitant may waive medical coverage under the Retiree Health Insurance Program at any time by withdrawing from coverage and submitting a completed County election form and the appropriate Medicare plan disenrollment form where applicable

Note: Final disenrollment dates from Medicare plans are determined by the Centers for Medicare and Medicaid Services and may not necessarily be effective with the first of the month following the submission of disenrollment forms. It is the Annuitants responsibility to pay for any additional premiums owed under County Medicare plans based on Centers for Medicare and Medicaid Services regulations.

Annuitants who waive medical coverage in this manner who have previously waived medical coverage, or who are deemed to have waived medical coverage for any reason (except for non-payment of premium as set forth in Section XII above), shall be permitted to enroll in County-sponsored retiree medical coverage within 30 days of a Qualified Status Change Event or during any enrollment period specified in the sole discretion of the County, subject to all terms and conditions set forth in this policy (including proof of continuous coverage as described in Section VII), provided such coverage is being offered to similarly situated Annuitants by the County at the time coverage under the re-enrollment request is to become effective.

Annuitants who waive dental coverage in this manner who have previously waived dental coverage, or who are deemed to have waived dental coverage for any reason (except for non-payment of premium as set forth in Section XII above), shall be permitted to enroll in County-sponsored retiree dental coverage within 30 days of a Qualified Status Change Event, or during any enrollment period specified in the sole discretion of the County, provided they have not been a participant in the Dental plan for a minimum of 24 consecutive months.

XI. DEFINITIONS

Annuitant is a retiree, as defined; or is a survivor, or beneficiary who receives a monthly retirement allowance from SCERS. An individual receiving a monthly retirement allowance from SCERS solely as the result of a divorce settlement agreement is not an Annuitant for purposes of this policy or eligibility for participation in the Retiree Health Insurance Program.

Beneficiary is an individual named as a beneficiary receiving a monthly retirement allowance as a result of the death of a Retiree. For purposes of this policy, a beneficiary is a spouse or a registered domestic partner or minor child.

Retiree Health Insurance Program Administrative Policy

Effective January 1, 2014

Page 6 of 6

Deferred Member is a SCERS participant who leaves County or member district employment and leaves their retirement contributions on deposit with SCERS as permitted by SCERS rules and regulations.

Dependent for purposes of this policy shall be an Annuitant's spouse or registered domestic partner and children (natural, step, adopted, legal guardianship and/or foster) including children of a registered domestic partner, who are under 26 years of age, and do not have access to other group coverage other than through a parent. Note: an ex-spouse/Domestic Partners is not an eligible dependent for purposes of this policy.

Qualified Status Change Event shall have the same meaning as defined in Section §125 of the Internal Revenue Code and shall also include events affecting the coverage or eligibility of a registered domestic partner or the dependent(s) of a registered domestic partner. Examples of qualified status change events include: marriage or divorce, registration or dissolution of a domestic partnership, birth, adoption, change of residence affecting health plan eligibility, or a dependent ceasing to be a dependent due to age limitations. This list is intended to be illustrative and is not exhaustive.

Registered Domestic Partner shall have the same meaning as set forth in Section §297 of the California Family Code.

Retiree is a SCERS member who has met eligibility requirements and has received a service retirement or disability retirement.

Survivor is a spouse, registered domestic partner, or minor child of an employee who died during active service and is receiving a monthly retirement allowance as a result of the death of the active member.

(Note: For purposes of this policy and these definitions, a retiree of, or an employee (including their subsequent Survivor) retiring from, a SCERS member district or other SCERS-participating employer shall be an Annuitant only if so provided by separate agreement between the County and such district or other employer.)

ITEM II-F - CONSENT

APPROVAL TO RETAIN A HUMAN RESOURCES CONSULTANT

BACKGROUND:

From 1990 to 2011, the City of Sacramento, Labor Relations Department, acted as SETA's Chief Labor Relations Negotiator, which included the provision of labor relations advice, investigations of alleged employee misconduct and recommendations on appropriate levels of employee discipline. In June 2011, the Agency ended its agreement with the City and the SETA Governing Board approved the hiring of a Human Resources Consultant (Ed Takach) to perform these services. Mr. Takach resigned in April 2013. On April 29, 2013 the SETA Governing Board approved entering a consulting contract with Ms. Dee Contreras to provide labor relations consulting services on an hourly basis. These services do not include investigations of alleged employee misconduct.

Since August 2013, Mr. Gilberto Basaldua, formerly a Manager with the City of Sacramento Labor Relations Department, has been providing, on an as-needed hourly basis, services for investigations of alleged employee misconduct. SETA's Consultant Policy delegates authority to the Executive Director to hire consultants up to \$10,000. In cases where the individual hired exceeds the authority of the Executive Director, the Governing Board must approve the retention or hiring of such individual.

RECOMMENDATION:

Approve the hiring of Mr. Gilberto Basaldua as a Human Resources Consultant at a rate of \$60 per hour to provide services on an as-needed basis for investigations of alleged employee misconduct. It is anticipated that based upon the level of activity, these services will not exceed \$60,000 on an annual basis.

STAFF PRESENTER: Roy Kim

ITEM III-A - 1 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR AUDIT SERVICES

BACKGROUND:

On January 6, 2011, the SETA Governing Board approved an audit services contract with Gilbert Associates, Inc., which was subsequently extended for two years and ends on March 31, 2014.

It is necessary to release a Request for Proposals (RFP) to procure audit services for the fiscal year ending June 30, 2014. Under the RFP, the resulting contract may be renewed for up to two additional one year terms.

The RFP will be sent under separate cover.

RECOMMENDATION:

Approve the release of the Request for Proposals for Audit Services.

STAFF PRESENTER: Loretta Su

ITEM III-B – 1 – ACTION

RATIFICATION OF THE SUBMISSION OF THE CAPITAL PATHWAYS TO
SUCCESS GRANT APPLICATION TO THE U.S. DEPARTMENT OF
LABOR (DOL), EMPLOYMENT AND TRAINING ADMINISTRATION (ETA),
YOUTH CAREERCONNECT PROGRAM

BACKGROUND:

The United States Department of Labor (DOL), Employment and Training Administration (ETA) has released a solicitation for grant applications for its **Youth CareerConnect** (YCC) Program. The opportunity will provide \$100 million in funds, divided among approximately 25 to 40 grants for up to \$7,000,000, with a program period of 54 months, to partnerships of private and public sector entities including Local Workforce Investment Systems, Local Education Entities, Employers, and Institutions of Higher Education. The YCC provides high school students with education and training that combines rigorous academic and technical curricula focused on specific in-demand occupations and industries for which employers are using H-1B visas to hire foreign workers. The purpose of the YCC is to increase program participants' employability in the H-1B in-demand industries and occupations. Given the large number of H-1B visas in science, technology, engineering and math (STEM) industries, DOL expects a substantial share of the grants to support education and training in STEM industries.

The overarching goals of the YCC are to:

- Provide education and training that combines academic and technical curricula that focuses on a specific in-demand industry or career;
- Increase student employability at graduation; and
- Prepare students for multiple career pathways that include placement into Employment, Post-secondary Education, Long-term Occupational Skills Training or Registered Apprenticeships.

The Capital Pathways to Success, a partnership between SETA, Elk Grove Unified School District (EGUSD), Sacramento City Unified School District (SCUSD), Los Rios Community College District, and California State University, Sacramento (CSUS), with partners from business, educational and governmental sectors, are collaborating to develop a regional career pathways system. As the fiscal agent for Sacramento Works, Inc. SETA is requesting approval to submit the application on behalf of Sacramento Works and will attach documentation affirming SETA as the legal entity serving as the fiscal agent for the Sacramento LWIB to the application. The joint proposal will serve approximately 850 students of the SCUSD and EGUSD, enhancing the sustainability of STEM-related Linked Learning pathways in the two largest school districts in

STAFF PRESENTER: Christine Welsch

ITEM III-B – 1 – ACTION (continued)

Page 2

Sacramento County by streamlining connections to work-based learning and post-secondary education for students, and by providing professional development for teachers. Both school districts serve a diverse student population and neighborhoods with high poverty.

Companies from California submitted 76,313 H-1B visa applications in 2013 and 65,620 in 2012, about 20% of all H-1B visa applications in the United States and double the number submitted by the next two states on the visa list, New York and Texas. The top job categories for H-1B visas for California and for the Sacramento region consist of occupations that require advanced math and science skills, including: Software Developers; Computer Programmers; Computer Systems Analysts; Civil Engineers; Biochemists and Biophysicists; Health Specialties Teachers; and Medical and Physical Scientists.

Using the Linked Learning approach, the Capital Pathways for Success will develop a pipeline of career pathways in industry sectors currently served by H-1B visas:

- Engineering;
- Healthcare/Medical Sciences; and
- Information Technology.

The core elements of the proposal are:

- Integrated Academic and Career-Focused Learning;
- Employer Engagement;
- Individualized Career and Academic Counseling;
- Work-based Learning and Exposure to the World of Work;
- Program Sustainability; and
- Program Performance and Outcomes.

By integrating these core elements in a comprehensive and sustainable fashion, the Capital Pathways for Success aims to meet the emerging needs of the local employer community while providing youth-enhanced educational and career opportunities. The grant is due January 27, 2014 and the anticipated start date for program, if awarded, will be April 1, 2014.

RECOMMENDATION:

Ratify the submission of the Capital Pathways to Success grant application requesting \$7 million to the U.S. Department of Labor, Employment and Training Administration, **Youth CareerConnect** Program.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 2 - ACTION

APPROVAL TO ACCEPT FUNDING FROM THE DEPARTMENT OF HUMAN ASSISTANCE FOR THE EXPANDED SUBSIDIZED EMPLOYMENT PROGRAM AND AUGMENT TRAINING PROVIDERS AND A TRAINING CENTER FOR 2013-14

BACKGROUND

On September 30, 2013, Sacramento County Department of Human Assistance (DHA) received \$2,020,050 to implement the CalWORKs Expanded Subsidized Employment (ESE) program. Subsidized employment opportunities allow participants to work for a specified period of time in a job where a participating employer receives a subsidy to pay the wages of the program participant. The program design allows for a combination of customized classroom training and on-the-job subsidized employment to ensure individuals receiving public assistance obtain specific skills and experience relevant for unsubsidized employment in a particular field. Intensive case management and staff assistance is required to ensure the success of participants.

Since 2009, SETA has partnered with DHA providing subsidized employment opportunities for Welfare to Work (WTW) participants, and on January 28, 2014 the Sacramento County Board of Supervisors approved a recommendation by DHA to amend and augment SETA's current On-the-Job Training/Subsidized Employment (OJT/SE) contract by \$1,653,617 to add 180 customized employment/ESE slots. This augmentation will increase the number of subsidized employment slots for WTW participants from the current 500 slots to 680 slots. Subsidized employment opportunities will expand with this contract amendment offering participants customized training and employment for current in-demand occupations including health care, construction, and information technology through June 30, 2014.

Over the past three years, SETA has assisted more than 847 WTW participants to enter subsidized employment. Of those, 606 (72 percent) successfully completed their training and entered unsubsidized employment.

The customized training providers for this grant have been selected from the California Eligible Training Provider List (ETPL) and will be paid on a tuition reimbursement basis. The Health Care training providers (Center for Employment and Training (CET), Elk Grove Unified School District, and Sacramento City Unified School District) will prepare participants for positions such as medical and nursing assistant, and pharmacy and surgical technician. The construction apprenticeships will be conducted in partnership with Northern California Construction Training (NCCT), American River College's STRIPE Pre-apprenticeship, Folsom-Cordova Unified School District, Greater Sacramento Urban League, and the Sacramento Housing and Redevelopment Agency,

STAFF PRESENTER: Robin Purdy

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

Providing participants with opportunities to work on the Kings Arena, Sacramento's downtown redevelopment, and local school infrastructure projects. The Information and Technology customized training courses will be in partnership with the Greater Sacramento Urban League and Folsom-Cordova Unified School District and will prepare participants for entry level administrative assistant positions with local employers. All individuals will be provided with subsidized employment opportunities in fields of study upon completion of coursework.

