



Sacramento
Employment and
Training
Agency

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

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, November 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.

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“Preparing People for Success: in School, in Work, in Life”

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VI. Adjournment

DISTRIBUTION DATE: THURSDAY, OCTOBER 30, 2014

ITEM II-A - CONSENT

MINUTES OF THE OCTOBER 2, 2014 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 2, 2014 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, October 2, 2014
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:01 a.m.

Members Present:

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

Member Absent:

Allen Warren, Chair, Governing Board; Councilmember, City of Sacramento

Mr. Nottoli stated that Item II-D- Consent - Approval of Staff Recommendation for the Adult Vendor Services List would be dropped from the agenda.

- ➔ **Recognition of long-term employee:** Richard Davis, Network Engineer (20 years): Mr. Edward Proctor acknowledged Mr. Richard Davis, a 20 year employee with the IT department.
- ➔ **Presentation by George Marley,** Labor Market Information Consultant, Employment Development Department: Mr. Marley reviewed the process by which data is processed to produce the monthly LMI report.

II. Consent Items

- A. Minutes of the September 4, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification for Position of Early Head Start Educator
- E. Approval of Resolution Providing Signature Authority for the Executive Director to Sign all Documents, both Federal and State Governments, as well as Private Sources, Provide other and Additional Financial Assistance to Local Governments to Conduct Human Service Programs or Components of such Programs
- F. Approval of Revised Fiscal Policies and Procedures

The consent calendar was reviewed; no questions or comments.

Moved/Yee, second/Scherman, to approve items A, B, C, E and F as follows:

- A. Approve the September 4, 2014 minutes.
- B. Approve the claims and warrants for the period 8/29/14 through 9/25/14.
- C. Extend the temporary reclassification of Ms. Malia Xiong, Early Head Start Educator from October 7, 2014 to November 7, 2014.
- E. Approve a resolution providing signatory authority to the SETA Executive Director for all documents, both federal and state governments, as well as private sources.
- F. Approve the revised Head Start fiscal Policies and Procedures.
Voice vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Reappointment of the Public Representative Member to the SETA Governing Board

Ms. Kossick stated that this item is brought forward every two years. Once approved, Ms. Scherman's reappointment will be presented to the City Council and Board of Supervisors for approval.

Moved/Schenirer, second/Yee, to approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2016 and forward this nomination for approval to the City Council and Board of Supervisors.

Voice vote: Unanimous approval.

- 2. Approval to Submit an Application to the Sacramento County Department of Human Assistance Under the Subsidized Employment Program and Authorize the Executive Director to Execute the Agreement and any Modification to the Agreement and Enter into Subcontracts with Collaborating Organizations

Ms. Robin Purdy stated that the Department of Human Assistance recently released an RFP for this program. This board item is requesting approval to submit a proposal on behalf of a collaboration of organizations that have gone through a procurement for OJT. The first contract for this RFP would be for six months through June 30 and includes two extensions.

The SETA collaborative is proposing to serve 250 CalWORKs recipients in the first six months of the program for a cost of \$1,726,709. SETA has been operating this program successfully for the last ten years.

Moved/Yee, second/Scherman, to approve submission of the Subsidized Employment/Short Term Vocational Training proposal to the Sacramento County Department of Human Assistance. Authorize the Executive Director to execute

the funding agreement, any modifications, or other documents required by the funding source, and enter into subcontracts with collaborating organizations.
Voice Vote: unanimous.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Concurrence on the Submission of a Project Slingshot Proposal to Grow Jobs and Supportive Economic Mobility By Creating the Conditions for Entrepreneurs and Start-Up Companies to Thrive in the Sacramento Region

Ms. Purdy stated that this is an initiative of the CWIB and has been in process since early 2014. The WIB has been working to identify challenges and three regional challenges were identified. The four regional WIBs got together to work on a regional approach to this proposal.

Staff is requesting approval to move forward to submit a proposal for the first \$20,000. This is an exciting and new way to help build companies that will turn around and hire our customers. Staff will be coming to the board to develop the action plan.

Moved/Scherman, second/Schenirer, to concur with the Sacramento Works Board to submit a SlingShot proposal to **Support Entrepreneurs and Start-ups**.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

2. Concurrence on Local Workforce Investment Area Performance Goals, PY 2014-15

Ms. Purdy stated that the performance goals were increased because the Agency met or exceeded last year's goals. Staff will look at second quarter data to determine if the goals could be met; if not, staff will negotiate the goals with the State.

Moved/Schenirer, second/Scherman, to concur with the Sacramento Works Board on the proposed performance goals for Workforce Investment Act (WIA) Adult, Dislocated Worker, and Youth programs for PY 2014-15.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Media Coverage Summary for Period January 1, 2014 – June 30, 2014: No questions.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: Mr. William Walker reported that staff continues to work with employers and have recently added 541 additional openings for 31 employers.
- D. Dislocated Worker Update: Mr. William Walker reported that Verizon did issue a WARN notice but they are moving employees from one facility to another.
- E. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- F. Head Start Reports: Ms. Denise Lee stated that the Agency has been on corrective action from the Office of Head Start (OHS) monitoring review. The due date for the full response is November 6. Staff is working diligently to address the safety issue for children by doing unannounced visits to centers. Each center will receive one visit per quarter by a Program Officer, Manager or other support staff. There has been a lot of staff training and documentation around child safety. The regional office has been providing technical assistance to staff. Parents, staff and volunteers are all working together to ensure the issue will be resolved.

The Office of Head Start is moving away from indefinite grants where a grant is funded every year. OHS will move to five year designated grants which will align with monitoring protocol according to the contract. In the future, OHS will be taking chunks of the contract in the first three years to ensure a comprehensive approach to the review. OHS has been proactive and engaging in dialogue with grantees to ensure accountability and keeping standards high. This begins the 2015/2016 fiscal year with the five-year grant process.

Staff is continuing recruitment efforts to keep classes fully enrolled. It has made it more challenging to find four-year olds coming into Head Start, so we are now serving very young three-year olds. Ms. Lee stated that 84% of all California grantees have been experiencing difficulty in getting 4 year olds. Ms. Lee stated that she has spoken before all of the city councils to spread the word about our program.

Ms. Scherman stated that the Ebola outbreak has become a very important concern. Is staff trained to be aware symptoms in the Head Start children? Ms. Lee stated that staff does a quick physical health check and if children have any symptoms, the child would be sent home and there would be communication with parents. Ms. Lee will discuss this idea with the health team.

V. Reports to the Board

- A. Chair: None.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman announcement Debbie Travis, President of Cosumnes River College is retiring October 10. Ms. Scherman asked that the board adjourn the meeting in memory of Isabelle Reynoso. Ms. Reynoso was on vacation in Mexico, felt ill and died suddenly. She was an Elk Grove resident and long term employee of Healthy Start.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:11 a.m. in memory of Isabelle Reynoso.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/26/14 through 10/29/14, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 9/26/14 through 10/29/14.

STAFF PRESENTER: Kathy Kossick

ITEM II-C – CONSENT

APPOINTMENT OF PUBLIC SECTOR MEMBER TO THE
COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board (CAB) is an advisory body to the SETA Governing Board on matters relating to the Community Services Block Grant program. The CAB is a tri-partite board that is composed of twelve members with four members representing each of the three constituent groups:

1. Public Officials or their representatives
2. Private Sector
3. Low Income Sector

There is currently one vacancy in the Public Sector due to the dissolution of the Human Rights/Fair Housing Commission.

The CAB bylaws indicate that the SETA Governing Board shall select elected public officials to serve on the Board. If there are not enough elected public officials reasonably available and willing to serve on the Community Action Board, the SETA Governing Board may select appointed public officials to serve on the Community Action Board. Whether elected or appointed, these officials must currently hold office. They must have general governmental responsibilities or responsibilities which require them to deal with poverty related issues.

If an elected public official is selected to serve on the Community Action Board, that official may choose one permanent representative to serve in his/her place or whenever he/she will be unable to attend a meeting. These representatives need not be public officials themselves, but they must have full authority to act for the public officials at Community Action Board meetings.

If the public officials, both elected and appointed, do not comprise one third of the Community Action Board, then seats allotted to them shall remain vacant.

One application for Public Sector membership has been received from the Sacramento Housing and Redevelopment Agency and is sent under separate cover.

RECOMMENDATION:

Appoint the Sacramento Housing and Redevelopment Agency to represent the Public Sector on the SETA Community Action Board.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM II-D - CONSENT

APPOINTMENT OF ONE ECONOMIC DEVELOPMENT MEMBER AND ONE LABOR SECTOR MEMBER TO THE SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works, Inc. Board is a 41-member board comprised of representatives from the private sector, education, economic development, labor, and required partners. The required partners represent public employment service, rehabilitation agency, and public assistance agency. One Economic Development seat and one Labor seat were recently vacated.

Dr. William Karns recently retired and vacated an Economic Development seat on the WIB. An application has been received from Mr. Walter DiMantova, Director, Workforce and Economic Development, Los Rios Community College District to replace Dr. William Karns.

Another board member, Mr. Maurice Read, has retired. Mr. Read represented a Labor seat on the WIB. Two applications have been received for this seat:

- * Mr. Kevin Ferreira, recommended by the Sacramento/Sierra Building & Construction Trades Council
- * Mr. David Kieffer, recommended by Sacramento Central Labor Council

Applications have been reviewed by legal counsel and are being sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Mr. Walter DiMantova to the vacant Economic Development seat. Review the two labor applications and make an appointment to the vacant Labor seat on the Sacramento Works, Inc. Board of Directors.

STAFF PRESENTER: Kathy Kossick

ITEM II-E - CONSENT

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

BACKGROUND:

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

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

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation for the Adult VS List.

STAFF PRESENTER: Marianne Sphar

Adult Vendor Services (VS) List

Staff Recommendation

Applicant: Sacramento Area Commerce and Trade Organization (SACTO)
Location: 400 Capitol Mall
Sacramento, CA 95814

Applicant's Background:

Founded in 1975, the Sacramento Area Commerce and Trade Organization's (SACTO) mission is to recruit and grow high-value jobs and investment for the Sacramento Region. A private, non-profit, and member-supported economic development corporation, SACTO serves six counties – El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba Counties, and 23 cities. SACTO brings together the organizations, information, and resources in the pursuit of jobs, talent, and investment needed to ensure regional prosperity and global competitiveness.

In an effort to stem closures and layoffs and proactively grow the number of jobs in the Sacramento Region, SACTO is proposing a proactive Business Outreach Program that will prevent business layoffs. Well-trained, professional staff will contact employers at risk of layoff or business closure and identify company-specific opportunities and challenges, including potential layoffs, expansion planning, and workforce needs. Where applicable, opportunities for hiring and training incentives will be discussed with companies along with other programs and incentives available from state and local sources (e.g. permit assistance and fee deferrals, basic business planning, export assistance, hiring and equipment tax credits, and regulatory compliance.) An internal action plan will be developed for each case where intervention is needed to guide the response. Where appropriate, staff will collaborate with the Sacramento Works America's Job Center (SWJC) system service providers and partners to develop the responsive action plans. Staff will continue to facilitate solutions and monitor service provider responses to the issues until the challenges are resolved or all viable options have been pursued

As an approved Vendor, SACTO proposes to provide Business Development and Process Improvement services.

SACTO	Hourly Rate	Maximum Service Level
Business Assessment, Business Development and Process Improvement	\$75.00 per hour	Up to 50 employers annually Average of 20 hours per employer

ITEM III-A - 1 – ACTION

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

BACKGROUND:

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

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 7, 2014.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 2 - ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL
LIABILITY, VEHICLE LIABILITY, UMBRELLA, ERRORS AND OMISSIONS
AND STUDENT ACCIDENT

BACKGROUND:

The Agency's insurance policies for general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions expire December 1, 2014.

SETA's broker, Arthur J. Gallagher, is currently exploring various markets to secure the necessary coverage and will present an oral report at the meeting.

If final quotes are not available at the November 6 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

STAFF PRESENTER: Roy Kim

ITEM III-A – 3 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISION TO THE SALARY SCHEDULE FOR WORKFORCE DEVELOPMENT ANALYST III

BACKGROUND:

On March 3, 2011, the SETA Governing Board approved the Workforce Development Analyst (WDA) III job classification as part of a series, mirroring the Workforce Development Professional (WDP) deep classification, and established the following pay ranges:

Step A	Step B	Step C	Step D	Step E
\$ 22.43	\$ 23.56	\$ 24.75	\$25.67	\$27.27

The original intent was to establish pay ranges for the WDA classification that were equal to the pay ranges of the WDP classification. However, the approved Step D wage rate of \$25.67 was incorrect, and should have been consistent with the Step D wage rate for the WDP classification of \$25.97 per hour. Due to subsequent wage rate adjustments, the current rate is \$26.23 per hour. To correct this error, staff is seeking approval to adjust the WDA hourly pay rate, retroactive to July 1, 2014, as follows:

Step D
\$ 26.23

RECOMMENDATION:

Open a Public Hearing, receive input, and close the public hearing and approve the new pay range for Step D of the WDA III job classification.

STAFF PRESENTER: Roy Kim

ITEM III-B – 1 - ACTION

APPROVAL TO FUND THE INTERNATIONAL RESCUE COMMITTEE, AUGMENT SUPPORTIVE SERVICES TO REFUGEE PROGRAM SERVICE PROVIDERS, AND SET ASIDE FUNDING FOR SCHOLARSHIPS UNDER THE REFUGEE SOCIAL SERVICE AND TARGETED ASSISTANCE FUNDING PROGRAM YEAR (PY) 2014-15

BACKGROUND:

SETA's Refugee Program, operated under Refugee Social Services (RSS), Targeted Assistance (TA), and TA Discretionary (TAD) funds received from the United States (U.S.) Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR), provides direct employment services intended to result in early economic self-sufficiency and reduced public assistance dependency of refugees through employment and acculturation assistance.

In September, 2014, the SETA Governing Board awarded RSS and TA funds to four refugee program providers that were successful respondents to SETA's RSS and TA Programs Request for Proposals (RFP) released on May 2, 2014. Services solicited and funded are for the provision of employment services for the 2014-15 Program Year (PY), which began October 1, 2014. At the time of award, preliminary estimates for employment services funding indicated that funds available for allocation would be:

RSS: \$420,833
TA: \$318,283
Total: \$739,116

The four refugee program providers approved for funding are:

- ✓ Asian Resources, Inc.
- ✓ Bach Viet Association, Inc.
- ✓ Lao Family Community Development, Inc.
- ✓ Twin Rivers Unified School District

On October 7, SETA received the final RSS and TA award notifications from the California Department of Social Services (CDSS), Refugee Programs Bureau (RPB). Actual funds available for employment services for PY 2014-15 are:

RSS: \$570,789
TA: \$298,986
Total: \$869,775

As a result of the increase of \$130,659 in SETA's total RSS and TA funds available for allocation, staff is recommending the following:

STAFF PRESENTER: Michelle O'Camb

ITEM III-B – 1 – ACTION (continued)

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1. Fund the International Rescue Committee, Inc. (IRC) \$72,967 in RSS funding to provide Vocational English-as-a-Second Language combined with Employment Services (VESL/ES) to 28 eligible refugees.
2. Augment \$36,945 in RSS and TA funds to the four current refugee employment services providers to increase allocations available for supportive services.
3. Set aside \$20,747 in TA funding for scholarship opportunities targeted for refugees and offered through the Sacramento Works America's Job Centers (SWJC) system.

IRC

IRC's proposal in response to SETA's RSS and TA RFP was not recommended for funding at the September 2014 Governing Board meeting due to insufficient funds. However, staff did indicate in the recommendation that if final funding levels were higher than preliminary estimates that SETA may return to the Board with a recommendation to award VESL/ES activity funds to IRC. The evaluation team felt that IRC did demonstrate, through its responses in its proposal, sufficient knowledge and ability to provide VESL/ES services, as well as through its extensive experience operating a refugee resettlement agency and Refugee Match Grant employment program. To ensure non-duplication of service, staff recommends the stipulation that refugees receiving refugee resettlement or Match Grant employment services from IRC will not be eligible to participate in IRC's RSS-funded VESL/ES program.

Supportive Services

Total allocations to refugee program providers cover employment services, as well as the supportive services needed to ensure program participation and successful placement into unsubsidized employment. Supportive services include, but are not limited to, transportation and ancillary supports. SETA currently requires that each service provider allocate a minimum of 5% of its funding toward supportive services for refugee clients. Approval of the augmentation will increase the minimum allocation to 10% of providers' original funding awards, better ensuring that the supportive service needs of enrolled refugees are met.

Scholarships

Setting aside funding for scholarships for refugees affords targeted and expanded access to short-term vocational training offered through the Sacramento Works Job

STAFF PRESENTER: Michelle O'Camb

ITEM III-B – 1 – ACTION (continued)

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Center system. The attainment of industry-recognized credentials/certificates will assist refugees to increase their employability and competitiveness in the workforce. The short-term vocational trainings will be purchased from providers that have been previously secured through a formal procurement process, and will be paid on a tuition reimbursement basis.

RECOMMENDATION:

Approve staff augmentation recommendations for the Refugee Social Services (RSS), Targeted Assistance (TA) programs for PY 2014-2015 as indicated above and on the attached funding charts. Additionally, approve the following stipulations:

- 1) IRC must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 2) All VESL/ES and ES Stand Alone budgets must include a minimum allocation of 10% for supportive services.
- 3) IRC must ensure program services are available Monday through Friday, at least eight (8) hours a day, from December 1, 2014 through September 30, 2015.
- 4) Refugees receiving refugee resettlement or Match Grant employment services from IRC will not be eligible to participate in IRC's RSS-funded VESL/ES program.

STAFF PRESENTER: Michelle O'Camb

**Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Augmentations/Funding Recommendations, PY 2014 - 2015**

AGENCY NAME	CURRENT FUNDING RSS/TA PY 14-15	# TO BE SERVED	RECOMMENDED AUGMENTATIONS/FUNDING (RSS/TA)	TOTAL RECOMMENDED FUNDING PY 2014-15
Bach Viet Association, Inc.	\$303,488	148	\$15,158	\$318,646
Twin Rivers USD	166,694	120	8,340	175,034
Lao Family Community Development, Inc.	109,058	60	5,453	114,511
Asian Resources, Inc.	159,876	83	7,994	167,870
International Rescue Committee, Inc.	0	28	72,967	72,967
Totals (VESL/ES and ES)	\$739,116	439	\$109,912	\$849,028
Scholarships	\$0		\$20,747	\$20,747
Totals (VESL/ES and ES) and Scholarships	\$739,116	439	\$130,659	\$869,775

ITEM III B- 2 – ACTION

CONCURRENCE WITH THE SACRAMENTO WORKS EMPLOYER OUTREACH COMMITTEE TO APPROVE EMRL TO PROVIDE MARKETING, ADVERTISING, GRAPHIC DESIGN AND WEBSITE MAINTENANCE SERVICES AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE CONTRACT AND ADDITIONAL EXTENSIONS

BACKGROUND:

On August 18, 2014 a Request for Quotes (RFQ) was released soliciting cost proposals from prospective marketing firms to work with the Sacramento Employment and Training Agency in the development and implementation of marketing, advertising, graphic design and website maintenance services.

The RFQ was posted on SETA's website and eleven firms from the Sacramento Business Journal Book of Lists – Advertising Agencies were sent the RFQ directly. Four firms responded with a proposal for services requested:

1. Crocker & Crocker
2. EMRL
3. Lee Marketing & Advertising Group
4. Wallrich Creative Communications

Each vendor proposal was evaluated on the following criteria:

- Firm Capabilities
 - Marketing, Advertising, Graphic Design
 - Broadcast Commercial Production
 - Media Buying
 - Graphic Design
 - Video Production
 - Website Design/Maintenance
- Cost Effectiveness
 - Flat hourly rate for 50 hours maximum per month
 - Other costs not included in the hourly rate for Scope of Service
- Experience
 - Specific areas of expertise
 - In-house vs. outsourcing capabilities
- Account Management System
 - Staff assignment
 - Process and reporting practices

Based on the above criteria, the top three ranking vendors, Lee Marketing and Advertising, Crocker and Crocker and EMRL, were invited to present their capabilities to the Employer Outreach Committee on September 24, 2014. The Employer Outreach

STAFF PRESENTER: Terri Carpenter

ITEM III-B – 2 – ACTION (continued)

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Committee ranked the proposals based on proposal responses and the capabilities presentation. The following was the ranking of the three finalists:

EMRL

Rank 1

- Cost quote of \$100 flat hourly fee for all services requested in the RFQ
- Provide all services in-house including broadcast/video production.
- Waives 15% commission on media buying (industry standard) providing cost savings to clients.
- Provides monthly detailed reports outlining time spent on account activities

Crocker & Crocker

Rank 2

- Cost quote of \$125 flat hourly fee for all services requested in the RFQ. The quoted hourly rate is a \$50 discount from the agency's blended rate of \$175 per hour.
- Video production outsourced.
- Use BillQuick for tracking time – no detail on monthly reporting as required in RFQ.
- Media Buying and Video production outsourced.

Lee Marketing & Advertising

Rank 3

- Cost quote did not reflect a flat hourly rate – average hourly rate based on proposed rate for various services is \$60.62
- Primary experience in retail and post-secondary schools
- Did not provide clear information on what services are outsourced

The Employer Outreach Committee recommended approval of EMRL to provide marketing, advertising, graphic design and website maintenance services to SETA at a flat hourly rate of \$100 per hour not to exceed 50 hours per month for a total annual amount of \$60,000. If approved, the contract will be awarded for a one year term beginning November 10, 2014 and ending on November 9, 2015 with the option to authorize the Executive Director to extend the contract for two additional one year terms.

RECOMMENDATION:

Concur with Sacramento Works Employer Outreach Committee to approve EMRL as the vendor selected to provide marketing, advertising, graphic design and website maintenance services to SETA at a flat hourly rate of \$100 per hour not to exceed 50 hours per month. Authorize the Executive Director to approve a one year contract for a not to exceed amount of \$60,000 with the option to extend the contract for two additional one year terms.

STAFF PRESENTER: Terri Carpenter

ITEM III-B – 3 – ACTION

APPROVAL TO DEOBLIGATE AND REALLOCATE REGIONAL INDUSTRY CLUSTER OF OPPORTUNITY(RICO) FUNDS FROM GREENWISE JOINT VENTURE TO SARTA

BACKGROUND:

The California Workforce Investment Board (CWIB) and California Energy Commission have funded SETA for the Regional Industry Cluster of Opportunity for Alternative and Renewable Fuel and Vehicle Technology Program (AB118) funds to implement and support projects that develop the talent pipeline and support sustainability.

SETA's RICO initiative focuses on planning and implementing initiatives related to Plug-In Electric Vehicle (PEV) adoption and expanded projection and use of Renewable Natural Gas (RNG) using waste-to-fuel technologies.

The partnership includes Valley Vision, Sacramento Area Council of Governments (SACOG), Greenwise Joint Venture, Sacramento Clean Cities Coalition, Los Rios Community College District, Sacramento Regional Technology Alliance (SARTA) and the Sacramento Area Electrical Training Center.