In addition to the tuition payments, which will be paid from grant funds, staff is recommending augmenting funds for the following Training Center and OJT providers to conduct intensive case management, job development and OJT contract development, including the payments of wage subsidies:

- Folsom Cordova Community Partnership
- Greater Sacramento Urban League
- North State Building Industry Foundation

RECOMMENDATION:

Accept \$1,653,617 in funding to augment the Subsidized Employment/OJT contract for Fiscal Year 2013-14 and augment an existing WIA/CalWORKS funded Training Center and OJT providers in the following amounts:

Agency	Activity/Service	Amount	# of Participants
Folsom Cordova Community Partnership	OJT	\$76,550	10
Greater Sacramento Urban League	Case Management/Job Development	\$76,500	50
North State Building Industry Foundation	OJT	\$57,890	10

ITEM III-B – 3 - ACTION

APPROVAL TO EXTEND THE WIA 25% GOVERNOR'S DISCRETIONARY MULTI-
SECTOR WORKFORCE PARTNERSHIP SUBGRANTS AND AUGMENT
SACRAMENTO WORKS TRAINING CENTERS

BACKGROUND:

On February 13, 2013, the California Employment Development Department announced the funding of the California Multi-Sector Workforce Partnership, a statewide collaboration of 13 counties represented by 14 Workforce Investment Boards heavily impacted by mass layoff of employers with over 50 employees. The \$19,049,512 grant is providing job training and job search assistance to 2,497 laid-off workers in Alameda, Colusa, Contra Costa, Glenn, Imperial, Los Angeles, Orange, Sacramento, San Benito, San Joaquin, San Luis Obispo, Sutter and Yuba counties.

This program is funded with the Governor's 25% discretionary portion of the Title I Workforce Investment Act Dislocated Worker Program. The grant applicant and fiscal agent for the WIA 25% Multi-Sector Workforce Partnership is the South Bay Workforce Investment Board.

SETA was allocated \$5,990,400 to serve 832 workers dislocated from employers in Sacramento County and received an initial allocation of \$3,500,000.

The SETA Governing Board approved funding for Sacramento Works Training Centers(SWTCs): (Greater Sacramento Urban League, Sacramento City Unified School District, Asian Resources, Crossroads Diversified Services, Elk Grove Unified School District, and La Familia Counseling Center) to add additional staff at each center through March 31, 2014 to contact affected workers, inform them of the services available, register affected workers in the career center system, conduct skill assessment and career planning and coaching, and identify appropriate training programs to retrain workers in high demand skills.

In November, 2013 the grant recipient, the South Bay Workforce Investment Board, requested a modification of the grant to add workers laid-off from additional companies to the list (CitiBank and Kmart), draw down the second allocation of funds, add veterans as a target group, and extend the end date of the grant to March 31, 2015. This request was approved by the Employment Development Department in early January, 2014.

Staff is requesting approval to extend the end date for services to dislocated workers through the WIA 25% Multi-Sector grant through March 31, 2015 and augment and extend contracts with the following Sacramento Works Training Centers who continue to

STAFF PRESENTER: William Walker

ITEM III-B – 3 - ACTION (continued)
Page 2

Sacramento Works Training Center	Planned Enrollments	Activity	Recommended Amount
Asian Resources, Inc.	35	Enrollment, Coaching, Case Management and Job Development	\$45,000
Elk Grove Unified School District	50	Enrollment, Coaching, Case Management and Job Development	\$75,000
Greater Sacramento Urban League	30	Enrollment, Coaching, Case Management and Job Development	\$45,000
Sacramento City Unified School District	50	Enrollment, Coaching, Case Management and Job Development	\$75,000

work with dislocated workers laid-off from the companies approved for services through this grant. This will ensure that SWTC staff continue contacting affected workers and informing them of the available services, registering them in the system, conducting skill assessments, career planning, coaching, identifying appropriate training programs to retrain workers in high demand skills, and providing them with job placement assistance:

RECOMMENDATION:

Augment the Sacramento Works Training Centers listed above with additional WIA Governor’s Discretionary Funding totaling \$240,000 and extend subgrants through March 31, 2015.

STAFF PRESENTER: William Walker

ITEM IV-A - INFORMATION

SACRAMENTO WORKS MEDIA CAMPAIGN SUMMARY

BACKGROUND:

In the summer of 2013, Sacramento Works launched a media campaign that included radio, television and print advertising. The following overview includes campaign details as well as a summary of the results.

Campaign Theme: You Haven't Met Me Yet, But I Work For Your Business

Campaign Time Frame: July 8, 2013 – November 10, 2013

Campaign Elements:

TV Commercial

- My58 – KCRA News
- News 10

Radio Commercial

- KFBK
- Capital Public Radio

Print Advertising

- The Business Journal

Website Advertising

- KCRA.com
- News10.net
- Yahoo.com

Results:

- The campaign has generated 30 new employers who have never used our services.

STAFF PRESENTER: Terri Carpenter

ITEM IV-A – INFORMATION (continued)
Page 2

ADT Security	Bath Fitter of Northern California	Becks Furniture	Dickey's Barbeque	Golden State Overnight
Allied Custom Upholsters	Babe's Famous Ribs	DSV, Inc.	Gold Country Water	LCA Services
Hobby Town USA	Hupt Draft Services Inc.	J & C Custom Cabinets	Kyle's Rock & Redi-Mix, Inc.	Lobel Financial
Pacific Protection, Inc.	Prime Flight Aviation Services	Rim Hospitality	Sentinel Fire Equipment Company	Stroppini Enterprises
SVS Group, Inc.	Transglobal Solutions, LLC	Walt's Auto Service	Western Propane Gas Association	Windwalker Security Patrol, Inc.
Reliable Association Management	Mountain Mike's Pizza	Northern Landscape & Maintenance	Alternatives Unlimited	International Student Tours

- Job Orders during the campaign period increased by 87% from 118 in 2012 to 221 in 2013.
- Unique visitors to the Sacramento Works website/landing page increased during the campaign period by 70% from 15,607 unique visitors in 2012 to 26,595 unique visitors in 2013.
- Becks Furniture saw the TV commercial on a Monday and hired someone from Sacramento Works by Wednesday of the same week.
- Margarita Castillo with International Student Tours in El Dorado Hills called Sacramento Works immediately after seeing the commercial and said that she wanted to use our services. IS Tours books tours for the Cap to Cap event for members at the Metro Chamber. Ms. Castillo said, "the information you gave was very clear and understandable about the services you provide. I can certainly use your help with recruitment."

•
STAFF PRESENTER: Terri Carpenter

ITEM IV-B - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

Program Operator: Children's Receiving Home of Sacramento

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Robert Sanger **DATE: November 20, 2013**
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT CalWorks	\$267,198	7/1/12-6/30/13	7/1/12-6/30/13
WIA	OJT Adult	\$192,126	7/1/12-6/30/13	7/1/12-6/30/13
CSBG	Safety Net	\$24,000	1/1/12-12/31/12	1/1/12-12/31/12
CSBG	Safety Net	\$24,000	1/1/13-12/31/13	1/1/13-6/30/13

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 11/13-11/14/13

	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	X			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	X			

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

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

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Faith Whitmore **DATE:** December 12, 2013
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Francis House of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 70,400	1/1/13-12/31/13	1/1/13-9/30/13
CSBG	Safety Net	\$ 70,400	1/1/12-12/31/12	11/1/12-12/31/12

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Oct. 2 and follow-up Dec. 9, 2013

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

Program Operator: Francis House

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Debra Debondt **DATE:** December 5, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Opening Doors, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>	
Rescue & Restore	Victims of Human Trafficking	\$70,000	7/1/12-6/30/13	9/1/12-6/30/13	
Monitoring Purpose:		Initial	Follow-up	Special	Final <u>X</u>
Date of review:		September 23, 2013			

	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: Opening Doors, Inc.

Findings and General Observations:

1. We have reviewed the VHT program from September 1, 2012 to June 30, 2013. The costs reported for the program has been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Laurie Clothier **DATE:** November 27, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$426,473	8/1/12-7/31/13	8/1/12-7/31/13

Monitoring Purpose: Initial **Follow-up** **Special** **Final** **X**
Date of review: 10/16/13-10/17/13

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

Program Operator: River Oak Center for Children

Findings and General Observations:

1. 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:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Carolyn Brodt **DATE:** November 25, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
Sacramento Area Emergency Housing Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$58,000	1/1/12-12/31/12	7/1/12-12/31/12
CSBG	Family Self-Sufficiency	\$58,000	1/1/13-12/31/13	1/1/13-6/30/13

Monitoring Purpose: Initial Follow-up Special Final
Date of review: September 10, 2013

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records		X	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: Sacramento Area Emergency Housing Center

Findings and General Observations:

1. We have reviewed the CSBG programs from July 1, 2012 to June 30, 2013. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.
2. The Management letter dated January 16, 2013 stated, "Currently the Organization has no systematic method of ensuring that timely and complete monthly reconciliation and closing procedures take place."

Recommendations for Corrective Action:

- 1) Provide SETA with an update on the implementation of the recommended procedure for ensuring that timely and complete monthly reconciliation and closing take place.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Dr. Sara Haycox **DATE:** November 27, 2013
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,363,453	8/1/12-7/31/13	8/1/12-7/31/13
Head Start	T & TA	\$ 7,500	8/1/12-7/31/13	8/1/12-7/31/13

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: Sept. 23-25 and Nov. 5, 2013

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-C - 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, 2013 -January 6, 2014

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
	1	General Office Clerk	1
	7	Maintenance Technician	1
	9	Route Relief/Utility RSR	1
	8	Utility Laundry Worker	10
Alien Transport LLC	9	Class A Driver	6
ALLSTATE INSURANCE- ALAIN IONESCU OFFICE	1	Insurance Sales Representative	1
ALLSTATE INSURANCE CARMICHAEL CA	1	Insurance Broker	1
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
Beck's Furniture	10	Furniture Delivery Drivers & Helpers	6
California Foundation for Independent Living	1	Program Coordinator - Digital Access	1
	6	Web Designer / Front-End Developer	1
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
CITY OF SACRAMENTO, TROOPS FOR FITNESS	10	Fitness & Nutrition Instructor	7
COMMUNITY ACTION PARTNERSHIP OF SAN LUIS OBISPO COUNTY, INC.	1	Human Resources Director	1
Community Link Capital Region	10	Chief Executive Officer (CEO)	1
	10	Director, Finance & Administration	1
CPC Logistics, Inc.	9	Class A Driver	10
Crossroads Diversified Services	1	Adult Education Instructor	1
Crossroads Facility Services	1	Job Developer	1
CVS Pharmacy	1	Assistant Store Manager	1
Daniel B. Dunleuy, M.D., Inc.	1	Receptionist	1
Diamond Bay Realty & Property	1	Payables Clerk	2
	1	Receptionist	1
Diamond Personnel Services	10	Political Phone Surveyor	10
	1	Spanish Bi-Lingual Outreach Members	10

Employer Activity Report
July 1, 2013 -January 6, 2014

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			
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
Energygy	7	Permit Technician / HERS Rater Trainee	1
Fairytale Town	1	Education & Program Assistant	1
	1	Part-Time Grounds Keeper	1
Focus Strategies	1	Executive Assistant/Administrative Analyst	1
Fortune School of Education	1	Response To Intervention Aide	1
	1	Sub Teachers	25
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
Global Communications Center	1	Virtual Customer Service Professional	150
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
	1	GED Instructor	1
	1	Youth Coordinator	1
Gold Country Water	1	Customer Service/ Driver and Delivery	1
Golden State Overnight	1	Customer Service Representatives	5
Harlow's Help At Home	4	Certified home Health Aide	150
	4	Certified Home Health Aide / CHHA / CNA / Caregiver	25
	4	Certified Home Health Aide, Certified Nursing Assistant and Experienced Caregiver	25
	4	Certified Home Health Aide, Certified Nursing Assistant and Experienced Caregiver	25
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
Kids Quest	10	Shift Leader	5
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
	9	Senior General Accountant	1
La Familia Counseling Center, Inc.	1	Case Manager	1
	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

Employer Activity Report
July 1, 2013 -January 6, 2014

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			
Lighthouse Counseling and Family Resource Center	1	Part-Time Bi-Lingual Office Manager/Administrative Assistant	1
	1	Development Associate	1
Lincoln Financial Advisors	1	Financial Practice Analyst	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	3
	1	Administrative Assistant II	1
	1	Admissions/Records Clerk II	
	1	Admissions/Records Evaluator I	1
	1	Assistant Financial Aid Officer	1
	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
	1	Business Law/Business Assistant Professor	1
	4	Chemistry Assistant Professor	1
	1	Clerk II	2
	1	Clerk III	2
	4	College Nurse	1
	1	College Police Sergeant	1
	1	Communications and Public Information Officer	1
	1	Confidential Administrative Assistant I	2
	1	Confidential Human Resources Specialist I	1
	1	Counseling Clerk II	1
	1	Custodian	3
	1	Dean of Instruction - Workforce Development, Kinesiology,	1
	1	Dean of Student Services	1
	1	Director of Institutional Advancement	1
	1	Director, Administrative Services	1
	1	Educational Media Design Specialist	1
	1	Facilities Management Operations Supervisor	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	1
	1	Grant Coordination Clerk	1
	1	Groundskeeper	1
	1	Information Technology Analyst I - Business Analyst (Purchasing/Payroll)	1
	1	Information Technology Analyst I - Business Analyst	1
	1	Instructional Assistant - Accounting	1
1	Instructional Assistant - Biology	1	
1	Instructional Assistant - Chemistry	2	
1	Instructional Assistant - Learning Resources	1	
1	Instructional Assistant - Math	3	
1	Instructional Assistant - Mechanical/Electrical Technology	1	
1	Instructional Assistant - Writing/English/Reading	1	
1	Instructional Development Coordinator	3	
1	Instructional Services Assistant I	1	
1	Instructional Services Assistant II	3	
1	Interpreter, American Sign Language (ASL)	1	
1	Lifeguard	1	
1	Maintenance Technician II	1	

Employer Activity Report
July 1, 2013 -January 6, 2014

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	Occupational Therapy Assistant (OTA) Assistant Professor	1
	1	Outreach Clerk	1
	1	Payroll Clerk I	1
	1	Persian Adjunct Assistant Professor Pool	1
	1	Physical Therapist Assistant, Assistant Professor 60%/Coordinator 40%	1
	1	President, American River College	1
	1	Special Projects - Human Resources Training	1
	1	Student Personnel Assistant - Assessment/Testing	1
	1	Student Personnel Assistant - Career & Job Opportunity Services	1
	10	Student Personnel Assistant - Extended Opportunity Programs and Services (EOPS)	1
	1	Student Personnel Assistant - Student Services	1
	1	Student Personnel Assistant - Student Services	1
	1	TANF/CalWORKs Specialist	1
1	Vice President, Administrative Services and Student Support	1	
Mathiot Group Homes	1	Youth Counselor	7
Matrix Absence Management	1	Clerical Assistant	1
	1	Workers' Compensation Claims Assistant	1
Meyer Associates	1	Office Manager/Bookkeeper	1
Mid Valley Funding	1	Mortgage Loan Processor	1
Midtown Grocery Outlet	1	Cashier	5
MRPE, Inc.	2	Engineer	1
	1	Executive Secretary	1
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	1
Opening Doors Inc.	1	Accounting Clerk	1
Pacific Crest Trail Association	1	Trail Permit Assistant	1
	1	Volunteer Programs Assistant	1
Pacific Protection INC	1	Unarmed Security Officer	4
PDQ Automatic Transmission Parts, Inc.	7	Lathe Operator	1
	7	Production Worker	1
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
Retail Business Development	1	Sales Representative - South Sacramento	3
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
	1	Head Start Quality Assurance Analyst	1
	6	Information Technology Engineering Analyst	1
	1	Site Supervisor	1
	1	Workforce Development Professional Range 2	1

Employer Activity Report
July 1, 2013 -January 6, 2014

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Sacramento Housing Alliance	1	Executive Director	1
Sacramento Loaves & Fishes	1	Part-Time Student Resource Specialist	1
Sacramento Regional Transit District	1	Bus Operator	1
	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
	10	On-Call Personal Care Attendant	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
Smitty's Services	1	Office Assistant	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
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	
Tony's Fine Foods, Inc.	1	Buyer	2
	1	Category Manager Coordinator	1
	9	Class A Feeder Driver - West Sacramento	1
	9	Class A Route Driver - West Sacramento	1
	1	Customer Service Representative - Part Time	2
	10	Forklift Operator - Graveyard Shift	1
	10	Order Selector - Truckee	1
	10	Order Selector - West Sacramento	4
	10	Pricing Specialist	1
	9	Regional Route Driver	1
	1	Sales Representative -Military Division	1
	1	Sales Support Assistant	1
	1	Staff Accountant	1
1	Traffic Clerk	1	
1	Will Call Clerk	1	
Transglobal Solutions, LLC.	9	Class A Commercial Truck Driver	20
Trillium Staffing	3	Laborer	5
Two Star Personnel	1	Accounting Assistant	3
	9	Warehouse Pricing and Inventory	3

Employer Activity Report
July 1, 2013 -January 6, 2014

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
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
Waste Management, Inc. Fruitridge Road	1	HR Generalist II	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
Women's Empowerment	1	Employment Specialist	1
	5	Social Worker	1
Youth Development Network	5	Youth Development Trainer Specialist	1
TOTAL			1048

ITEM IV-D – 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 January 13, 2014 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 12/2/13
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	Declined Services
Official	10/25/2013	RAS Medical Group 500 University Avenue Ste. #200 Sacramento, CA 95825	12/31/2013	56	Declined Services
Official	1/9/2014	BCI Coca-Cola Bottling Company 4101 Gateway Park Blvd, Sacramento, CA 95834	3/7/2014	49	Pending
			Total # of Affected Workers	728	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month December was 7.6%.

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 led month and year-over growth, MSA up 17,900 jobs year-over

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 7.6 percent in December 2013, down from a revised 8.0 percent in November 2013, and below the year-ago estimate of 9.7 percent. This compares with an unadjusted unemployment rate of 7.9 percent for California and 6.5 percent for the nation during the same period. The unemployment rate was 7.2 percent in El Dorado County, 6.5 percent in Placer County, 7.7 percent in Sacramento County, and 9.5 percent in Yolo County.

Between November 2013 and December 2013, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 1,000 to total 852,300 jobs.

- Leisure and hospitality led the month-over gain (up 2,300 jobs). Accommodation and food services contributed the bulk of the growth with an increase of 1,900 jobs. Arts, entertainment, and recreation added 400 jobs over the month.
- Professional and business services grew by 1,100 jobs month over. This marked the largest November to December increase in this industry since 1997. Professional, scientific, and technical services accounted for the entire job expansion.
- Construction added 700 jobs over the month. This increase bucked seasonal trends that normally saw the industry down an average of 1,700 jobs for the month over. The job uptick was the only November to December gain reported back to 1990. Specialty trade contractors spurred the advancement with a 900-job increase.
- Government cut back 3,200 jobs over the month. Declines in local government (down 2,600 jobs) and state government (down 700 jobs) accounted for the loss.

Between December 2012 and December 2013, total jobs in the region increased by 17,900 or 2.2 percent.

- Leisure and hospitality maintained its robust year-over growth with an upswing of 4,800 jobs. Accommodation and food services dominated the industry's year-over gain, adding 4,700 jobs. Arts, entertainment, and recreation added 100 jobs.
- Trade, transportation, and utilities improved by 3,800 jobs year over. Retail trade (up 2,600 jobs), wholesale trade (up 700 jobs), and transportation, warehousing, and utilities (up 500 jobs) all contributed to the job advancement.
- Financial activities dipped 800 jobs over the year. Finance and insurance led the decline with a 1,000-job reduction, offsetting a 200-job gain in real estate and rental and leasing.

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

Data Not Seasonally Adjusted

	Dec 12	Oct 13	Nov 13	Dec 13	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,039,800	1,034,000	1,038,700	1,036,600	-0.2%	-0.3%
Civilian Employment	938,400	950,600	955,600	957,800	0.2%	2.1%
Civilian Unemployment	101,400	83,400	83,100	78,900	-5.1%	-22.2%
Civilian Unemployment Rate	9.7%	8.1%	8.0%	7.6%		
(CA Unemployment Rate)	9.8%	8.3%	8.3%	7.9%		
(U.S. Unemployment Rate)	7.6%	7.0%	6.6%	6.5%		

Total, All Industries (2)	834,400	846,600	851,300	852,300	0.1%	2.1%
Total Farm	6,900	9,100	7,600	7,000	-7.9%	1.4%
Total Nonfarm	827,500	837,500	843,700	845,300	0.2%	2.2%
Total Private	608,300	614,800	618,900	623,700	0.8%	2.5%
Goods Producing	68,600	70,600	70,900	71,000	0.1%	3.5%
Mining and Logging	300	400	400	300	-25.0%	0.0%
Construction	34,400	35,100	35,000	35,700	2.0%	3.8%
Construction of Buildings	8,700	9,200	9,100	9,100	0.0%	4.6%
Specialty Trade Contractors	23,100	24,100	24,200	25,100	3.7%	8.7%
Building Foundation & Exterior Contractors	4,800	5,000	4,900	5,000	2.0%	4.2%
Building Equipment Contractors	10,400	10,700	10,700	10,900	1.9%	4.8%
Building Finishing Contractors	4,600	5,200	5,200	5,100	-1.9%	10.9%
Manufacturing	33,900	35,100	35,500	35,000	-1.4%	3.2%
Durable Goods	23,000	24,000	24,500	24,200	-1.2%	5.2%
Computer & Electronic Product Manufacturing	7,700	8,800	9,000	8,700	-3.3%	13.0%
Nondurable Goods	10,900	11,100	11,000	10,800	-1.8%	-0.9%
Food Manufacturing	4,600	4,900	4,600	4,500	-2.2%	-2.2%
Service Providing	758,900	766,900	772,800	774,300	0.2%	2.0%
Private Service Providing	539,700	544,200	548,000	552,700	0.9%	2.4%
Trade, Transportation & Utilities	147,400	144,600	149,700	151,200	1.0%	2.6%
Wholesale Trade	25,700	26,300	26,200	26,400	0.8%	2.7%
Merchant Wholesalers, Durable Goods	13,900	14,200	14,100	14,200	0.7%	2.2%
Merchant Wholesalers, Nondurable Goods	8,800	8,900	8,800	8,800	0.0%	0.0%
Retail Trade	97,900	95,100	99,700	100,500	0.8%	2.7%
Motor Vehicle & Parts Dealer	12,100	12,600	12,700	12,700	0.0%	5.0%
Building Material & Garden Equipment Stores	7,200	7,400	7,400	7,300	-1.4%	1.4%
Grocery Stores	17,400	17,900	18,100	18,100	0.0%	4.0%
Health & Personal Care Stores	5,500	5,600	5,700	5,800	1.8%	5.5%
Clothing & Clothing Accessories Stores	8,600	7,400	8,700	8,700	0.0%	1.2%
Sporting Goods, Hobby, Book & Music Stores	4,700	4,100	4,400	4,400	0.0%	-6.4%
General Merchandise Stores	21,400	19,100	20,900	21,800	4.3%	1.9%
Transportation, Warehousing & Utilities	23,800	23,200	23,800	24,300	2.1%	2.1%
Information	14,800	14,500	14,600	14,500	-0.7%	-2.0%
Publishing Industries (except Internet)	2,700	2,700	2,700	2,700	0.0%	0.0%
Telecommunications	7,400	7,200	7,300	7,300	0.0%	-1.4%
Financial Activities	47,800	47,400	46,800	47,000	0.4%	-1.7%
Finance & Insurance	35,300	34,500	34,100	34,300	0.6%	-2.8%
Credit Intermediation & Related Activities	12,700	12,500	12,300	12,400	0.8%	-2.4%
Depository Credit Intermediation	8,400	8,200	8,100	8,100	0.0%	-3.6%
Nondepository Credit Intermediation	2,400	2,500	2,400	2,500	4.2%	4.2%
Insurance Carriers & Related	18,900	18,800	18,600	18,600	0.0%	-1.6%
Real Estate & Rental & Leasing	12,500	12,900	12,700	12,700	0.0%	1.6%
Real Estate	9,400	9,400	9,200	9,300	1.1%	-1.1%
Professional & Business Services	111,800	115,500	114,400	115,500	1.0%	3.3%
Professional, Scientific & Technical Services	52,400	54,400	53,200	54,300	2.1%	3.6%
Architectural, Engineering & Related Services	8,900	9,100	9,100	9,200	1.1%	3.4%
Management of Companies & Enterprises	9,600	10,000	10,100	10,100	0.0%	5.2%
Administrative & Support & Waste Services	49,800	51,100	51,100	51,100	0.0%	2.6%
Administrative & Support Services	47,500	48,600	48,600	48,900	0.6%	2.9%
Employment Services	21,400	21,600	21,600	22,400	3.7%	4.7%