Greenwise Joint Venture has recently returned \$16,830 of their RICO funding to SETA. These funds were allocated to support activities that would create a public awareness campaign and increase the number of electric vehicles purchased in the region. Deliverables included Auto Dealer/SalesForce Training, Ride and Drives, and on-line tools.

Staff is recommending that the Sacramento Regional Technology Alliance's (SARTA) RICO contract be augmented by \$16,830 to take on the deliverables that were not completed by Greenwise Joint Venture.

RECOMMENDATION:

Deobligate \$16,830 from the Greenwise Joint Venture RICO agreement and augment the RICO agreement with the Sacramento Regional Technology Alliance (SARTA) with this amount to complete a Dealer/SalesForce Training video, coordinate three Ride & Drive events, and complete a series of videos to be linked to websites to educate the public on the benefits of electric vehicles.

STAFF PRESENTER: Robin Purdy

ITEM IV-A - INFORMATION

MODELS OF COLLABORATION BETWEEN WORKFORCE INVESTMENT AND REFUGEE RESETTLEMENT STAKEHOLDERS REPORT AND WEBINAR

BACKGROUND:

In 2012, the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR) and the U.S. Department of Labor's Employment and Training Administration began collaborating on issues pertaining to refugee employment opportunities. As result of this collaboration, a jointly commissioned report by ORR and ETA was published in August 2014. The report, *Models of Collaboration between Workforce Investment and Refugee Resettlement Stakeholders*, highlights three models of collaboration supporting refugees in finding employment. The Sacramento Employment and Training Agency's (SETA) integrated workforce investment and refugee resettlement system was one of the three models highlighted. (Report sent under separate cover.)

On October 22, 2014, Michelle O'Camb Workforce Development Manager and Mary Jennings, Workforce Development Supervisor represented SETA in the ORR and ETA hosted webinar to feature the report. The webinar was broadcast to workforce investment and refugee resettlement stakeholders nationwide, and also featured the International Institute of St. Louis and the Utah Department of Workforce Services, the two other organizations showcased in the report. Host representatives of the webinar included Ken Tota, Deputy Director of ORR and Aparna Darisipudi, Workforce Analyst with ETA, as well as Amy Shir, ORR Technical Assistance Consultant with ICF International. SETA and the two other participating organizations shared their models, offering effective and proven ways of maximizing resources by integrating the public workforce and refugee resettlement systems, and sharing examples of collaboration resulting in expanded opportunities critical to assisting refugees increase their employability and competitiveness in the U.S. workforce.

STAFF PRESENTER: Michelle O'Camb

MODELS OF COLLABORATION

between

& Workforce Investment
& Refugee Resettlement
Stakeholders

AUGUST 2014



ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Refugee Resettlement

Following World War II, Congress passed the country's first refugee legislation and enabled more 250,000 displaced Europeans into the United States. Since then, the US has continued to allow refugees of special humanitarian concern entrance into our country, reflecting our core values and our tradition of being a safe haven for the oppressed.

Upon arriving in the United States, refugees require support from a range of programs and services. As refugees begin the process of working towards self-sufficiency, employment investment services are chief among the services they access. Refugees can be strong contributors to the workforce. They frequently demonstrate a sense of loyalty, dedication, and commitment that employers value. However, helping refugees enter the workforce often requires support from and collaboration between multiple service providers due to the educational, cultural, and linguistic barriers refugees often face.

In 2012, the U.S. Department of Health and Human Services Office of Refugee Resettlement (ORR) and the U.S. Department of Labor Employment and Training Administration (ETA) began collaborating on issues pertaining to refugee employment opportunities.¹ This report was jointly commissioned by ORR and ETA to highlight three models employed by workforce investment and refugee resettlement stakeholders that are collaborating to support refugees in finding employment. Each model contains elements that could be replicated in any number of settings throughout the country. Specifically, the pages that follow illustrate how:

- A consortium of organizations works together in St. Louis, Missouri to coordinate services;
- A highly integrated state agency in Utah works across programs and partners; and
- A Sacramento County, California agency offers both refugee and workforce investment services.

¹ In August 2013, ORR published State Letter 13-04 highlighting some of results of this collaboration. State Letter 13-04 is available at <http://www.acf.hhs.gov/programs/orr/resource/state-letter-13-04-0>.

St. Louis Consortium Links Groups Helping Refugees Find Jobs

Through the work of a handful of service providers, thousands of refugees have resettled in the St. Louis area over the past few decades. One such provider, the International Institute of St. Louis (IISTL), has helped more than 21,000 refugees resettle since 1979. Many of these refugees are now business owners, home owners, and self-sufficient professionals who contribute positively to the St. Louis economy. However, the road to self-sufficiency can be challenging for refugees. Although refugees receive short-term public assistance to aid with resettlement, they frequently need longer-term assistance in order to successfully acquire in-demand skills and navigate the job market. To help refugees with this endeavor, IISTL formed collaborative partnerships with other stakeholders.

Birth of a Consortium

To find a job, many refugees and other immigrants need culturally and linguistically appropriate employment services. IISTL began working with St. Louis-area American Job Centers (AJCs) to provide interpretation services as a result of a marked increase in the number of limited English proficient (LEP) refugees and immigrants seeking services from the region's AJCs. In 2002, this partnership led to the formation of a consortium focused on enhancing the employment services available to refugees and immigrants.

Linking More Organizations

Today the consortium of organizations includes IISTL, the St. Louis County Division of Workforce Development (which operates the county's AJCs), the county Workforce Investment Board (WIB), St. Louis Community College, and two local social service providers: the Urban League and Better Family Life. Partners and WIB members regularly hold a "Performance and Customer Satisfaction" meeting. Here, partners have a chance to exchange best practices and job development leads, coordinate job fair activities, and share other knowledge leading to seamless service provision among partners. Ultimately the goal is placement into permanent employment for all participants seeking services from consortium partners.

Opportunity and Impact

The consortium has greatly increased communication and the exchange of information among partner organizations, leading to increased opportunities for refugees. The regular sharing of information has grown from formal quarterly meetings to include informal daily emails and phone calls when new employment and employability opportunities are identified. The consortium has also become known as a resource for large employers seeking to bolster their workforce. For example, when a large real estate development project needed support filling construction-related positions it reached out to the consortium for help. Additionally, IISTL continues to partner with the county's AJC. Through this partnership IISTL has provided employment services to nearly 1,800 refugees and immigrants, helping nearly 1,200 find job placements.

International Institute of St. Louis

Paul Costigan, Director of Program Development & Quality Assurance
314.773.9090, costiganp@iistl.org

Integrated State Agency Ensures Coordination for Refugee Job Seekers

Refugees in the United States are eligible for a range of assistance that can aid in the resettlement process. In fact, there are so many programs available that navigating them all can often be a daunting challenge. Refugees in Utah benefit from the integration of services by the state's Department of Workforce Services (DWS) that administers refugee assistance, Temporary Assistance for Needy Families (TANF), and Workforce Investment Act- (WIA) and Wagner-Peyser-funded services as well as the state's AJCs. Additionally, DWS actively partners and coordinates with other agencies organizations that interact with and can help improve the lives of refugees around education, English language skills, housing, transportation, disaffected youth, and physical and mental health services. An underlying pillar of this interagency collaboration is the passion of DWS leadership to work together to best serve refugee populations.

Case Management across Programs

Because DWS provides all of its services at its AJCs—which are locally branded as Employment Centers—refugee clients are easily able to access a range of co-located services and supports. In fact, the Salt Lake City metro AJC has a specialized team of employment counselors that works only with refugees. This team case manages all refugee services, including TANF, and co-manages WIA services with another employment counselor. DWS can do this because its case management system allows for a primary and a secondary employment counselor. Refugees each have employment counselor for workforce development services and an employment counselor from the refugee team that manages other DWS programs as well as provides referrals to domestic violence, mental health, and other services.

Partnering with Other Organizations

In addition to administering its own programs, DWS looks for opportunities to partner with organizations to offer enhanced coordination of services that benefit refugees. DWS actively networks with businesses, community colleges, school districts, and other organizations that could partner with DWS to provide new opportunities for refugees. Through one such partnership with a local high school, DWS has used the Jumpstart/WIA Youth program to help refugee students (ages 14-21) graduate high school and prepare for employment or postsecondary education after graduation. In summer 2013, 53 students participated in the program and more are expected in 2014. More generally, DWS and its AJCs along with partner agencies, and refugee community organizations support refugees in finding jobs in the Salt Lake City area through placement services. They also provide job development support, ESL and English skills support, on-the-job English language training with employers, and informational workshops for employers and chambers of commerce.

Strengthening Outcomes for Refugees

The integration of refugee, employment, and work support services in Utah has provided a comprehensive roadmap and approach for refugees being resettled in the state. The immediate needs of refugees are integrated from start to finish across the state beginning with navigating their new area to finding housing, public assistance supports, and receiving healthcare through the leveraging of partnerships and resources across the state. Consistent and regular communication due to co-location and the purposeful integration of services from start to finish help refugees receive ongoing supportive case management and navigate their individual paths through education, training, job development soft skills, and English language skills development to find not only employment but pathways toward careers and self-sufficiency.

Utah Department of Workforce Services

Rachael Stewart, Workforce Education and Training Program Manager
801.526.9257, rachaelstewart@utah.gov

Sacramento Works America's Job Center System Helps Refugees Find Employment

Nation-wide there are nearly 3,000 federally funded AJCs, each of which offers a single access point for key programs that help people find jobs and training. Though they are frequently in need of the services provided by AJCs, refugees often have a difficult time navigating them due to linguistic and cultural barriers. Agencies across the county employ a variety of strategies for helping refugees access AJCs. In Sacramento, refugees benefit from a unique array of services offered by both the area AJCs and partnering organizations.

Supporting Refugees in Sacramento

Sacramento County has an extensive history of welcoming refugee groups from all over the world. Since 1983, the Sacramento Employment and Training Agency (SETA) Refugee Program has served refugees from Southeast Asia, the former Soviet Union, and most recently the Middle East. SETA's Refugee Program provides services through local agencies to assist refugees in achieving economic self-sufficiency and reduced dependency on public assistance through employment and acculturation services.

Sacramento Works

In addition to providing direct services, all of SETA's Refugee Program service providers are required to provide refugees with a tour and orientation of an area AJC intended to introduce and inform refugees of the multitude of integrated services and training opportunities available to help increase their employability and competitiveness in the workforce. As the designated administrator of the Sacramento Works AJC system, SETA offers a network of job and training centers addressing both job seeker and business customers' workforce needs and challenges. The Sacramento Works AJC system, which houses multilingual staff offering 15 different languages, provides universal access to a variety of tools and services including in-depth assessments, career coaching, labor market and career exploration, basic to advanced education, and occupational skills training.

Cross-Funding through Collaboration

Through the Sacramento Works AJC system, SETA offers a robust On-the-Job Training (OJT) program intended to engage prospective employers in providing appropriate and meaningful training opportunities to refugees and others accessing the Sacramento Works system. Currently, three of SETA's Refugee Program service providers are WIA-funded OJT providers. As a result of this cross-funding relationship, many refugees have successfully participated in the OJT program, gaining skills and work experience in specific occupations while earning wages. Due to the intensive job coaching and substantial employer involvement provided during an OJT, better employment outcomes are achieved. For example, co-enrollment of refugees in SETA's OJT program results in a 30% higher entered employment rate for those participants.