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

Data Not Seasonally Adjusted

	Dec 12	Oct 13	Nov 13 Revised	Dec 13 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	11,700	12,400	12,300	12,100	-1.6%	3.4%
Educational & Health Services	107,700	109,300	110,200	110,100	-0.1%	2.2%
Education Services	14,200	14,500	14,800	14,700	-0.7%	3.5%
Health Care & Social Assistance	93,500	94,800	95,400	95,400	0.0%	2.0%
Ambulatory Health Care Services	40,600	41,100	41,200	41,400	0.5%	2.0%
Hospitals	23,200	22,900	22,800	23,200	1.8%	0.0%
Nursing & Residential Care Facilities	15,000	15,200	15,200	15,300	0.7%	2.0%
Leisure & Hospitality	82,700	86,500	85,200	87,500	2.7%	5.8%
Arts, Entertainment & Recreation	14,500	14,300	14,200	14,600	2.8%	0.7%
Accommodation & Food Services	68,200	72,200	71,000	72,900	2.7%	6.9%
Accommodation	8,000	7,900	7,800	8,000	2.6%	0.0%
Food Services & Drinking Places	60,200	64,300	63,200	64,900	2.7%	7.8%
Full-Service Restaurants	28,700	29,300	29,300	29,800	1.7%	3.8%
Limited-Service Eating Places	29,700	30,400	30,400	30,900	1.6%	4.0%
Other Services	27,500	26,400	27,100	26,900	-0.7%	-2.2%
Repair & Maintenance	8,000	8,300	8,200	8,100	-1.2%	1.3%
Government	219,200	222,700	224,800	221,600	-1.4%	1.1%
Federal Government	13,800	13,700	13,600	13,700	0.7%	-0.7%
Department of Defense	1,700	1,600	1,700	1,700	0.0%	0.0%
State & Local Government	205,400	209,000	211,200	207,900	-1.6%	1.2%
State Government	107,800	111,100	112,200	111,500	-0.6%	3.4%
State Government Education	27,800	27,700	28,900	28,700	-0.7%	3.2%
State Government Excluding Education	80,000	83,400	83,300	82,800	-0.6%	3.5%
Local Government	97,600	97,900	99,000	96,400	-2.6%	-1.2%
Local Government Education	55,300	54,800	56,100	53,600	-4.5%	-3.1%
Local Government Excluding Education	42,300	43,100	42,900	42,800	-0.2%	1.2%
County	17,800	18,100	18,000	18,200	1.1%	2.2%
City	9,300	9,700	9,800	9,600	-2.0%	3.2%
Special Districts plus Indian Tribes	15,200	15,300	15,100	15,000	-0.7%	-1.3%

Notes:

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

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

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

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

#####

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	672,300	620,800	51,600	7.7%	1.000000	1.000000
Arden Arcade CDP	55,900	51,700	4,300	7.6%	0.083249	0.082638
Carmichael CDP	29,200	27,400	1,700	5.9%	0.044196	0.033389
Citrus Heights city	50,400	47,700	2,700	5.3%	0.076838	0.052031
Elk Grove CDP	35,100	32,900	2,200	6.2%	0.052995	0.042014
Fair Oaks CDP	17,300	16,600	700	4.1%	0.026690	0.013634
Florin CDP	12,300	10,800	1,500	12.2%	0.017414	0.029215
Folsom city	27,300	26,400	900	3.4%	0.042525	0.018086
Foothill Farms CDP	9,500	8,500	1,000	10.6%	0.013648	0.019477
Galt city	10,500	9,200	1,300	12.7%	0.014787	0.025876
Gold River CDP	4,900	4,800	100	1.5%	0.007807	0.001391
Isleton city	400	400	0	10.3%	0.000606	0.000835
La Riviera CDP	7,000	6,700	300	4.5%	0.010764	0.006121
Laguna CDP	20,600	19,800	800	4.1%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	5,000	300	5.4%	0.008082	0.005565
North Highlands CDP	21,900	19,200	2,700	12.1%	0.030952	0.051475
Orangevale CDP	15,900	15,000	800	5.2%	0.024229	0.015860
Parkway South Sacramento CD	15,400	13,300	2,100	13.8%	0.021400	0.041180
Rancho Cordova City	30,400	27,700	2,700	8.8%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	2.5%	0.003619	0.001113
Rio Linda CDP	5,600	4,900	700	12.3%	0.007917	0.013356
Rosemont CDP	13,800	13,000	900	6.4%	0.020867	0.017251
Sacramento city	212,000	192,900	19,200	9.0%	0.310678	0.371731
Vineyard CDP	5,900	5,700	200	3.9%	0.009185	0.004452
Walnut Grove CDP	400	400	100	19.6%	0.000569	0.001669
Wilton CDP	2,800	2,600	100	5.2%	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.

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	98,300	89,000	9,300	9.5%	1.000000	1.000000
Davis city	38,800	36,400	2,300	6.0%	0.409375	0.251572
Esparto CDP	1,000	900	100	10.2%	0.009693	0.010482
West Sacramento city	16,500	14,000	2,400	14.7%	0.157748	0.259958
Winters city	3,600	3,200	400	10.8%	0.036250	0.041929
Woodland city	28,800	25,600	3,200	11.2%	0.287346	0.345912

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

Notes:

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

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	89,200	82,800	6,400	7.2%	1.000000	1.000000
Cameron Park CDP	8,800	8,300	400	5.0%	0.100610	0.068627
Diamond Springs CDP	2,300	2,100	200	9.4%	0.025356	0.034314
El Dorado Hills CDP	10,200	9,800	400	4.3%	0.118237	0.068627
Georgetown CDP	500	500	100	12.0%	0.005559	0.009804
Placerville city	5,200	4,700	600	10.8%	0.056407	0.088235
Pollock Pines CDP	2,400	2,200	200	8.5%	0.026576	0.031863
Shingle Springs CDP	1,500	1,400	100	5.1%	0.017492	0.012255
South Lake Tahoe city	14,900	13,400	1,500	9.9%	0.162034	0.230392

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

Notes:

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

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Placer County	176,800	165,300	11,600	6.5%	1.000000	1.000000
Auburn city	8,900	8,500	500	5.3%	0.051276	0.040598
Colfax city	1,000	900	100	9.4%	0.005744	0.008547
Dollar Point CDP	1,300	1,200	100	7.6%	0.007265	0.008547
Foresthill CDP	1,300	1,200	100	11.0%	0.007265	0.012821
Granite Bay CDP	13,100	12,500	600	4.5%	0.075688	0.051282
Kings Beach CDP	3,000	2,800	200	6.5%	0.017148	0.017094
Lincoln city	7,600	6,700	900	12.0%	0.040463	0.079060
Loomis town	4,500	4,400	200	3.8%	0.026356	0.014957
Meadow Vista CDP	2,300	2,100	100	6.6%	0.012756	0.012821
North Auburn CDP	7,400	6,800	600	7.7%	0.041308	0.049145
Rocklin city	27,100	25,800	1,300	4.7%	0.156192	0.108974
Roseville city	55,600	51,900	3,700	6.6%	0.314327	0.316239
Sunnyside Tahoe City CDP	1,900	1,800	100	7.6%	0.010897	0.012821
Tahoe Vista CDP	1,600	1,400	200	11.0%	0.008447	0.014957

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

Notes:

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

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area

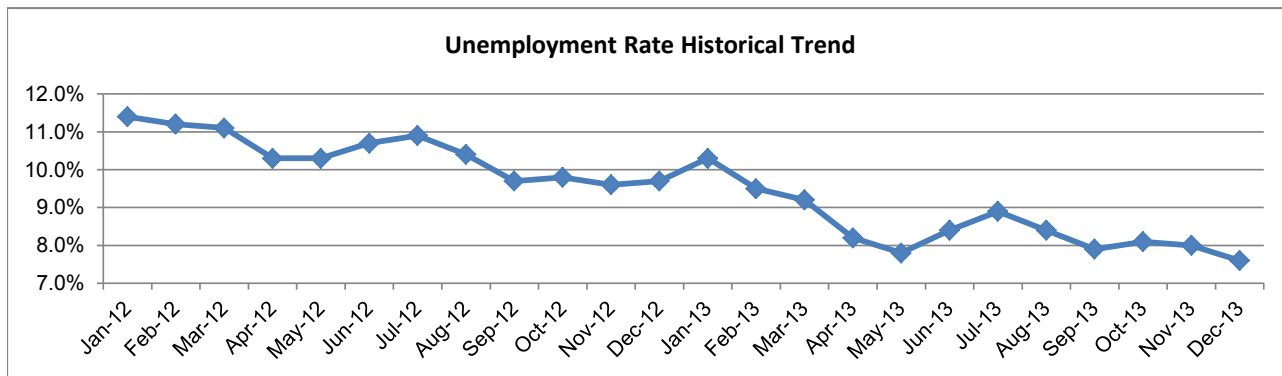
Data Not Seasonally Adjusted

Area Name	Labor Force	Employ- ment	Unemployment Number	Rate	Census Ratios Emp	Unemp
------------------	------------------------	-------------------------	--------------------------------	-------------	------------------------------	--------------

may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

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 7.6 percent in December 2013, down from a revised 8.0 percent in November 2013, and below the year-ago estimate of 9.7 percent. This compares with an unadjusted unemployment rate of 7.9 percent for California and 6.5 percent for the nation during the same period. The unemployment rate was 7.2 percent in El Dorado County, 6.5 percent in Placer County, 7.7 percent in Sacramento County, and 9.5 percent in Yolo County.



Industry	Nov-2013	Dec-2013	Change		Dec-2012	Dec-2013	Change
	Revised	Prelim				Prelim	
Total, All Industries	851,300	852,300	1,000		834,400	852,300	17,900
Total Farm	7,600	7,000	(600)		6,900	7,000	100
Total Nonfarm	843,700	845,300	1,600		827,500	845,300	17,800
Mining and Logging	400	300	(100)		300	300	0
Construction	35,000	35,700	700		34,400	35,700	1,300
Manufacturing	35,500	35,000	(500)		33,900	35,000	1,100
Trade, Transportation & Utilities	149,700	151,200	1,500		147,400	151,200	3,800
Information	14,600	14,500	(100)		14,800	14,500	(300)
Financial Activities	46,800	47,000	200		47,800	47,000	(800)
Professional & Business Services	114,400	115,500	1,100		111,800	115,500	3,700
Educational & Health Services	110,200	110,100	(100)		107,700	110,100	2,400
Leisure & Hospitality	85,200	87,500	2,300		82,700	87,500	4,800
Other Services	27,100	26,900	(200)		27,500	26,900	(600)
Government	224,800	221,600	(3,200)		219,200	221,600	2,400