Sacramento Employment & Training Agency

Michelle O'Camb, County Refugee Coordinator/Program Officer
916.263.3868, michelle@delpaso.seta.net

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

MEMORANDUM

TO: Mr. Melvin Demoff **DATE:** October 22, 2014

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Bach Viet Association, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT – CalWorks	\$427,631	7/1/13-6/30/14	11/1/13-6/30/14
WIA	OJT – Adult	\$331,557	7/1/13-6/30/14	11/1/13-6/30/14
RESS/TA	RESS – VESL/ES	\$100,067	10/1/13-9/30/14	10/1/13-7/31/14
RESS/TA	TA – VESL/ES	\$10,804	10/1/13-9/30/14	10/1/13-7/31/14
RESS/TA	TA – ES	\$67,000	10/1/13-9/30/14	10/1/13-7/31/14
RESS/TA	TAD – ES	\$7,610	10/1/13-9/30/14	10/1/13-7/31/14

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 9/11-9/12/14

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

Program Operator: Bach Viet Association, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from November 1, 2013 to June 30, 2014 for the WIA OJT programs and from October 1, 2013 to July 31, 2014 for the Refugee programs have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) Review of one OJT contract resulted in the employee being underpaid the amount of \$171.00 due to the pay rate being lower than the contracted rate.
- 3) During the course of reviewing OJT contracts, timesheets were used to verify the correct number of hours at the contracted rate was reimbursed to the employer. However, two contracts were missing pay stubs or employer payroll reports which were necessary to verify the employer paid the employee at the contracted rate.

Recommendations for Corrective Action:

- 1) Reimburse the employee the difference of \$171.00 and provide SETA with documentation of reimbursement.
- 2) Provide SETA with documentation demonstrating what internal controls have been implemented to ensure the accurate calculation of reimbursable rate to employers match the contracted rate.
- 3) Provide SETA with documentation demonstrating what internal controls have been implemented to ensure that required pay stubs and payroll reports are collected for OJT contract reimbursements.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Lynn Patten **DATE:** October 9, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Child Action, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
DHHS	CC	\$ 195,252	7/1/13-12/31/14	7/1/13-8/31/14

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: Sept. 23, 2014

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation	X			
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 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		N/A		

Program Operator: Child Action, Inc.

Findings and General Observations:

The total costs as reported to SETA for DHHS – Covered CA have been traced to the delegate agency records. The records 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

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2013 to July 31, 2014 for the Head Start program have been traced to the delegate agency records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Mr. Robert Sanger **DATE:** October 3, 2014
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	\$309,344	7/1/13-6/30/14	7/1/13-6/30/14
WIA	OJT Adult	\$246,414	7/1/13-6/30/14	7/1/13-6/30/14
WIA	OJT DW	\$76,554	7/1/13-6/30/14	7/1/13-6/30/14
CSBG	Safety Net	\$24,000	1/1/13-12/31/13	7/1/13-12/31/13
CSBG	Safety Net	\$24,000	1/1/14-12/31/14	1/1/14-6/30/14
DHHS	Covered California	\$92,508	7/1/13-12/31/14	7/1/13-6/30/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: September 18-19, 2014

	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:

The total costs as reported to SETA from July 1, 2013 to June 30, 2014 for the WIA OJT programs, from July 1, 2013 to June 30, 2014 for the CSBG Safety Net program, and from July 1, 2013 to June 30, 2014 for the Covered California 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

Program Operator: Lao Family Community Development

Findings and General Observations:

1. The total costs as reported to SETA from July 1, 2013 to June 30, 2014 for the WIA OJT programs, and from November 1, 2013 to September 30, 2014 for the RESS VESL/TA programs have been traced to the delegate agency records. The records were verified and appear to be in order. The VESL/TA was expended in full by August 31, 2014.
2. Review of one OJT contract resulted in the employer being under reimbursed the amount of \$66.11 due to a miscalculation of hours for two pay periods.
3. During the course of reviewing OJT contracts, timesheets were used to verify the correct number of hours at the contracted rate was reimbursed to the employer. However, two contracts were missing pay stubs or employer payroll reports which were necessary to verify the employer paid the employee at the contracted rate.

Recommendations for Corrective Action:

1. Reimburse the employer the difference of \$66.11 and provide SETA with documentation of reimbursement.
2. Provide SETA with documentation demonstrating what internal controls have been implemented to ensure the accurate calculation of reimbursable hours to employers.
3. Provide SETA with documentation demonstrating what internal controls have been implemented to ensure that required pay stubs and payroll reports are collected for OJT contract reimbursements.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Debra Debondt **DATE:** September 26, 2014
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	\$67,000	7/1/13-6/30/14	7/1/13-6/30/14	
Monitoring Purpose:		Initial	Follow-up	Special	Final <u>X</u>
Date of review: August 25-26, 2014					

	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 July 1, 2013 to June 30, 2014. 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: Mrs. Eileen Thomas **DATE:** September 3, 2014
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River City Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$20,000	1/1/13-12/31/13	1/1/13-12/31/13
CSBG	Safety Net	\$20,500	1/1/14-12/31/14	1/1/14-12/31/14

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 8/14/14

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	N/A			
6 Fringe Benefits	N/A			
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: River City Food Bank

Findings and General Observations:

1. River City Food Bank claimed the entire amount of the grant by May 31, 2014. The total costs as reported to SETA for the CSBG program contract years of January 1, 2013 to December 31, 2014 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

Program Operator: Roberts Family Development Center

Findings and General Observations:

1. The total costs as reported to SETA from January 1, 2014 to June 30, 2014 have been traced to the delegate agency records. The records were verified and appear to be in order.
2. We have noted that there are minor issues with supporting documentation. Specific examples include not all supporting documents were attached to expenditures reviewed but were provided when asked. These expenditures were tested and appropriate individuals were knowledgeable and could answer any questions regarding the missing data. While these issues do not have any material effect on the program expenses, it is recommended that Roberts Family Development Center develop and implement more thorough written documentation standards and have management ensure that these standards are being met.
3. Upon review of several bank statements it was noted that there were overdraft fees charged to cover insufficient funds in the main checking account. While this had no material effect on the SETA funded program, there is an internal control issue that needs to be addressed. We recommend that cash management policies and procedures are reviewed to ensure adequate funds are available for all outstanding commitments.
4. We have noted that the federal payroll tax payments could not be reconciled to the payroll tax liability amounts due. Additionally, the federal tax payments are consistently paid late. For each late payment the agency pays a self-assessed late fee which is not charged to the SETA funded program. We recommend that the federal payroll tax liabilities be paid on time and reconciled to actual liabilities due.

Recommendations for Corrective Action:

- 1) Provide SETA with documentation demonstrating what internal controls have been implemented to ensure adequate funds are available for all outstanding commitments.
- 2) Provide SETA with documentation demonstrating what internal controls have been implemented to ensure all federal payroll tax liabilities are paid on time for actual amounts due.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Roleda Bates **DATE: September 29, 2014**

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$50,000	1/1/13-12/31/13	4/1/13-12/31/13
CSBG	Family Self-Sufficiency	\$50,000	1/1/14-12/31/14	1/1/14-5/31/14

Monitoring Purpose: Initial Follow-up Special Final
 Date of review: 8/28/14

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

Program Operator: Visions Unlimited, Inc.

Findings and General Observations:

The total costs as reported to SETA from April 1, 2013 to May 31, 2014 for the CSBG programs 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. Edenaugboye Davis **DATE:** October 22, 2014

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 772,492	8/1/13-7/31/14	8/1/13-7/31/14
Head Start	T & TA	\$7,500	8/1/13-7/31/14	8/1/13-7/31/14

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 9/30-10/1/14

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

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2013 to July 31, 2014 for the Head Start program have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-C - INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employment Recruitment Activity Report

July 1 -October 27, 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			
A Plus Construction	7	Finish Carpenter	4
	7	Window Installer	4
A+ Pro Cleaning LLC	1	Janitorial/House Cleaner	1
	1	Office Assistant	1
Able Force	1	Customer Service Representative	11
	1	Intake Rep III	10
Action Military Surplus	1	eBay Technician	1
	10	Retail Clerk	1
Acorn Aboricultural services,inc.	10	Tree Climber/Trainee	2
Adecco Employment Services	9	Almond Sorter	50
	9	Certified Forklift Driver - Warehouse High Stack	25
	3	General Laborer	50
	9	Lift Truck Driver - DC	25
	9	Lift Truck Driver - Production	25
	1	Quality Control Inspector	1
	1	Sanitation Worker	25
Alchemist Community Development Corporation	1	Administrative Manager	1
All In Energy	1	Account Manager	1
Area 4 Agency on Aging	1	Office Specialist II	1
Autobahn Performance Inc	1	Receptionist Bi-Lingual Spanish/English	1
B&R Head & Block Repair	7	Diesel/Auto Engine Head and Block Repair Technician/Machinist	2
Backflow Distributors	3	Warehouse/Forklift Operator	1
Better Life Children Services	5	Social Worker	1
Beutler Corporation	1	Administrative Assistant	1
	10	Career Developer	1
	1	Customer Service Representative	1
	10	Inventory Controller	1
	9	Manufacturing	10
	7	Retrofit Installer	1
	3	Solar Engineer & Planning Tech	1
Breathe California	1	Communications Associate	1
Building Materials Distribution Inc.	9	Class A Truck Driver	1
	9	Part-Time Warehouse Worker	1
	7	Service Technician and Carpenter	1
	10	Stock Cutter	1
Caballo Bronco Barber Styling	10	Barber/Styling Salon Cosmetologist	1
Cal Pac Gutters	7	Gutter Installer	1
California Custom Coatings	7	Installer	2
California Special Districts Association	1	Member Services Representative	1
Capital Social Services	1	ILS Instructor	2
Certified Property Rescue	7	Property Damage Restoration Production Team Leader or Technician	1

Employment Recruitment Activity Report

July 1 -October 27, 2014

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CEVA Logistics US INC	1	Customer Service Representative II	1
Child Action	6	Programmer	1
Children All Around	1	Children Assistant to Teacher	1
Chime Solutions	10	Customer Service Representatives	40
CLASS A POWDERCOAT, INC.	10	Operations Manager	1
ClearPlex Corporation	9	Film Molder and Packer	50
Community Link Capital Region	6	Database Program Manager	1
Cokeva, Inc.	3	Associate Engineer	2
Craig Cares	4	Caregiver/ Personal Attendant	10
Creative Living Options	1	Direct Support Professional / Personal Attendant	50
	1	General Administrative Assistant	1
Crossroads Facility Services	10	Landscape Crew Lead	1
	10	ON-CALL Janitor	1
Curves Jenny Craig	10	Health and Wellness Consultant	1
D3 LED, LLC	1	Buyer/Planner	1
	3	Drafting Specialist	1
Delta Protective Services	1	Security Guard	10
Developmental Disabilities Service Organization	1	Direct Support Professional	1
	7	Maintenance Technician I	1
Dickeys Barbecue	10	Assistant Manager	1
	10	Food Service Counter Clerk	15
Eastman Building Products	9	Driver/Yardman--Lumber Yard	1
	1	Lumber Sales	1
Elica Health Center	4	Medical Assistant	8
Engineered Monitoring Systems	2	Technician Apprentice	2
	2	Journeyman / Lead Tech	2
Excel Managed Care & Disability Services, Inc.	1	Office Clerk	1
Eventus Solutions Group	1	Call Center Representative	1
EverRae Association Services, Inc.	7	General Maintenance	1
Express Employment Professionals	9	Production Worker	150
FedEx Ground 958	1	Linehaul Coordinator	1
	1	Maintenance Service Manager	1
	1	Operations Manager	1
	9	Package Handler	50
	1	Special Assignment Clerk	2
Floor & Decor	1	Customer Service Associate	8
	1	Inventory Control Specialist	1
	9	Warehouse Specialist	1
FolioDynamix	10	DB2DBA	1
	10	Overlay Manager I	1
Frito-Lay	9	Detailer	1
	10	Merchandiser	1