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

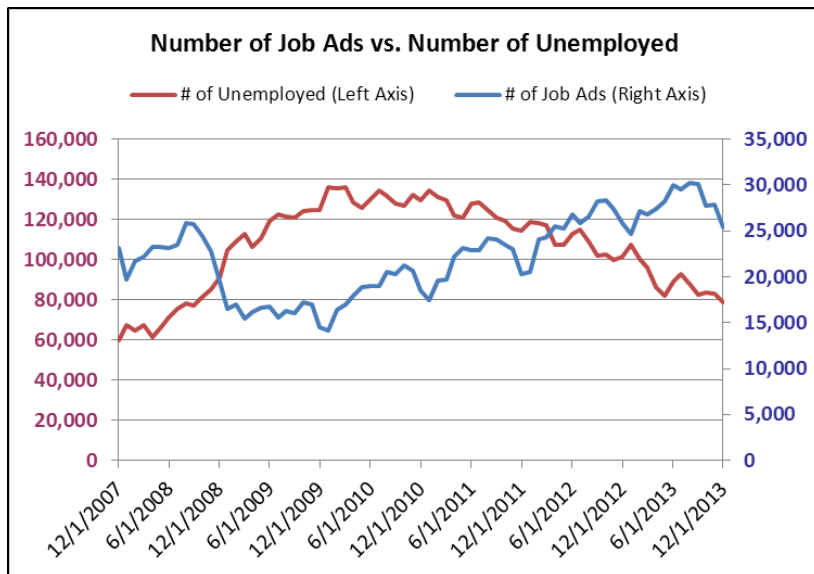
REPORT 400 M
Monthly Labor Force Data for California
Counties and Metropolitan Statistical Areas
December 2013 - Preliminary
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,503,800	17,037,700	1,466,100	7.9%
BAKERSFIELD DELANO MSA (Kern Co.)	44	396,700	354,100	42,600	10.7%
CHICO MSA (Butte Co.)	34	101,200	91,900	9,200	9.1%
EL CENTRO MSA (Imperial Co.)	64	76,600	59,400	17,200	22.5%
FRESNO MSA (Fresno Co.)	56	430,200	376,400	53,700	12.5%
HANFORD CORCORAN MSA (Kings Co.)	58	59,700	52,100	7,600	12.8%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	30	4,940,200	4,506,400	433,800	8.8%
MADERA CHOWCHILLA MSA (Madera Co.)	44	68,400	61,000	7,300	10.7%
MERCED MSA (Merced Co.)	61	109,400	93,800	15,600	14.2%
MODESTO MSA (Stanislaus Co.)	54	233,000	204,500	28,400	12.2%
NAPA MSA (Napa Co.)	10	76,900	72,400	4,500	5.9%
OAKLAND FREMONT HAYWARD MD	12	1,302,500	1,220,100	82,400	6.3%
Alameda Co.	12	770,000	721,600	48,300	6.3%
Contra Costa Co.	14	532,500	498,500	34,000	6.4%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	18	438,900	408,800	30,100	6.9%
REDDING MSA (Shasta Co.)	39	78,600	70,900	7,700	9.8%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	31	1,795,500	1,635,700	159,800	8.9%
Riverside Co.	34	939,800	854,400	85,500	9.1%
San Bernardino Co.	29	855,700	781,300	74,400	8.7%
SACRAMENTO ARDEN ARCADE ROSEVILLE MSA	25	1,036,600	957,800	78,900	7.6%
El Dorado Co.	20	89,200	82,800	6,400	7.2%
Placer Co.	16	176,800	165,300	11,600	6.5%
Sacramento Co.	26	672,300	620,800	51,600	7.7%
Yolo Co.	38	98,300	89,000	9,300	9.5%
SALINAS MSA (Monterey Co.)	48	217,400	193,500	23,900	11.0%
SAN DIEGO CARLSBAD SAN MARCOS MSA (San Diego Co.)	14	1,596,900	1,495,200	101,800	6.4%
SAN FRANCISCO SAN MATEO REDWOOD CITY MD	2	1,028,500	981,200	47,300	4.6%
Marin Co.	1	142,900	136,900	6,000	4.2%
San Francisco Co.	4	484,200	461,200	23,100	4.8%
San Mateo Co.	2	401,400	383,100	18,300	4.6%
SAN JOSE SUNNYVALE SANTA CLARA MSA	9	953,500	898,000	55,500	5.8%
San Benito Co.	41	26,800	24,000	2,800	10.4%
Santa Clara Co.	7	926,700	874,000	52,700	5.7%
SAN LUIS OBISPO PASO ROBLES MSA (San Luis Obispo Co.)	6	143,100	135,100	8,100	5.6%
SANTA ANA ANAHEIM IRVINE MD (Orange Co.)	5	1,633,100	1,547,500	85,600	5.2%
SANTA BARBARA SANTA MARIA GOLETA MSA (Santa Barbara Co.)	11	227,800	213,700	14,100	6.2%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	36	150,800	136,900	13,900	9.2%
SANTA ROSA PETALUMA MSA (Sonoma Co.)	7	256,600	242,000	14,600	5.7%
STOCKTON MSA (San Joaquin Co.)	52	292,000	256,600	35,500	12.1%
VALLEJO FAIRFIELD MSA (Solano Co.)	22	219,400	203,300	16,100	7.3%
VISALIA PORTERVILLE MSA (Tulare Co.)	59	201,800	174,700	27,100	13.4%
YUBA CITY MSA	60	69,400	59,900	9,400	13.6%
Sutter Co.	62	42,400	36,200	6,200	14.5%
Yuba Co.	54	27,000	23,700	3,300	12.2%
Alpine Co.	27	470	430	40	8.4%
Amador Co.	33	15,790	14,370	1,430	9.0%
Calaveras Co.	37	18,710	16,940	1,770	9.4%
Colusa Co.	63	11,280	8,980	2,310	20.5%
Del Norte Co.	44	10,770	9,620	1,150	10.7%
Glenn Co.	50	12,460	11,050	1,410	11.3%
Humboldt Co.	24	59,100	54,700	4,400	7.5%
Inyo Co.	19	9,020	8,370	640	7.1%
Lake Co.	52	23,900	21,020	2,890	12.1%
Lassen Co.	40	12,440	11,180	1,260	10.1%
Mariposa Co.	31	9,440	8,600	840	8.9%
Mendocino Co.	23	41,360	38,310	3,050	7.4%
Modoc Co.	43	3,670	3,280	390	10.6%
Mono Co.	20	8,480	7,880	610	7.2%
Nevada Co.	17	49,700	46,380	3,320	6.7%
Plumas Co.	51	8,910	7,860	1,050	11.8%
Sierra Co.	47	1,520	1,350	160	10.8%
Siskiyou Co.	56	17,900	15,670	2,230	12.5%
Tehama Co.	41	24,450	21,910	2,540	10.4%
Trinity Co.	49	4,700	4,180	520	11.1%
Tuolumne Co.	28	24,680	22,580	2,110	8.5%

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 Census 2010 population controls at the state level.

Recent Job Ads for Sacramento Arden Arcade Roseville MSA December 2013

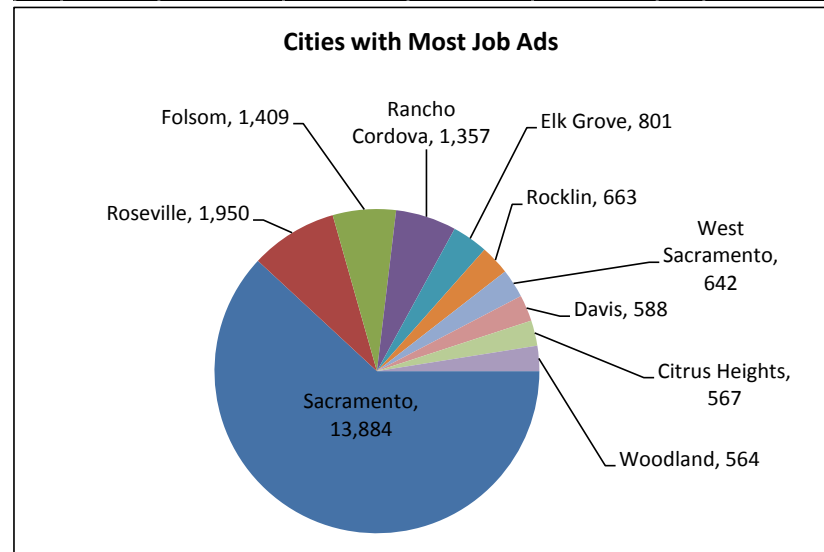


Employers with Most Job Ads

Sutter Health	741
Dignity Health	614
Intel	294
Kaiser Permanente	238
Randstad	158
Sears Holdings Corporation	152
Soliant	142
Deloitte	119
Xerox Corporation	112
Vail Reports	104

Occupations with Most Job Ads

Registered Nurses	1140
Retail Salespersons	815
First-Line Supervisors of Retail Sales Workers	688
Customer Service Representatives	603
First-Line Supervisors of Office and Administrative Support	500
Computer User Support Specialists	443
Heavy and Tractor-Trailer Truck Drivers	440
Computer Systems Analysts	435
First-Line Supervisors of Food Preparation	411
Medical and Health Services Managers	389



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

ITEM IV-F – INFORMATION

SUMMATION REPORT FOR CHILD AND ADULT CARE FOOD PROGRAM

BACKGROUND:

The Agency recently was audited by the California Department of Education, Nutrition Services Division for the Child and Adult Care Food program. Attached is the summation report.

Ms. Denise Lee will be available to answer questions.

STAFF PRESENTER: Denise Lee

**Centers
Child and Adult Care Food Program
Summation Report**

Institution: Sacramento Employment Training Agency		Vendor Number: 217300	CNIPS Number: 04318-CACFP-34-GM-CS	Review ID: 9464
Address: 925 Del Paso Boulevard		City: Sacramento	Zip: 95815	County: Sacramento
Contact Person: D'et Patterson		Title: Authorized Representative		Telephone: (916) 263-3611
Program Types: <input type="checkbox"/> Adult Care <input type="checkbox"/> At-risk <input type="checkbox"/> Child Care <input type="checkbox"/> Emergency Shelters <input type="checkbox"/> Head Start <input type="checkbox"/> School Age				
Type of Review: <input type="checkbox"/> First <input type="checkbox"/> First Follow-up <input type="checkbox"/> Second Follow-up <input type="checkbox"/> Ninety-day <input type="checkbox"/> Program Assistance				

Areas Reviewed for Compliance

Performance Standard 1: Financial Viability 100 Financial Management Performance Standard 2: Administrative Capability 200 Procurement Procedures 220 Program Resources 240 Policies and Procedures 280 Pricing Program	Performance Standard 3: Program Accountability 300 Enrollment 500 Eligibility <u>600 Meal Counts</u> 700 Licensing Requirements <u>800 Meal Requirements</u> 900 Fiscal Accountability 1000 Training <u>1100 Facility Review</u> 1200 Safety and Sanitation <u>1300 Civil Rights</u>
---	---

Summary of Review Findings

Review Month: October 2013 Review Date: January 14, 2014

- All areas found to be in compliance. No action is required. This review is closed. Congratulations on an excellent Administrative Review.
- One or more Performance Standards (PS) were not in compliance. The non-compliant areas are underlined.
- A **follow-up review** may be conducted because of non-compliance in PS 1, PS 2, or PS 3.
- Serious deficiencies were found. If permanent, acceptable corrective action is not implemented, the Child and Adult Care Food Program (CACFP) agreement will be terminated. If the CACFP agreement is terminated, or if you choose to self-terminate before correcting serious deficiencies; your organization will be placed on the "National List of Disqualified Institutions". Placement on this list precludes deficient organizations and their principals from further participation in the CACFP until the organization provides proof of permanent correction and repays any funds owed to the California Department of Education.

Institution is required to submit corrective action documents by: February 24, 2014

Submit corrective action documents to:

Maryah Stoots, CNC
California Department of Education – Field Office
PO Box 1072
Williams, CA 95987
mstoots@cde.ca.gov

The findings of this review are the results of an assessment of a sample of your program records for the current year. All program records must be retained for a period of three years plus the current year.

Signature of Institution Representative:	Date:
Signature of State Representative:	Date:

(Institution signature does not designate agreement with reviewer comments)

If fiscal action is needed, the report will be forwarded to the Program Integrity Unit for resolution of over/under claims.