Employment Recruitment Activity Report

July 1 -October 27, 2014

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G&K Services	9	Route Relief - Hourly	1
General Produce Company	1	Order Selectors	6
	9	Commercial Driver	5
	1	Receptionist	1
Genesis ATC	10	Resource Recovery Specialist	5
	9	Warehouse Attendant	1
Global Touchpoints Inc	1	HR Assistant	1
Gourmet Demo Svc	10	Demo Associate	6
GroundWorks Campaigns	1	Canvasser	50
GSI	10	Telemarketing Fundraiser	10
HORIZON PERSONNEL SERVICES	9	Class A Driver	10
	9	Class C Driver	50
	7	Maintenance Mechanic	2
	9	Order Picker	10
	9	Warehouse Worker	10
Hp Hood	9	Dairy Manufacturing	3
	7	Maintenance Engineer	1
HR Management, Inc.	1	Admissions/Records Clerk III	1
	1	Office Clerk	50
Hunter Douglas Fabrication	9	Entry Level Production Associate	50
HYLTON SECURITY INCORPORATED	1	Security Guard	1
Innovative Maintenance Solutions, Inc.	7	General Maintenance & Lighting Technician	1
	7	Lighting/Electrical Technician	1
	7	Roofing Technician	2
	7	Utility/Carpet & Floor Lead	3
InSync Consulting Services LLC	1	Customer Service Professional	100
J&L TeamWorks	1	Call Center Representative	10
J4 Systems	6	Microsoft Dynamics AX 2013	1
	6	Network Engineer	3
J Williams Staffing	1	Community Manager	1
Kings Arena Limited Partnership, LP	1	Box Office Attendant	10
	10	Janitor Custodian	10
	10	Merchandise Seller	7
	10	Parking Attendant	10
	10	Security Officer	25
L-3 Narda Microwave-West	1	Program Manager	1
LCA SERVICES	1	Lead Case Manager	1
Learn It Systems Llc	1	Program Specialist	1

Employment Recruitment Activity Report

July 1 -October 27, 2014

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Los Rios Community College District	1	Account Clerk II	1	
	1	Administrative Assistant I	2	
	1	Admissions/Records Clerk III	2	
	1	Admissions/Records Evaluator I	1	
	1	Admissions/Records Evaluator II	1	
	1	Architectural Design Technology Assistant Professor	1	
	1	Athletic Counselor	1	
			Audio/Visual Production and Maintenance Technician II	1
	1		Bookstore Stock Clerk	1
	1		Buyer III	1
	1		CalWORKs District-Wide Coordinator	1
	1		Chemistry Assistant Professor	1
	1		Child Development Center Supervisor	1
	1		Clerk III	5
	1		College Receiving Clerk/Storekeeper	2
			Confidential Human Resources Specialist I	1
	1		Confidential Human Resources Specialist III	1
	1		Confidential Internal Auditor	1
	1		Counseling Clerk II	1
	1		Counselor	1
	1		Counselor/ Articulation Officer	1
	1		Dean of Counseling and Student Services	1
	1		Dean of Science, Mathematics and Engineering	1
	1		Dean of Technical Education	1
	1		Director of Institutional Research	1
	1		Director of Technical Services Information Technology	1
	1		Disabled Students Programs & Services Coordinator	1
	1		Electronics Technology Assistant Professor	1
	1		Financial Aid Clerk II	1
	1		Grant Coordination Clerk	1
	10		Graphic Designer	1
	1		Groundskeeper	1
	1		Head Coach for Intercollegiate Softball Adjunct Pool	1
1		Information Technology Application Systems Supervisor	1	
1		Information Technology Business/Technical Analyst II	2	
6		Information Technology Specialist I - Microcomputer Support	1	

Employment Recruitment Activity Report

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Los Rios Community College District	1	Instructional Assistant - Aeronautics	1
	1	Instructional Assistant - Communication, Visual and Performing Arts	1
	1	Instructional Assistant - Foreign Language	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Music	1
	1	Instructional Assistant - Sign Language Studies	1
	1	Instructional Assistant - Writing/English/Reading	2
	1	Instructional Services Assistant II	1
	1	Laboratory Technician - Science	3
	1	Laboratory Technician - Science (Chemistry)	1
	1	Lead Library Media Technical Assistant	1
	1	Library Area - Special Project - Instructional Assistant - Library	1
	1	Library/Media Technical Assistant	1
	1	Nursing (RN/LVN) Assistant Professor	1
	1	Outreach Clerk	1
	1	Police Officer	1
	6	Programmer I	1
	6	Programmer II	1
	1	Real Estate/Management (Business) Assistant Professor	1
	10	Research Analyst	1
	1	Research Analyst	1
	1	Senior Information Technology Systems/Database Administrator	1
	6	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	6	Senior IT Technician - Lab/Area Microcomputer Support	1
	1	Speech Communication Assistant Professor	1
	1	Student Life Supervisor	1
	1	Student Personnel Assistant - Davis Outreach Program	1
	1	Student Personnel Assistant - Extended Opportunity Programs and Services	1
	1	Student Personnel Assistant - Internship Developer	1

Employment Recruitment Activity Report

July 1 -October 27, 2014

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Los Rios Community College District	1	Student Success and Support Program	1
	1	Vice President of Student Services	1
	6	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	6	Senior IT Technician - Lab/Area Microcomputer Support	1
	1	Speech Communication Assistant Professor	1
	1	Student Life Supervisor	1
	1	Student Personnel Assistant - Davis Outreach Program	1
	1	Student Personnel Assistant - Extended Opportunity Programs and Services	1
	1	Vice President of Student Services	1
Markstein Beverage Co.	9	Class A Commercial Delivery Driver	1
	9	Delivery Helper	1
	10	Merchandiser	1
	9	Night Warehouse Associate	1
McConnell Jones Lanier & Murphy LP	1	Cook	1
	1	On-Call Safety/Security Advisor	6
	1	Substitute Vocational Instructor	3
	1	Substitute Academic Instructor	3
Mexifoods Inc	9	Delivery Driver	2
Michael's Transportation Service	9	Bus Driver	20
MJ Communications, INC	7	Installers	1
Mutual Housing California	1	Accounting Supervisor	1
N T Engineering	7	CNC Machine Setup	2
Old Dominion Freightlines	9	Short line & Team Drivers	16
Opening Doors, Inc	1	Anti-Trafficking Coalition Manager	1
	1	Director of Operations	1
Patriot National Insurance Group	1	Senior Claims Adjuster	2
Pennell Consulting, Inc.	6	Low Voltage Security Electronics Engineer	1
Pinnacle Workforce Logistics	9	Freight Handlers	15
	1	Janitor	5
PRIDE Industries	1	Custodian	3
Pro Pacific Fresh	9	Class A or B Route Driver	2
ProctorU	1	Exam Proctor	25
	1	French Language Proctor	25
Puddles	1	Sales Associate	1
Ready-Set-Go Children's Center	1	Preschool Teacher	4
Resource Staffing Group	10	Team Leader	1
Ryder Transportation		Class A Driver	15
Sacramento Covered		Health Navigator/Certified Enrollment Counselor	5

Employment Recruitment Activity Report

July 1 -October 27, 2014

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Sacramento Loaves & Fishes	1	Montessori Preschool And Nap Assistant	1
	1	Teacher	1
Sacramento Employment and Training Agency	1	Accountant I	1
	1	Early Head Start Educator	1
	1	Head Start Teacher	1
	1	Family Services Worker Range III	1
	1	Personnel/Human Resources Department Chief - Exempt	1
	1	Senior Accountant	1
	1	Site Supervisor	1
	1	Workforce Development Professional Range 2	1
Sacramento Regional Transit District	7	Facilities Maintenance Mechanic	1
Samarrah Independent Living Services	1	Pension and Retirement Administrator	1
	1	Life Skills Educator/ILS	2
SCIS	1	Armed Security Officer	30
Safety Dynamics Corporation	1	Unarmed security guard	10
SAN JUAN UNIFIED SCHOOL DISTRICT	1	Substitute Instructional Assistant II & III	20
Segovia Carehome	4	Direct Care Staff	3
Select Staffing	9	Assembler	5
	1	Call Center Representative & Data Entry Clerk	200
	9	Graveyard Forklift Driver	1
	10	Sorter	5
Serenity Respite	4	Respite Caregiver	25
Sierra Asphalt Inc	7	Heavy Duty Mechanic/Welder	1
Sierra Wes Wall Systems Inc	3	Drywall and Insulation Installers	10
Smart & Final Stores	1	Service Clerk	30
	1	Store Associate (Part-Time)	40
Softsol Resources INC.	1	Document Preparation & Scanning Operator	1
Stans Auto & Towing	9	Tow Operator	2
Strategies To Empower People STEP	1	Job Coach	10
Subway #25628	1	Sandwich Artist	1
Supply	1	Assistant Manager Retail	1
Teledyne Microwave Solutions	9	Assembler 1	1
	2	Electronic Engineer	1
	9	Product Finisher	1
	9	Stockroom Clerk	1
	9	Technician/Brazing Furnace Operator	1
The Spanish Immersion Program	1	Preschool Teacher	2
THR Cleaning Services	1	House Cleaning	2
		Specialist/Housekeeping Associate	

Employment Recruitment Activity Report

July 1 -October 27, 2014

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Tony's Fine Foods, Inc.	1	Accounts Receivable Specialist	1
	9	Class A Route Driver - West Sacramento	2
	9	Class C Delivery Driver	1
	9	Crane Support	3
	1	Dispatcher	1
	9	Forklift Operator - Graveyard Shift	1
	9	Forklift Operator Mid-Day Shift	1
	1	Human Resources Generalist	1
	6	IT Support Specialist II	1
	9	Loader	1
	9	Night Shipping Supervisor	1
	1	Order Selector - Swing Shift	5
	9	Order Selector - West Sacramento	8
	1	Pricing Specialist	1
	9	Regional Route Driver	1
United Site Services	1	Administrative Clerk I	1
US Solar Distributing	1	Account Manager	1
Voice Empowered Tech Org	1	Business Operational Professional	3
W C Stein Construction Corp	7	Service Plumber	2
Wendy's	7	Maintenance Technician	1
Western States Fire Protection	10	Designer	1
	10	Fire Extinguisher Technician	1
	7	Residential Fire Sprinkler Fitter	1
	1	Senior Designer / Project Manager	1
Wind Youth Services	5	On-Call Shelter Worker	1
	5	Shelter Program Coordinator	1
	5	Street Outreach Worker	1
Wollborg Michelson	9	Group Level Processor	50
Women's Empowerment	1	Childcare Coordinator	1
Yolo County Children's Alliance	1	STAR Readers Reading Coordinator	1
Z Squared Construction	3	Rough and Finish Carpenter, Drywall Installer, Door and Hardware Installer, Cabinet Installer	3
ZETA Communities	3	Carpenter - Rough & Finish	15
	3	Dry Wall Installer	5
	3	Electrician	5
	3	Plumber	5
Total			1958

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, 2014.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2014/2015

The following is an update of information as of October 27, 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	6/6/2014	North Sacramento Chrysler Jeep Dodge, LLC 3610 Fulton Blvd. Sacramento, CA 95821	8/3/2014	66	No Job Loss
Official	7/15/2014	Intuit Inc. 620 Coolidge Dr. Suite 200 Folsom, CA 95630	9/15/2014	15	7/30/2014
Official	7/16/2014	Video Products Distributors Inc. 150 Parkshore Dr. Folsom, CA 95630	10/12/2014	90	8/19/2014 8/20/2014
Unofficial	7/16/2014	Orchard Supply Hardware 3350 Arden Way Sacramento, CA 95825	10/10/2014	50	8/26/2014 8/27/2014
Official	8/27/2014	Verizon Wireless 295 Parkshore Dr. Folsom , CA 95630-4716	1/27/2014	372	Relocated
Official	10/6/2014	Prometheus 2345 Northrop Ave. Sacramento, CA 95825	12/31/2014	2	Pending
Official	10/14/2014	Harrold Ford 1535 Howe Avenue Sacramento, CA 95825	12/16/2014	120	Pending
Official	10/15/2014	Volcano 2870 Kilgore Rd Rancho Cordova, CA 95670	12/16/2014	170	Pending
			Total # of Affected Workers	885	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month September was 6.6%.

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.

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

Educational and health services led year-over job gains with 6,300-job increase

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 6.6 percent in September 2014, down from a revised 6.9 percent in August 2014, and below the year-ago estimate of 8.1 percent. This compares with an unadjusted unemployment rate of 6.9 percent for California and 5.7 percent for the nation during the same period. The unemployment rate was 6.2 percent in El Dorado County, 5.8 percent in Placer County, 6.9 percent in Sacramento County, and 6.4 percent in Yolo County.

Between August 2014 and September 2014, combined employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 100 to total 893,500 jobs.

- Government led the month-over increase with a seasonal gain of 3,400 jobs. Local government education carried the industry, adding 3,900 jobs. State education added 300 jobs. The job gains were within seasonal norms where it is customary for schools to expand after the summer break.
- Educational and health services grew by 1,600 jobs. Health care and social assistance led the expansion with a 1,100 job increase. Private education picked up 500 jobs.
- Financial activities improved by 600 jobs, the largest gain since 2002. Historically this industry declines from August to September. Finance and insurance grew by 500 jobs, and real estate and rental and leasing added 100 jobs.
- Seven industries saw month-over job declines, led by leisure and hospitality's higher-than-average seasonal job reduction (down 3,700 jobs). Professional and business services dipped by 700 jobs, and trade, transportation, and utilities declined by 600 jobs.

Between September 2013 and September 2014, total jobs in the region increased by 18,300 or 2.1 percent.

- Educational and health services edged up by 6,300 jobs year over. Health care and social assistance continues to dominate the industry with a 6,200-job increase. Private education added 100 jobs for the year.
- Professional and business services expanded by 5,800 jobs. Professional, scientific, and technical services added 2,700 jobs since last September. Administrative and support and waste services also added 2,700 jobs for the year. Management of companies and enterprises improved by 400 jobs.
- Construction advanced by 2,900 jobs year over. Specialty trade contractors rose by 1,900 jobs. Construction of buildings added 200 over the year.
- Three industries saw job declines for the year. Leisure and hospitality dropped by 1,700 jobs, and other services and information each receded by 400 jobs.

REPORT 400 C
Monthly Labor Force Data for Counties
September 2014 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,759,200	17,459,000	1,300,100	6.9%
ALAMEDA	10	789,800	745,000	44,700	5.7%
ALPINE	49	390	350	40	9.7%
AMADOR	30	15,960	14,800	1,160	7.3%
BUTTE	31	103,100	95,500	7,600	7.4%
CALAVERAS	33	19,320	17,840	1,480	7.7%
COLUSA	57	11,360	10,080	1,280	11.3%
CONTRA COSTA	10	543,900	512,800	31,100	5.7%
DEL NORTE	42	11,180	10,230	960	8.5%
EL DORADO	17	89,000	83,500	5,500	6.2%
FRESNO	48	451,400	408,600	42,900	9.5%
GLENN	45	13,160	12,020	1,140	8.7%
HUMBOLDT	23	57,600	53,800	3,800	6.5%
IMPERIAL	58	79,100	60,100	18,900	23.9%
INYO	19	8,960	8,400	560	6.3%
KERN	47	396,900	361,700	35,200	8.9%
KINGS	52	59,200	53,400	5,800	9.8%
LAKE	45	26,700	24,370	2,340	8.7%
LASSEN	32	12,730	11,760	970	7.6%
LOS ANGELES	37	5,043,900	4,652,200	391,700	7.8%
MADERA	39	70,100	64,400	5,800	8.2%
MARIN	1	145,800	140,100	5,700	3.9%
MARIPOSA	13	9,750	9,190	570	5.8%
MENDOCINO	10	43,200	40,730	2,470	5.7%
MERCED	54	114,200	102,400	11,900	10.4%
MODOC	37	3,650	3,360	290	7.8%
MONO	26	7,890	7,370	520	6.6%
MONTEREY	23	225,000	210,300	14,700	6.5%
NAPA	3	80,900	77,300	3,600	4.4%
NEVADA	13	49,120	46,280	2,840	5.8%
ORANGE	6	1,619,300	1,537,500	81,800	5.1%
PLACER	13	179,500	169,100	10,400	5.8%
PLUMAS	29	9,960	9,260	710	7.1%
RIVERSIDE	44	956,300	874,200	82,100	8.6%
SACRAMENTO	27	680,200	633,500	46,800	6.9%
SAN BENITO	23	26,300	24,600	1,700	6.5%
SAN BERNARDINO	33	861,600	795,300	66,400	7.7%
SAN DIEGO	16	1,598,400	1,504,600	93,800	5.9%
SAN FRANCISCO	3	499,400	477,600	21,800	4.4%
SAN JOAQUIN	49	297,000	268,100	28,900	9.7%
SAN LUIS OBISPO	9	140,000	132,500	7,500	5.4%
SAN MATEO	2	414,000	397,000	17,000	4.1%
SANTA BARBARA	8	222,800	210,900	11,900	5.3%
SANTA CLARA	7	945,700	896,700	48,900	5.2%
SANTA CRUZ	17	150,900	141,500	9,400	6.2%
SHASTA	33	80,500	74,200	6,200	7.7%
SIERRA	33	1,470	1,350	110	7.7%
SISKIYOU	41	19,010	17,410	1,590	8.4%
SOLANO	19	219,100	205,200	13,800	6.3%
SONOMA	5	265,900	252,800	13,200	4.9%
STANISLAUS	49	237,300	214,300	23,100	9.7%
SUTTER	53	40,700	36,500	4,200	10.3%
TEHAMA	42	25,220	23,080	2,130	8.5%
TRINITY	39	4,980	4,570	410	8.2%
TULARE	56	200,800	178,400	22,400	11.2%
TUOLUMNE	28	24,260	22,570	1,690	7.0%
VENTURA	21	431,400	403,600	27,700	6.4%
YOLO	21	97,000	90,800	6,200	6.4%
YUBA	55	27,000	24,000	3,000	11.1%

Notes

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REPORT 400 M
Monthly Labor Force Data for California
Counties and Metropolitan Statistical Areas
September 2014 - Preliminary
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,759,200	17,459,000	1,300,100	6.9%
BAKERSFIELD DELANO MSA (Kern Co.)	52	396,900	361,700	35,200	8.9%
CHICO MSA (Butte Co.)	35	103,100	95,500	7,600	7.4%
EL CENTRO MSA (Imperial Co.)	64	79,100	60,100	18,900	23.9%
FRESNO MSA (Fresno Co.)	53	451,400	408,600	42,900	9.5%
HANFORD CORCORAN MSA (Kings Co.)	57	59,200	53,400	5,800	9.8%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	41	5,043,900	4,652,200	391,700	7.8%
MADERA CHOWCHILLA MSA (Madera Co.)	43	70,100	64,400	5,800	8.2%
MERCED MSA (Merced Co.)	59	114,200	102,400	11,900	10.4%
MODESTO MSA (Stanislaus Co.)	54	237,300	214,300	23,100	9.7%
NAPA MSA (Napa Co.)	4	80,900	77,300	3,600	4.4%
OAKLAND FREMONT HAYWARD MD	12	1,333,700	1,257,900	75,800	5.7%
Alameda Co.	12	789,800	745,000	44,700	5.7%
Contra Costa Co.	12	543,900	512,800	31,100	5.7%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	24	431,400	403,600	27,700	6.4%
REDDING MSA (Shasta Co.)	37	80,500	74,200	6,200	7.7%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	43	1,818,000	1,669,500	148,500	8.2%
Riverside Co.	49	956,300	874,200	82,100	8.6%
San Bernardino Co.	37	861,600	795,300	66,400	7.7%
SACRAMENTO ARDEN ARCADE ROSEVILLE MSA	29	1,045,700	976,900	68,900	6.6%
El Dorado Co.	20	89,000	83,500	5,500	6.2%
Placer Co.	16	179,500	169,100	10,400	5.8%
Sacramento Co.	31	680,200	633,500	46,800	6.9%
Yolo Co.	24	97,000	90,800	6,200	6.4%
SALINAS MSA (Monterey Co.)	26	225,000	210,300	14,700	6.5%
SAN DIEGO CARLSBAD SAN MARCOS MSA (San Diego Co.)	19	1,598,400	1,504,600	93,800	5.9%
SAN FRANCISCO SAN MATEO REDWOOD CITY MD	3	1,059,100	1,014,700	44,400	4.2%
Marin Co.	1	145,800	140,100	5,700	3.9%
San Francisco Co.	4	499,400	477,600	21,800	4.4%
San Mateo Co.	2	414,000	397,000	17,000	4.1%
SAN JOSE SUNNYVALE SANTA CLARA MSA	8	972,000	921,300	50,600	5.2%
San Benito Co.	26	26,300	24,600	1,700	6.5%
Santa Clara Co.	8	945,700	896,700	48,900	5.2%
SAN LUIS OBISPO PASO ROBLES MSA (San Luis Obispo Co.)	11	140,000	132,500	7,500	5.4%
SANTA ANA ANAHEIM IRVINE MD (Orange Co.)	7	1,619,300	1,537,500	81,800	5.1%
SANTA BARBARA SANTA MARIA GOLETA MSA (Santa Barbara Co.)	10	222,800	210,900	11,900	5.3%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	20	150,900	141,500	9,400	6.2%
SANTA ROSA PETALUMA MSA (Sonoma Co.)	6	265,900	252,800	13,200	4.9%
STOCKTON MSA (San Joaquin Co.)	54	297,000	268,100	28,900	9.7%
VALLEJO FAIRFIELD MSA (Solano Co.)	22	219,100	205,200	13,800	6.3%
VISALIA PORTERVILLE MSA (Tulare Co.)	62	200,800	178,400	22,400	11.2%
YUBA CITY MSA	60	67,700	60,500	7,200	10.6%
Sutter Co.	58	40,700	36,500	4,200	10.3%
Yuba Co.	61	27,000	24,000	3,000	11.1%
Alpine Co.	54	390	350	40	9.7%
Amador Co.	34	15,960	14,800	1,160	7.3%
Calaveras Co.	37	19,320	17,840	1,480	7.7%
Colusa Co.	63	11,360	10,080	1,280	11.3%
Del Norte Co.	47	11,180	10,230	960	8.5%
Glenn Co.	50	13,160	12,020	1,140	8.7%
Humboldt Co.	26	57,600	53,800	3,800	6.5%
Inyo Co.	22	8,960	8,400	560	6.3%
Lake Co.	50	26,700	24,370	2,340	8.7%
Lassen Co.	36	12,730	11,760	970	7.6%
Mariposa Co.	16	9,750	9,190	570	5.8%
Mendocino Co.	12	43,200	40,730	2,470	5.7%
Modoc Co.	41	3,650	3,360	290	7.8%
Mono Co.	29	7,890	7,370	520	6.6%
Nevada Co.	16	49,120	46,280	2,840	5.8%
Plumas Co.	33	9,960	9,260	710	7.1%
Sierra Co.	37	1,470	1,350	110	7.7%
Siskiyou Co.	46	19,010	17,410	1,590	8.4%
Tehama Co.	47	25,220	23,080	2,130	8.5%
Trinity Co.	43	4,980	4,570	410	8.2%
Tuolumne Co.	32	24,260	22,570	1,690	7.0%