Summation Report

Institution: Sacramento Employment Training Agency	Vendor Number: 217300	CNIPS Number: 04318-CACFP-34-GM-CS	Review ID: 9464
<p>Comments:</p> <p>Sacramento Employment and Training Agency (SETA) greatly improved their meal counting policy and procedure. SETA has implemented a new electronic meal counting system to help decrease the amount of meal counting errors occurring by staff not properly taking and recording meal counts at the point of service. In the new system, a student must be signed-in before a meal may be claimed. Meal counts must be entered into the computer within the meal service time, or the system will lock the meal count system, not allowing for meal counts to be entered. If meal counts are missed at the site level, adjustments are made with proper upper administrative approval. The agency has developed a form indicating the reason for the non-electronic adjustment. This form should be filled out and attached to the monthly claim for any and all non-electronic meal count adjustments with supporting meal count adjustment documentation.</p> <p>Upon review of the 2012/13 budget report, the agency shows a contribution of \$592,290.87 to cover all operating costs excluding food, supplies, and program labor costs. The agency charges administration and overhead costs at a 4.06%. Since the administration labor and overhead costs are not covered by CACFP meal reimbursement no further corrective action is required; however should the CACFP reimbursement increase to an amount that would cover administration labor and overhead costs, all labor charged to CACFP must be supported by Personnel Activity Reports (PARs) for any staff not working 100% of their time in CACFP. The PARs reports must indicate the actual hours spend on CACFP related duties.</p> <p>Site visits were completed for 3 of the 32 approved sites. Site visits included: Mather Head Start, Nedra Court Head Start, and Broadway Head Start centers. The three sites were selected based on the amount of manual meal counts adjustments made in the month of review.</p> <p>At the conclusion of the administrative review and site visits findings were noted in meal counts, meal requirements, facility reviews, and civil rights.</p> <p>Please see the following pages for further details related to all findings.</p>			
Signature of Institution Representative:		Date:	
Approval Signature of State Representative:		Date:	

Summation Report

Institution: Sacramento Employment Training Agency	Vendor Number: 217300	CNIPS Number: 04318-CACFP-34-GM-CS	Review ID: 9464
---	--------------------------	---------------------------------------	--------------------

**Performance Standard 3 – Program Accountability
 Compliance Area 600: Meal Counts**

Institutions must have a system to yield accurate numbers of meals served in order to report meal counts correctly on the Claim for Reimbursement. References include but are not limited to 7 CFR 226.10(c)(1) and (2); 226.15(e)(4) and (5); and 226.17(b)(3), (4), (5), (6), (7), (8) and (9).

Findings:

1. The institution did not correctly consolidate the total meal counts for each meal type claimed in the month of review.

Comments:

1. Sacramento Employment and Training Agency has moved from a manual meal counting system to an electronic meal counting system. The meal counting module of the software system brings over the students names of only the student that are signed in for each meal. At each meal service, teachers then select the student's names that were present at the table and offered a meal. Meal counts can only be entered into the computer system between a certain time periods for each meal. Should a meal counting error occur at the site level, the site must submit meal count documentation and reasoning for meal counting errors. Upon approval meal counts are manually adjusted at the agency level.

Meal consolidation errors occurred for lunch meal service at the SETA BROADWAY EARLY LCHS site. Agency reported a total of 413 lunch meals. Reviewer was able to verify a total of 412 lunch meals. A total of one lunch meal was over-claimed by the agency. .

Meal consolidation errors also occurred for breakfast meal service at SETA-NEDRA CT LEARNING CENTER. Agency reported a total of 665 breakfast meals. Reviewer verified a total of 695 breakfast meals. A total of 30 breakfast meals were under-claimed by the agency.

Results of this review will be forwarded to the Program Integrity Unit for correction of over or under-claims.

Action Required: Complete the following corrective action(s) by: February 24, 2014

1. Develop and describe procedures to permanently implement corrections to findings as listed above and ensure compliance with meal counting requirement. Document the specific steps and identify which staff is responsible for each task.

Corrective action(s) implemented by (name) _____ on (date) _____
 Complete your response in this box or use separate sheets as needed. Sign and date at the bottom of this page. Return this report with documents to support your response to the reviewer by the date above.

Signature of Institution Representative:	Date:
Approval Signature of State Representative:	Date:

Summation Report

Institution: Sacramento Employment Training Agency	Vendor Number: 217300	CNIPS Number: 04318-CACFP-34-GM-CS	Review ID: 9464
---	--------------------------	---------------------------------------	--------------------

**Performance Standard 3 – Program Accountability
Compliance Area 800: Meal Requirements**

Meals claimed for reimbursement must contain meal components in specific quantities as required by regulations. References include but are not limited to 7 *CFR* 226.15(e)(10), 226.17(b)(4), 226.20, and Appendix C to Part 226.

Findings:

Review of food service records (menus, production records, receipts/invoices, transport records, delivery receipts, as applicable) and completion of site visits revealed:

1. Only nonfat or 1% fat milk was not provided for all participants ages 2 and older.
2. Non-dairy beverages, offered as a milk substitute for participants without a disability, are not nutritionally equivalent to milk.

Comments:

1. Review of milk invoices indicated a verity of milk was purchased in the month of review. During site visits conducted at SETA MATHER HEAD START and SETA BROADWAY EARLY LCHAS whole milk was observed being served to children in the Early Head Start rooms serving children ages 18 months – 3 years old. Early Head Start teachers verified they are always provided whole milk for meal service for all the students present at a meal service. Of the six students present on the day of review at Mather Early Head Start, only one student was under the age of 2; and of the five students present at Broadway Early Head Start, only one student was under the age of 2.

The 2010 DGA recommends that persons over two years of age consume fat-free (skim) or low-fat (1 percent) fluid milk. Therefore, effective immediately, (October 1, 2011) fluid milk served in the CACFP to participants two years of age and older must be fat free or low-fat milk. Whole milk and reduced-fat (2 percent) milk may **not** be served to participants over two years of age.

Meals served to participants two years of age and older that include reduced-fat (2 percent) or whole milk are not reimbursable and must be disallowed. A total of 1 lunch meal from the day of review, January 22, 2014, at Mather Head Start will be disallowed. No milk was provided during the snack site visit at Broadway Early Learning Center.

Management Bulletin USDA-CACFP-20-2011 provides further guidance on nutrition requirements for fluid milk and fluid milk substitutions in the CACFP.

2. In the case of children who cannot consume fluid milk due to medical or other special dietary needs, other than a disability, the agency may serve non-dairy beverages in lieu of fluid milk. Non-dairy beverages must be nutritionally equivalent to milk.

The agency currently uses are verity of soy milks. Upon review of food purchase invoices, the agency purchased: Soy Dream Vanilla milk, Circle Soy milk, Pacific Soy Vanilla Low Fat Milk, and Lactaid. Soy Dream and Full Circle Soy milks do not meet the nutritional standards equivalent to levels found in cow's milk, as outlined in Title 7, *Code of Federal Regulations*, Section 210.10 (m)(3).

The requirements related to milk or food substitutions for a participant who has a medical disability and who submits a medical statement signed by a licensed physician remain unchanged. If the substitution is not related to a medical disability, the non-dairy substitution must be approved by the State and meet the requirements as outlined in 7 *CFR* 210.10(m)(3). If soy milk purchased is not an approved non-dairy substitution, it may not be served to a child who does not have a medical disability that requires it

Results of this review will be forwarded to the Program Integrity Unit for correction of over or under-claims.

Summation Report

Institution: Sacramento Employment Training Agency	Vendor Number: 217300	CNIPS Number: 04318-CACFP-34-GM-CS	Review ID: 9464
---	--------------------------	---------------------------------------	--------------------

**Performance Standard 3 – Program Accountability
 Compliance Area 800: Meal Requirements**

Action Required: Complete the following corrective action(s) by: February 24, 2014

Develop and describe procedures to permanently implement corrections to findings as listed above and ensure compliance with meal requirements. Document the specific steps and identify which staff is responsible for each task. Provide documentation to substantiate any adjustments to meal pattern requirements listed in the above or on attached summary of center findings.

Corrective action(s) implemented by (name) _____ on (date) _____
 Complete your response in this box or use separate sheets as needed. Sign and date at the bottom of this page. Return this report with documents to support your response to the reviewer by the date above.

Signature of Institution Representative:	Date:
Approval Signature of State Representative:	Date:

Summation Report

Institution: Sacramento Employment Training Agency	Vendor Number: 217300	CNIPS Number: 04318-CACFP-34-GM-CS	Review ID: 9464
---	--------------------------	---------------------------------------	--------------------

**Performance Standard 3 – Program Accountability
 Compliance Area 1100: Facility Review**

Sponsoring organizations must conduct facility reviews for each facility to assess program compliance in accordance with the review elements and frequency set forth by the CACFP. Prior to sponsoring a new facility, institutions must conduct a pre-approval visit to discuss the program benefits and assess the capability of the facility in operating the CACFP. References include but are not limited to 7 CFR 226.15(d), 226.15(e)(11), and 226.16(d).

Findings:

1. Each facility was not monitored by the agency at least three times during the CACFP 2012/13 program year.
2. The percentage of facility reviews conducted by the sponsoring organization is not roughly proportional to the percentage of each type of meal being claimed.

Comments:

1. Upon review of facility review forms, New Helvetia I, Solid Foundation, and Walnut Grove did not receive at least three facility reviews in the 2012/13 program year. Site reviews were documented on the following days for the three sites not receiving the required three facility reviews:

New Helvetia I	Solid Foundation	Walnut Grove
October 2011 / September 12 11/23/11 7/24/12	October 2011/ September 12 11/18/11 3/8/12 6/22/12	October 2011/ September 12 4/20/12 8/30/12
October 2012 / September 13 6/6/13 8/20/13	October 2012 / September 13 12/12/12 7/25/13	October 2012 / September 13 12/20/12 3/11/13
October 2013 / September 14 12/18/13	October 2013 / September 14 12/17/13	October 2013 / September 14 12/18/13

At the time of review, the reviewer suggested the agency develop a spreadsheet to track and record all site visits. The reviewer also suggested filing facility review form based on program year and not calendar year to ensure each site is reviewed three times each program year.

2. Upon review of facility review forms, the facility review conducted were not roughly proportional to the percentages of each type of meal being claimed. The agency serves roughly 29% breakfast meals, 48% lunch meals and 23% snack meals thus facility reviews should roughly reflected these percentages.

Action Required: Complete the following corrective action(s) by: February 24, 2014.

Develop and describe procedures to permanently implement corrections to findings as listed above and ensure compliance with facility review requirements. Document the specific steps and identify which staff is responsible for each task.

Summation Report

Institution: Sacramento Employment Training Agency	Vendor Number: 217300	CNIPS Number: 04318-CACFP-34-GM-CS	Review ID: 9464
---	--------------------------	---------------------------------------	--------------------

**Performance Standard 3 – Program Accountability
Compliance Area 1100: Facility Review**

Corrective action(s) implemented by (name) _____ on (date) _____
Complete your response in this box or use separate sheets as needed. Sign and date at the bottom of this page. Return this report with documents to support your response to the reviewer by the date above.

Signature of Institution Representative:	Date:
Approval Signature of State Representative:	Date:

Summation Report

Institution: Sacramento Employment Training Agency	Vendor Number: 217300	CNIPS Number: 04318-CACFP-34-GM-CS	Review ID: 9464
---	--------------------------	---------------------------------------	--------------------

**Performance Standard 3 – Program Accountability
 Compliance Area 1300: Civil Rights**

Institutions must follow civil rights requirements. References include but are not limited to 7 *CFR* 15a and 15b, 226.6(b)(1)(iii) and(xvii)(C)(5)(iv), 226.6(b)(2)(vii)(C)(5)(iv), 226.23(d), and *FNS Instruction 113-1*.

Findings:

1. The institution does not have written civil rights complaint procedure.
2. The correct nondiscrimination statement is not included on appropriate program materials (handbooks, pamphlets, applications, etc.).

Comments:

1. Agency has a “Resolution of Problems and Disputes Policy (For families enrolled in State Funded Programs only)” which outlines how to file a complaint including unlawful discrimination in any program or activity, however this complaint processed indicates complaint should be reported to and filed through CDD and not CDE; and does not include USDA contact information.

This procedure must be updated in accordance with information included in MB NSD-CNP-02-2010 or found on CDE Civil Rights page at <http://www.cde.ca.gov/ls/nu/cr/index.asp>.

2. The Sacramento Employment and Training Agency Parent handbook discusses meals provided to student while in care and participation in the USDA CACFP. The handbook contains an outdated non-discrimination statement. Any and all program materials discussing meal service and/or participation in the CACFP must include the following most updated non-discrimination statement:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or by fax (202) 690-7442 or by email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Action Required: Complete the following corrective action(s) by: February 24, 2014

Develop and describe procedures to permanently implement corrections to findings as listed above and ensure compliance with Civil Rights requirements. Document the specific steps taken and identify which staff is responsible for each task.