Notes

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**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 September 2014 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	89,000	83,500	5,500	6.2%	1.000000	1.000000
Cameron Park CDP	8,800	8,400	400	4.3%	0.100610	0.068627
Diamond Springs CDP	2,300	2,100	200	8.2%	0.025356	0.034314
El Dorado Hills CDP	10,200	9,900	400	3.7%	0.118237	0.068627
Georgetown CDP	500	500	100	10.4%	0.005559	0.009804
Placerville city	5,200	4,700	500	9.3%	0.056407	0.088235
Pollock Pines CDP	2,400	2,200	200	7.3%	0.026576	0.031863
Shingle Springs CDP	1,500	1,500	100	4.4%	0.017492	0.012255
South Lake Tahoe city	14,800	13,500	1,300	8.6%	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)
 September 2014 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Placer County	179,500	169,100	10,400	5.8%	1.000000	1.000000
Auburn city	9,100	8,700	400	4.6%	0.051276	0.040598
Colfax city	1,100	1,000	100	8.4%	0.005744	0.008547
Dollar Point CDP	1,300	1,200	100	6.8%	0.007265	0.008547
Foresthill CDP	1,400	1,200	100	9.8%	0.007265	0.012821
Granite Bay CDP	13,300	12,800	500	4.0%	0.075688	0.051282
Kings Beach CDP	3,100	2,900	200	5.8%	0.017148	0.017094
Lincoln city	7,700	6,800	800	10.7%	0.040463	0.079060
Loomis town	4,600	4,500	200	3.4%	0.026356	0.014957
Meadow Vista CDP	2,300	2,200	100	5.8%	0.012756	0.012821
North Auburn CDP	7,500	7,000	500	6.8%	0.041308	0.049145
Rocklin city	27,500	26,400	1,100	4.1%	0.156192	0.108974
Roseville city	56,400	53,200	3,300	5.8%	0.314327	0.316239
Sunnyside Tahoe City CDP	2,000	1,800	100	6.7%	0.010897	0.012821
Tahoe Vista CDP	1,600	1,400	200	9.8%	0.008447	0.014957

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Data Not Seasonally Adjusted

Area Name	Labor Force	Employ- ment	Unemployment Number	Rate	Census Ratios Emp	Unemp
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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)
 September 2014 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	680,200	633,500	46,800	6.9%	1.000000	1.000000
Arden Arcade CDP	56,600	52,700	3,900	6.8%	0.083249	0.082638
Carmichael CDP	29,600	28,000	1,600	5.3%	0.044196	0.033389
Citrus Heights city	51,100	48,700	2,400	4.8%	0.076838	0.052031
Elk Grove CDP	35,500	33,600	2,000	5.5%	0.052995	0.042014
Fair Oaks CDP	17,500	16,900	600	3.6%	0.026690	0.013634
Florin CDP	12,400	11,000	1,400	11.0%	0.017414	0.029215
Folsom city	27,800	26,900	800	3.0%	0.042525	0.018086
Foothill Farms CDP	9,600	8,600	900	9.5%	0.013648	0.019477
Galt city	10,600	9,400	1,200	11.4%	0.014787	0.025876
Gold River CDP	5,000	4,900	100	1.3%	0.007807	0.001391
Isleton city	400	400	0	9.2%	0.000606	0.000835
La Riviera CDP	7,100	6,800	300	4.0%	0.010764	0.006121
Laguna CDP	20,900	20,200	800	3.7%	0.031834	0.016416
Laguna West Lakeside CDP	5,400	5,100	300	4.8%	0.008082	0.005565
North Highlands CDP	22,000	19,600	2,400	10.9%	0.030952	0.051475
Orangevale CDP	16,100	15,300	700	4.6%	0.024229	0.015860
Parkway South Sacramento CD	15,500	13,600	1,900	12.4%	0.021400	0.041180
Rancho Cordova City	30,700	28,300	2,400	7.9%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,300	100	2.2%	0.003619	0.001113
Rio Linda CDP	5,600	5,000	600	11.1%	0.007917	0.013356
Rosemont CDP	14,000	13,200	800	5.8%	0.020867	0.017251
Sacramento city	214,200	196,800	17,400	8.1%	0.310678	0.371731
Vineyard CDP	6,000	5,800	200	3.5%	0.009185	0.004452
Walnut Grove CDP	400	400	100	17.8%	0.000569	0.001669
Wilton CDP	2,800	2,700	100	4.6%	0.004225	0.002782

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Methodology:

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Data Not Seasonally Adjusted

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

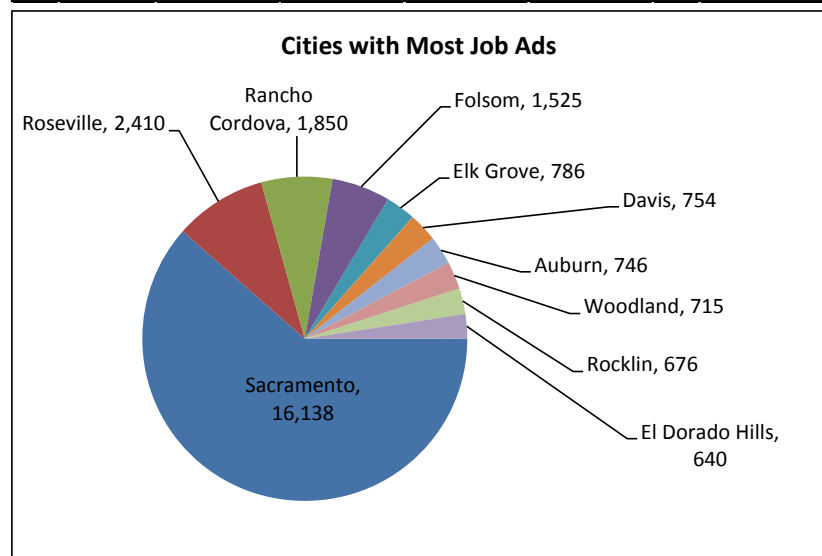
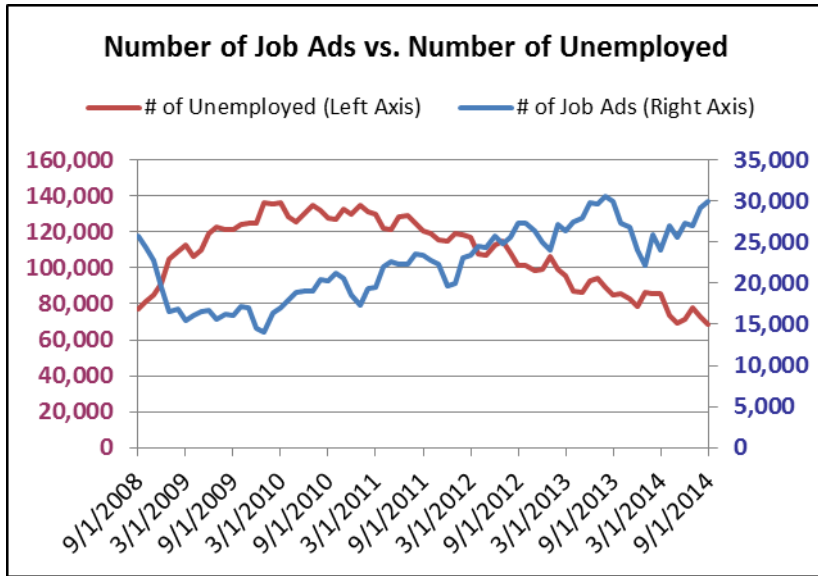
each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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Recent Job Ads for Sacramento Arden Arcade Roseville MSA

September 2014



Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2013 Benchmark

Data Not Seasonally Adjusted

	Sep 13	Jul 14	Aug 14 Revised	Sep 14 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,043,400	1,049,000	1,050,700	1,045,700	-0.5%	0.2%
Civilian Employment	958,600	971,400	977,800	976,900	-0.1%	1.9%
Civilian Unemployment	84,800	77,600	72,900	68,900	-5.5%	-18.8%
Civilian Unemployment Rate	8.1%	7.4%	6.9%	6.6%		
(CA Unemployment Rate)	8.5%	7.9%	7.5%	6.9%		
(U.S. Unemployment Rate)	7.0%	6.5%	6.3%	5.7%		
Total, All Industries (2)	875,200	892,400	893,400	893,500	0.0%	2.1%
Total Farm	9,500	10,600	10,400	10,000	-3.8%	5.3%
Total Nonfarm	865,700	881,800	883,000	883,500	0.1%	2.1%
Total Private	647,300	665,900	666,000	663,100	-0.4%	2.4%
Goods Producing	81,000	84,700	84,600	85,000	0.5%	4.9%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	46,000	48,700	48,000	48,900	1.9%	6.3%
Construction of Buildings	10,000	10,100	10,200	10,200	0.0%	2.0%
Specialty Trade Contractors	30,300	32,300	32,100	32,200	0.3%	6.3%
Building Foundation & Exterior Contractors	7,600	7,800	8,100	8,100	0.0%	6.6%
Building Equipment Contractors	11,700	12,500	12,100	12,000	-0.8%	2.6%
Building Finishing Contractors	6,900	7,800	8,000	7,900	-1.3%	14.5%
Manufacturing	34,500	35,500	36,100	35,600	-1.4%	3.2%
Durable Goods	23,300	24,800	24,700	24,300	-1.6%	4.3%
Computer & Electronic Product Manufacturing	7,100	7,600	7,500	7,400	-1.3%	4.2%
Nondurable Goods	11,200	10,700	11,400	11,300	-0.9%	0.9%
Food Manufacturing	4,700	4,100	4,900	4,800	-2.0%	2.1%
Service Providing	784,700	797,100	798,400	798,500	0.0%	1.8%
Private Service Providing	566,300	581,200	581,400	578,100	-0.6%	2.1%
Trade, Transportation & Utilities	141,800	143,300	143,300	142,700	-0.4%	0.6%
Wholesale Trade	25,100	25,200	25,300	25,100	-0.8%	0.0%
Merchant Wholesalers, Durable Goods	14,000	14,300	14,300	14,200	-0.7%	1.4%
Merchant Wholesalers, Nondurable Goods	8,400	8,200	8,200	8,200	0.0%	-2.4%
Retail Trade	93,300	95,100	94,900	94,000	-0.9%	0.8%
Motor Vehicle & Parts Dealer	12,500	12,900	13,000	12,900	-0.8%	3.2%
Building Material & Garden Equipment Stores	7,800	8,300	8,100	8,000	-1.2%	2.6%
Grocery Stores	17,600	17,900	17,900	18,000	0.6%	2.3%
Health & Personal Care Stores	5,300	5,200	5,100	5,200	2.0%	-1.9%
Clothing & Clothing Accessories Stores	6,900	7,200	7,200	7,000	-2.8%	1.4%
Sporting Goods, Hobby, Book & Music Stores	4,200	3,900	4,000	4,100	2.5%	-2.4%
General Merchandise Stores	19,400	19,700	19,600	19,700	0.5%	1.5%
Transportation, Warehousing & Utilities	23,400	23,000	23,100	23,600	2.2%	0.9%
Information	14,700	14,500	14,400	14,300	-0.7%	-2.7%
Publishing Industries (except Internet)	2,500	2,400	2,400	2,400	0.0%	-4.0%
Telecommunications	7,600	7,700	7,700	7,700	0.0%	1.3%
Financial Activities	49,600	49,800	50,300	50,900	1.2%	2.6%
Finance & Insurance	36,400	36,100	36,500	37,000	1.4%	1.6%
Credit Intermediation & Related Activities	13,000	12,600	12,700	12,900	1.6%	-0.8%
Depository Credit Intermediation	7,900	7,800	7,800	7,900	1.3%	0.0%
Nondepository Credit Intermediation	2,600	2,500	2,500	2,500	0.0%	-3.8%
Insurance Carriers & Related	19,200	19,300	19,400	19,700	1.5%	2.6%
Real Estate & Rental & Leasing	13,200	13,700	13,800	13,900	0.7%	5.3%
Real Estate	10,100	10,400	10,400	10,600	1.9%	5.0%
Professional & Business Services	115,800	121,800	122,300	121,600	-0.6%	5.0%
Professional, Scientific & Technical Services	52,000	55,200	55,400	54,700	-1.3%	5.2%
Architectural, Engineering & Related Services	8,800	9,900	10,100	10,000	-1.0%	13.6%
Management of Companies & Enterprises	10,200	10,600	10,600	10,600	0.0%	3.9%
Administrative & Support & Waste Services	53,600	56,000	56,300	56,300	0.0%	5.0%
Administrative & Support Services	50,800	53,200	53,400	53,400	0.0%	5.1%
Employment Services	21,900	23,100	23,800	24,400	2.5%	11.4%
Services to Buildings & Dwellings	10,900	11,100	11,300	11,200	-0.9%	2.8%