Summation Report

Institution: Sacramento Employment Training Agency	Vendor Number: 217300	CNIPS Number: 04318-CACFP-34-GM-CS	Review ID: 9464
---	--------------------------	---------------------------------------	--------------------

**Performance Standard 3 – Program Accountability
 Compliance Area 1300: Civil Rights**

Corrective action(s) implemented by (name) _____ on (date) _____
Complete your response in this box or use separate sheets as needed. Sign and date at the bottom of this page. Return this report with documents to support your response to the reviewer by the date above.

Signature of Institution Representative:	Date:
Approval Signature of State Representative:	Date:

ITEM IV-G – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, October 22, 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 Mr. Justin Fietzek 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:

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
Justin Fietzek, Home Base Option
Ana Calderon, Early Head Start (SETA) (arrived at 9:08)
Nse Akang, Foster Parent Representative

Members Absent:

Steven Wormley, Sacramento City Unified School District (excused)

Ms. Colleen Fietzek, SETA-Operated Program, was seated.

II. Consent Item

A. Approval of the Minutes of the September 24, 2013 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Wilson, second/Jay, to approve the minutes of the September 24 meeting.
Show of hands vote: Aye: 8, 0, 1 (Akang)

III. Action Items

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

Mr. Akang reviewed the modifications to the bylaws. There was no additional public testimony.

Moved/Calderon, second/Duran, to close the public hearing and approve modifications to the bylaws of the Head Start/Early Head Start Policy Council. Show of hands vote: Aye: 8, Nay: 0, Abstentions: 1 (Akang)

B. Election of Community Representatives: Past Parents, Foster Parent, and Grandparent

A copy of Ms. Willie Jean Peck's application for Foster Parent Representative was distributed. Ms. Desha stated that only Ms. Peck's application has been received. At this time, staff has not yet received applications for Grandparent or Past Parent Representatives.

Ms. Desha stated that due to illness, Ms. Peck could not attend today's meeting but called Ms. Desha to indicate her interest in the position. Ms. Peck has served previously for two years and this has provided grounds to ensure she is capable to serve as a Foster Parent Representative.

Moved/Wilson, second/Calderon, to suspend the rules for election for Past Parent and Grandparent and approve the appointment of Willie Jean Peck to serve as the Foster Parent representative.

Show of hands vote: Aye: 6, Nay: 1 (Kafka), Abstentions: 2 (Windham & Akang)

C. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council/Parent Advisory Committee

Ms. Loretta Su reviewed clarifications in the language that mileage will be reimbursed from the home to SETA. Additional mileage will not be reimbursed; this is the only change to the policy and procedures.

Moved/Wilson, second/Duran, that the Policy Council approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

Show of hands vote: Aye: 7, Nay: 1 (Kafka), Abstention: 1 (Akang)

Mr. Akang went off agenda to do employee recognitions:

IV. Information Items

A. Standing Information Items

- Parent/Staff Recognition: Mr. Akang read certificates of recognition for Bonnie Bilger, Josie Werner, and Wendy Tanner.

Ms. Lee thanked all three employees for their outstanding support of the boards. Special thanks were extended to Ms. Tanner for stepping in to assist in the

Parent Recognition Dinner. Ms. Werner and Ms. Bilger were thanked for their work to ensure hires are efficiently processed.

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

The board went into closed session at 9:31 a.m. and back into open session at 9:47 a.m. Mr. Akang reported out on closed session that the eligibility list for CFS Administrative Program Officer, Head Start Site Supervisor, and Head Start Coordinator (Education)(Supervisory).

IV. Information Items (continued)

A. Standing Information Items

- PC/PAC Calendar of Events: The Health Services Advisory Committee will be meeting tomorrow.
- Parent/Family Support Unit Events and Activities: None.
- Community Resources: None.
- PC/PAC End of Year Appreciation Dinner Oral reports: Mr. Akang asked for reports from attendees. Ms. Calderon reported it was a very nice dinner and board members did a great job putting the event together. She appreciated all of the staff that attended. Ms. Kafka asked what happened to the perfect attendance award? Ms. Desha stated that it will be presented at the November meeting. The current board will attend the November meeting and then the new board will be seated. Mr. Akang gave a heartfelt thank you to staff for all of the help provided by staff. Ms. Desha expressed thanks to the board members for the hard work done by board members to ensure a successful event.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Su reviewed the fiscal report for the period ending September 30, 2013. The budget is 13.8% expended. The non-federal share is at 17.4%; there has been a slowdown in getting forms in from the centers. Administrative expenditures are at 9.9% which is significantly below the 15% allowed. There were some one-time expenditures and workers compensation payment which shows a higher-than-normal expenditures in administration.

B. Governing Board Minutes of August 1, 2013: No comments.

V. Committee Reports

- A. Executive Committee: Mr. Fietzek read the Executive Committee critique.
- B. Budget/Planning Committee: No additional report.

VI. Other Reports

A. Executive Director's Report: None.

- B. Head Start Deputy Director's Report: Ms. Denise Lee reviewed the quality assurance reports. This unit spends their time on reviewing the SOP and delegate agencies. The summary reports will be included in the agenda packet each month. The agency has picked a 90% threshold for compliance. Less than that would require a response plan. When response plans have been submitted, the team will go back and verify that the issues have been dealt with. The regional and national offices are now open and they are in the process of rescheduling conference calls and trainings. Part of the monthly call is a check in on the PIR. If there are any areas in need of improvement, the OHS will let staff know. Ms. Lee stated that when viewing data county-wide vs. national averages, it appears that there will not be any areas where SETA Head Start is out of compliance. The tracking system does not always match the contents of the file but this lapse of time is being worked on. Ms. Lee thanked board members for their continued support of the program.
- C. Head Start Managers' Reports
- ✓ Brenda Campos: Grantee Program Support Services: Ms. Campos explained that staff work very hard to document and follow up with parents to ensure children receive their health screenings. Staff continues to work with the families and to ensure the documentation shows that the child is receiving their screenings. The Health Services Advisory Committee meeting will be held on October 23; RSVP to Ms. Campos if you are planning to attend. The Committee will be asked to change the policy for home visitors to exclude families from having a TB test. Parents volunteering in the classroom more than 16 hours per week are required to have a TB test. The Quality Assurance team will be working with the delegate agencies preparing them for the triennial review. QA staff is also assisting with self assessment. Some staff have been selected to meet with delegate directors to go through the review questions. On Thursday, the delegate agencies have been invited to the Delegate Kickoff.
 - ✓ Lisa Carr: Ms. Carr reported that the Parent/Family Support Unit team is also working on self assessment. Tomorrow is the first neighborhood resource fair; there will be five done throughout the year. Future resource fairs will be scattered around the county. The resource fairs will be taking the place of the parent conference because there was not enough turn out at the conference for the money spent. The first resource fair will be held October 16 between 10 a.m. and 1:00 p.m. at the Saca Community Learning Center. Staff has already confirmed 22 vendors and there will be a lot of resources where families can get information. The next resource fair will be held in January; information will be forthcoming.
 - ✓ Karen Gonzales: Child Development & Education Services: Ms. Gonzales stated that October brings assessment time. Children will receive their first assessment of the school year. All of the centers use the Desired Results Developmental Profile. Next week, results from all schools and school districts will be delivered to the office and Donald Schmidt will take the results and run it through the Scranton machine to get reports. The report will be available about mid-to-late November. At the program level, staff will be able

to look to see how children are doing in full or half day programs. The reports will be available for board members in December.

Mr. Fietzek inquired how parents will learn of the results. Ms. Gonzales replied that teachers will sit down with parents to review the results and to plan out goals for their children. Every parent should get a report on their child by late November.

- D. Chair's Report: Mr. Akang commended Ms. Alma Hawkins for her hard work on the Parent Appreciation Dinner and for her song. Mr. Akang also thanked Ms. Hogan for her behind-the-scenes work.
- E. Open Discussion and Comments: None.
- F. Public Participation: Ms. Wilson reported that on behalf of Del Paso Heights Redevelopment Center, a Harvest Festival will be on Saturday, October 26, from 10 a.m. until 4:00 p.m. The event will be at the Macedonia Church, at 700 Benton Avenue. There will be free train rides for children, face painting, and free hotdogs.

VII. Adjournment: The meeting was adjourned at 10:25 a.m.



Monthly Head Start Report January 2014

SETA Operated Program

Program Support Services

Quality Assurance Unit. Quality Assurance Analysts and Program Officer completed follow-up visits with delegate agencies to close out on items identified on their submitted QA Monitoring Response Plans. Regular QA Monitoring Review will resume in January 2014 with SETA-Operated Program (SOP), SCOE EHS and River Oak CC EHS scheduled to be monitored. QA Monitoring Tool revisions were also being made at this time to incorporate feedback and program updates.

Program Support Services. Education Content Meeting was held on 12/10/2013 and Governance Content Meeting was held on 12/13/2013. Included on the agenda were School Readiness Goals Updates and required record-keeping for Boards and Policy Council/Policy Committee.

Program Operations

As we said good-bye to 2013, teaching staff were planning ways to strengthen their students' skills in 2014. Teachers received their classroom data based on the first DRDP assessments of the school year. In a workshop setting, teachers analyzed the results to identify their classroom strengths as well as developing areas. Teachers created a plan to support these areas which included changes to the learning materials, environment set up, and curriculum activities.

Individualized assessment information was also distributed to create developmental plans for each child. Together, teachers and parents will develop goals to be supported at home and school. The Parent's Guide to School Readiness was given to each family in preschool and toddler classes to suggest ways to support learning in the five (5) essential domains of the Head Start Early Learning Framework.

Family Engagement

Family Services Workers and Home Visitors have been working with parents to educate them on kindergarten transition and what items are needed to ensure that all eligible children can be enrolled into kindergarten. They have also been working with parents to talk about what helps

children be successful in school; things such as regular attendance, regular bedtime, a place set up for homework, and keeping children healthy.

The Home Visitors and Early Head Start Educators also have been going through an ongoing training: Parents Interacting with Infants. This training gives staff new ideas on how to structure home visits and engaging parents to work with their children. We are very excited about this new training.

Family Engagement Unit is getting ready to launch the new six week parent training on Social/Emotional Development. Last year's training was very successful and we are excited to bring this training to parents.

Elk Grove Unified School District

Enrollment

The Elk Grove Unified School District is funded to serve 420 students and is fully enrolled. The average daily attendance (ADA) was 88%.

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 56 students with active IEAPs being served which is thirteen percent (13%) of our Head Start student population.

Health Services Update

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

Head Start students were served 7,688 meals during the month of December.

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

Fiscal Update

This month's Fiscal report is attached.

Recruitment

Parents continue to register their children for our PreK Program. The Head Start classes are fully enrolled and each school has a waiting list. Families are notified when space becomes available.

An internal office calendar with registration dates for January through June 2014 has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2014-2015 school year.

Sacramento City Unified School District

Mental Health

Social work staff had their first content area meeting for Family and Community Engagement for Self-Monitoring purposes. The social worker assigned to Early Head Start has revised and

completed the Family Partnership Agreement process. Also, the Early Head Start social worker recently conducted a parent workshop on the topic of “Attachment” for Early Head Start Home- base families and for the parent education class at American Legion High School. Social workers have been very busy collecting the first “goal sheets” and completing follow-up support with families. Social workers are also reviewing TAB Screeners and are conducting the necessary follow-up with teaching staff and parents. Social workers met with SCLs to review the Family and Community Engagement protocol questions for Federal Review. Additionally, social workers have completed all mental health observations in CHDV classrooms.

Health and Nutrition

Nurses have continued providing parent education talks to at their school sites. These talks cover a variety of health topics and are well received by the parents. A translator was provided for Spanish-speaking parents.

The Dental Varnish Clinics continued in November with teachers making a concerted effort to increase the number of children receiving these services. Nurses have begun the necessary follow-up on addressing children’s dental needs identified during the time of the dental varnishings.

The Preschool portion of the Child Development Program is still without a third nurse. Nurses continue to cover the preschoolers assigned to the former nurse. The job description for a Child Development Nurse has been recently re-posted.

CHDV’s Registered Dietitian began the necessary follow-up on children who have been identified with lower or higher than normal Body Mass Indexes (BMIs). The referrals are coming in and nurses will be making initial contacts with families either via phone or in person. The Dietitian will also be conducting parent nutrition education meetings in January to ensure that parents are apprised of the various ways that they can avert childhood obesity, diabetes complications and anemia.

Nurses have attended the Health and Nutrition Content Meeting at SETA on November 8, 2013. Both nurses found these meetings instrumental in assisting them in their efforts to interpret and carry out the Head Start Program Performance Standards.

Health services staff are also continuing their efforts to review of the TB screening policy for Child Development. These discussions ensue during the monthly Health and Nutrition Committee meeting. It is hopeful that the policy will be finalized by early January.

Nurses are engaging in an in-depth audit of the health and nutrition sections of the child files to ensure accuracy and completeness. Nurses are also being joined by ERSEA staff in this effort. This has been spurred by the findings resulting from the child file audit conducted by SETA in November.

Teaching and Learning

SCUSD staff had an opportunity to engage in another introductory session on the topic of Balanced Literacy during the month of December. Consultant and facilitator, Andrea Hess, from Accelerated Literacy Learning Consulting, presented a thorough two-hour presentation outlining the Balance Literacy Framework and the required components for implementing the

model in a preschool classroom. The training provided the fifteen teachers currently piloting the Balanced Literacy curriculum in their classrooms an opportunity to deepen their understanding of the content and it also provided a general overview of the model to the remaining teaching staff that have not yet begun the process of implementing the literacy model in their respective classrooms.

San Juan Unified School District

Education Services Update

Teachers are still in the midst of conferencing with parents this month. They are using the new IDP Worksheet which highlights the Head Start School Readiness Goals. They are also using the Parent's Guide to School Readiness to further supplement the parent education piece. Teachers will continue their study of Clothes through the month of December, beginning a new theme January 6th.

Disabilities Services Update

In the month of December, the Disabilities Specialist attended the SETA Disabilities/Education Content Meeting. Much of the meeting revolved around preparing for the upcoming review. A great deal of the same preparations have occurred in the Early Childhood Education office at Marvin Marshall.

The bimonthly Systems meetings are dedicated to tightening up loose ends regarding Federal Review preparation. The Disabilities Specialist also attended a new meeting with her EHS counterparts and members of the Preschool Special Education team from their school district. It was a positive meeting with all parties agreeing to some new procedures regarding special education transitions between the two departments. They all agreed that the meeting was a success and agreed to meet on a quarterly basis.

Mental Health Services Update

The Mental Health Therapist provided Holiday Stress Management parent support workshops throughout the month of December. These workshops offered valuable tricks and techniques to help parents during the potentially stressful holiday season. The Mental Health Therapist also provided families with community resource phone numbers in the event of need or a crisis over the school break. These steps ensure that families are supported even when school isn't in session.

Nutrition Services Update

Health has completed growth assessments on the Head Start Students and is printing the graphs. The next step will be printing the reports to find all the children that do not fall into the Healthy Weight Category. The families of these children will be contacted, and information will be shared in an effort to bring these children into a healthy range. Health will also be connecting with these families for any follow-up that is needed.

Health Services Update

Health continues to hold screenings once a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, & immunization status, completing health screenings, and counseling families in various health-related areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns, as well as several IEP Assessments and Reports for referred students.

The Smile Keepers Dental Screenings are still being held regularly in the classrooms. Health is also reviewing and monitoring files in preparation for the Federal Review.

Family and Community Partnerships Update

At the December Policy Committee meeting, representatives completed Ethics training. This important material stresses that what is legal may not always be ethical. Representatives were receptive to this information and learned a great deal. Names were also gathered at this meeting for the budget/grant sub-committee work that will begin in January.

Transition Services Update

The teachers have been busy conducting parent/teacher conferences. They have a wealth of information regarding the individual students at this time of the year, and it has been conveyed to the parents. Discussions range from what the students have accomplished, to which areas have been developing, and which areas are in need of further experiences. This is laying the foundation for the transition into kindergarten. The parents are also aware of skills that they are able to support at home.

The students' language skills have progressed, and the interactive read-alouds, graphing and charting experiences, journaling, and adult/ child conversations have added to the classrooms' rich culture.

All of these experiences are carefully designed by the teachers for student success in their future school career.

Program Support/Staff Training Update

In response to ECERS data gathered last year, Lakeshore presenters came to train on Sand and Water and Music and Movement activities for the classroom. Different strategies to increase access and interest were discussed for sand and water play. Daily techniques to integrate music and movement were shared to enrich the curriculum. The meeting evaluations reflected the teachers' enjoyment of the style and content of this Lakeshore training.

Fiscal Update

Work has continued on the Multi-Year Projections, which has brought ECE's reporting in-line with the District's projections. Meetings continue to be held with Coordinators to review budgets and monitor discretionary spending. Salary and Benefits adjustments have been calculated for the furlough refund and the offset by Common Core. Fiscal reports to SETA were submitted for November and programs were reconciled. The Fiscal Team is in the process of shifting assignments and cross training staff to continue to effectively cover ECE Fiscal responsibilities.

Early Head Start

In December, the Early Head Start support staff (including Lead Teachers and the Coordinator) gathered for a joint transition planning meeting with Head Start support staff and district Special Education support staff. They discussed ways to make the existing transition processes more effective and efficient for families of children with IFSPs as they transition to preschool services and IEPs. The discussion centered on ways to facilitate complete communication loops, as well as timelines for meetings and services for both EHS/HS and

Special Education. The strategies discussed will be implemented, and ongoing quarterly meetings of the cross program support staff group will help to assure continued effective communication among the various programs.

Based on staff development training requests and the school readiness goals, the teaching and support staff began a new Program for Infant Toddler Caregivers (PITC) training series this month on Infant Toddler Language Development. The series will continue through June 2014 with four hour evening trainings held twice monthly, and teacher observations and periodic reflective practice sessions. Staff was able to opt to take the course for two units of credit from the CSU system, or for professional growth hours.

Twin Rivers Unified School District

Events

This month both sites participated in the annual Winterfest event at Morey. To our parents' delight, the students' performed holiday songs and engaged in arts and craft activities throughout the campus. In alignment with our literacy goal, Mr. Tim, the librarian from Del Paso Heights Library, read stories to the students during the event and all participants had a joyous time.

Professional Development

All Head Start staff participated in a hands-on training facilitated by SETA Manager, Brenda Campos, related to the Nutrition Component. The training included in-depth information about family style meals and health and safety related information.

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 and Registered Dietician Consultant.

The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis for the Health Component.

The School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. The social skills groups continue for all students identified by teachers or parents with the groups meeting weekly.

The Community Liaisons continue completing FPAs and FPPs 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 continues classroom observations to assist with mentoring and coaching the teaching staff to ensure appropriate learning environments for all students. Teaching staff completed action plans for their ECERS, DRDP assessments and CLASS assessments that will facilitate improvement in any needed areas.

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 Head Start Director continues to collect missing personnel information.

All staff continue to update and revise their binders in preparation for the upcoming Federal Review Visit. Staff meetings to discuss the protocol and practice the protocol questions are also being completed. The SETA Quality Assurance Team has also assisted during the month of December in reviewing files, observing classrooms and monitoring the various components to ensure the TRUSD Head Start Programs are ready for the upcoming Federal Review visit.

Policy and parent Committees

The monthly meeting for the Policy Committee was held on December 16th at Morey. The agenda included the approval of the meeting minutes and an approval of the ERSEA manual. The final reading of the Bylaws will be completed in January 2014. The Parent Committee meeting was held on December 11th at Oakdale and information was given from all of the monthly reports.

Parent Trainings

The monthly parent meeting focused on Healthy Cooking for the holidays and was facilitated by the School Social Worker in collaboration with the Nutrition Department. Parents were provided healthy recipes and reminded of the importance of healthy eating for the entire family.

Fiscal

ECERS and DRDP assessment are completed and teachers began ordering supplies and materials based on their assessment data. Budget planning meetings will begin in January 2014 for the upcoming school year.

WCIC

Enrollment

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

Health

WCIC/Playmate Head Start Program children received Dental Screenings on December 9, 2013 from Dr. Eric D. Phillips.

WCIC/Playmate Head Start Program Staff and Parents received a Child Health Disability Program (CHDP) Training by Ms. Linda Mack-Burch, Health Education Assistant from County of Sacramento on December 18, 2013. She gave a brief overview on the Child Health

Disability Program (CHDP), which provides health and dental check-ups for babies, children, teens and young adults. All CHDP Health Check-Ups include: physicals, vision screenings, hearing screenings, dental screenings, immunizations, lab tests and health information. Children are eligible if they have Medi-Cal and are 20 years and under. Children also can be eligible if they are low/moderate income and 18 years and under. If parents are interested in the Child Health Disability Program (CHDP), the number is (916) 875-7151.

Education

WCIC/Playmate Head Start Program Staff received a CLASS Training by Liz Aguilar, Education Consultant from Sacramento Employment and Training Agency on December 20, 2013. Ms. Aguilar addressed staff on the Instructional Support Domain. Ms. Aguilar stated she has completed many CLASS observations out of state in Head Start Programs. She gave tips on how to succeed in scoring higher in the Instructional Support Domain. Teachers and Teacher Assistants will not be observed during outside time. Federal Reviewers will observe Teachers along with the Teacher Assistants. Concept Development is to promote students higher-order thinking skills and cognition. Teachers and Teacher Assistants need to have conversations that encourage children to problem solve, predict what will happen, compare and evaluate. Teachers use expansion, back-and-forth exchanges and follow-up to aid children. Language Modeling captures the quality and amount of teacher’s use of language-facilitation techniques. Open ended questions have more than one right answer or ones that can be answered in many ways: called-ended questions. Teachers and Teacher Assistants who do this will score higher in the master coders.

Information Memorandums and Program Information Reports

ACF-IM-HS-14-01 2013 Head Start Audit Supplement



SETA Head Start Food Service Operations Monthly Report *December 2013

December 5th - Strizek Park AM Class closed due to possible gas leak.
PG&E cleared the Center to reopen for the PM calss

December 9th - Illa Collin Center closed today due to plumbing issues

December 11th - Hopkins Park water main break - Center closed.
Kennedy Estates closed for the morning due to no heat

December 16th - Northview AM Classes closed due to no water.

December 23rd through January 3rd - Winter Break - Centers Closed

Trainings/Meetings:

December 4th through 11th - Food Service Inservice at all the Kitchens
All Staff Attended

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
31,530	16,476	18,690	500

Total Amount of Meals and Snacks Prepared 67,196

Purchases:

Food	\$41,428.33
Non - Food	\$15,510.45

Building Maintenance and Repair: \$660.93

Janitor & Restroom Supplies \$19.90

Kitchen Small Wares and Equipment: \$554.26

Vehicle Maintenance and Repair : \$3,378.01

Vehicle Gas / Fuel: \$1,200.89
Normal Delivery Days 15

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 11/30/13) CORRECTED REPORT Submitted 1/07/2014

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)	54 (13%)	N/A
Sacramento City USD (1292)(147)	115 (9 %)	15 (10 %)
San Juan USD (693) (161)	76 (11%)	18 (11%)
WCIC (120)	8 (6 %)	N/A
SETA (1974) (345)	136 (7 %)	38(11 %)
County (4710)* (653)**	395 (8 %)	71 (11%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 12/31/13)

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)	7 (3 %)	N/A
Elk Grove USD (420)	56 (13%)	N/A
Sacramento City USD (1292)(147)	137 (10%)	16 (11%)
San Juan USD (693) (161)	76 (11%)	18 (11%)
WCIC (120)	12 (10%)	N/A
SETA (1974) (345)	145 (7%)	38 (11%)
County (4710)* (653)**	433 (9%)	72 (11%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

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

December, 2013

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420	420	100%	370	88%
Sacramento City USD	1,292	1,295	100%	1,109	86%
SETA	1,974	1,975	100%	1,818	92%
San Juan USD	693	694	100%	567	81%
Twin Rivers USD	211	211	100%	178	84%
WCIC/Playmate Head Start	120	120	100%	90	75%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	147	147	100%	73	50%
Sacramento Employment and Training Agency	328	345	105%	268	78
San Juan USD	161	174	108%	129	80%

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

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

(c) Attendance on the last day of month

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.