Data Not Seasonally Adjusted

	Sep 13	Jul 14	Aug 14	Sep 14	Percent Change	
			Revised	Prelim	Month	Year
Educational & Health Services	127,600	132,500	132,300	133,900	1.2%	4.9%
Education Services	13,400	13,000	13,000	13,500	3.8%	0.7%
Health Care & Social Assistance	114,200	119,500	119,300	120,400	0.9%	5.4%
Ambulatory Health Care Services	41,400	43,700	43,900	45,000	2.5%	8.7%
Hospitals	23,700	24,100	24,100	24,100	0.0%	1.7%
Nursing & Residential Care Facilities	15,700	15,800	15,800	15,800	0.0%	0.6%
Leisure & Hospitality	87,700	90,500	89,700	86,000	-4.1%	-1.9%
Arts, Entertainment & Recreation	13,900	14,300	13,900	13,500	-2.9%	-2.9%
Accommodation & Food Services	73,800	76,200	75,800	72,500	-4.4%	-1.8%
Accommodation	8,400	8,500	8,400	8,200	-2.4%	-2.4%
Food Services & Drinking Places	65,400	67,700	67,400	64,300	-4.6%	-1.7%
Full-Service Restaurants	30,500	30,500	30,100	28,700	-4.7%	-5.9%
Limited-Service Eating Places	31,800	32,300	32,400	31,200	-3.7%	-1.9%
Other Services	29,100	28,800	29,100	28,700	-1.4%	-1.4%
Repair & Maintenance	8,600	8,400	8,500	8,400	-1.2%	-2.3%
Government	218,400	215,900	217,000	220,400	1.6%	0.9%
Federal Government	13,600	13,500	13,500	13,500	0.0%	-0.7%
Department of Defense	1,600	1,600	1,600	1,600	0.0%	0.0%
State & Local Government	204,800	202,400	203,500	206,900	1.7%	1.0%
State Government	109,000	110,400	111,400	111,800	0.4%	2.6%
State Government Education	25,900	25,200	26,000	26,300	1.2%	1.5%
State Government Excluding Education	83,100	85,200	85,400	85,500	0.1%	2.9%
Local Government	95,800	92,000	92,100	95,100	3.3%	-0.7%
Local Government Education	53,100	47,900	48,300	52,200	8.1%	-1.7%
Local Government Excluding Education	42,700	44,100	43,800	42,900	-2.1%	0.5%
County	18,000	18,400	18,300	18,200	-0.5%	1.1%
City	9,600	10,400	10,200	9,800	-3.9%	2.1%
Special Districts plus Indian Tribes	15,100	15,300	15,300	14,900	-2.6%	-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

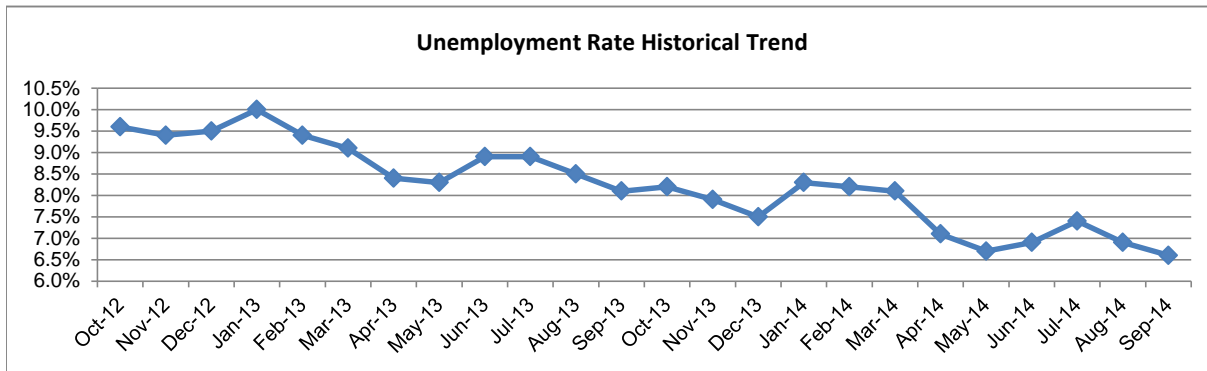
These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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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 6.6 percent in September 2014, down from a revised 6.9 percent in August 2014, and below the year-ago estimate of 8.1 percent. This compares with an unadjusted unemployment rate of 6.9 percent for California and 5.7 percent for the nation during the same period. The unemployment rate was 6.2 percent in El Dorado County, 5.8 percent in Placer County, 6.9 percent in Sacramento County, and 6.4 percent in Yolo County.



Industry	Aug-2014	Sep-2014	Change	Sep-2013	Sep-2014	Change
	Revised	Prelim			Prelim	
Total, All Industries	893,400	893,500	100	875,200	893,500	18,300
Total Farm	10,400	10,000	(400)	9,500	10,000	500
Total Nonfarm	883,000	883,500	500	865,700	883,500	17,800
Mining and Logging	500	500	0	500	500	0
Construction	48,000	48,900	900	46,000	48,900	2,900
Manufacturing	36,100	35,600	(500)	34,500	35,600	1,100
Trade, Transportation & Utilities	143,300	142,700	(600)	141,800	142,700	900
Information	14,400	14,300	(100)	14,700	14,300	(400)
Financial Activities	50,300	50,900	600	49,600	50,900	1,300
Professional & Business Services	122,300	121,600	(700)	115,800	121,600	5,800
Educational & Health Services	132,300	133,900	1,600	127,600	133,900	6,300
Leisure & Hospitality	89,700	86,000	(3,700)	87,700	86,000	(1,700)
Other Services	29,100	28,700	(400)	29,100	28,700	(400)
Government	217,000	220,400	3,400	218,400	220,400	2,000

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

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 September 2014 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	97,000	90,800	6,200	6.4%	1.000000	1.000000
Davis city	38,700	37,200	1,600	4.0%	0.409375	0.251572
Esparto CDP	900	900	100	6.9%	0.009693	0.010482
West Sacramento city	15,900	14,300	1,600	10.1%	0.157748	0.259958
Winters city	3,600	3,300	300	7.3%	0.036250	0.041929
Woodland city	28,200	26,100	2,100	7.6%	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.

ITEM IV-F – 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, September 23, 2014
9:00 a.m.

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

Ms. LaTasha Windham called the meeting to order at 9:10 a.m. Mr. Kenneth Tate read the thought of the day. Mr. Steven Wormley called the roll.

Members Present:

Toni Espinoza, Elk Grove Unified School District
Jill Julian, Sacramento City Unified School District
Lynda Williams, San Juan Unified School District
Steven Wormley, Sacramento City Unified School District (arrived at 9:11 a.m.)
Linda Litka, San Juan Unified School District
Richina Siackasorn, WCIC/Playmate Child Development Center (seated at 9:22 a.m.)
LaTasha Windham, SETA-Operated Program
Annette Duran, Past Parent Representative
Lenda Wheeler, SETA-Operated Program
Kenneth Tate, SETA-Operated Program
Colleen Fietzek, Home Base Representative
Kenny Williams, Men's Activities Affecting Children Committee

Members Absent:

Genevieve Levy, Sacramento Food Bank & Family Services (excused)
Kristyn Ingram, Twin Rivers Unified School District (excused)
Jenna Kline, Community Representative, KVIE Public Television (excused)

II. Consent Item

A. Approval of the Minutes of the August 26, 2014 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/L. Wheeler, second/Wormley

Show of hands vote:

Aye: 10 (Duran, Espinoza, Fietzek, Julian, Litka, Tate, Wheeler, K. Williams, L. Williams, Wormley)

Nay: 0

Abstention: 1 (Windham)

Ms. Melanie Nicolas introduced two new Education Coordinators: Ms. Karen Taylor and Ms. Kim Bonnema.

III. Action Item

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

The board went into closed session at 9:15 a.m. The board went back into open session at 9:22 a.m. and Ms. Windham reported out that the Policy Council approved the following eligible list: Early Head Start Educator.

Ms. Richina Siackasorn was seated at 9:22 a.m.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Windham reviewed the calendar. Mr. Tate stated that the next Budget/Planning Committee meeting will be held October 14.
- Introduction to Toastmasters Club (Speechcraft): Ms. Marie Desha announced the creation of a parent Toastmasters Club. Some parents approached Ms. Desha asking for a parent Toastmasters Club. An introductory course is called Speechcraft to teach public speaking skills. Parent Ambassadors are also urged to attend this training. It will take place after a committee meeting or PC/PAC meeting and will include lunch. Attendance will be crucial and will be monitored for the program year. If attendance is consistent, a Toastmasters Club will be hosted at SETA. The first meeting will be held in November.

Ms. Tamara Knox, former PAC/PC Representative, attended the first Toastmasters training offered at SETA. She continued to be coached by Ms. Jackie Bates, and is now an awesome keynote speaker. She is the author of ***My Journey*** and ***Standing Tall*** and works at Sacramento City College as a photographer and assistant in the Cultural Awareness Center.

Ms. Siackasorn asked where the scholarships came from and Ms. Lee stated that the National Head Start Association awards them to parents.

- PC/PAC End-of-Year Appreciation: The deadline for guest payments has been extended to today.
- Parent/Family Support Unit Events and Activities: No additional report.
- Parent/Staff Recognition: None.
- Community Resources-Parents/Staff: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed the August expenditures, the first month of the new fiscal year. The expenses from delegates have not yet been received; these expenditures will be shown on next month’s report. Expenditures for last fiscal year will be finalized this week.

Ms. Lynda Williams recently attended the San Juan delegate meeting and was told parents were not allowed to attend budget meetings. Are there guidelines on that? Ms. Lee replied that SETA asks for parent input at Budget/Planning Committee meetings all year long. The delegates can choose to do their meetings as they wish. There should be time to provide input on the budget before it is finalized; the meetings do not need to be monthly or quarterly

- B. Governing Board Minutes of August 7, 2014: No questions.
- C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- A. Executive Committee: Mr. Kenny Williams read the critique.
- B. Budget/Planning Committee: Mr. Kenneth Tate reported that the last meeting was short. Mr. Tate urged others to attend the next meeting in October.
- C. Personnel/Bylaws Committee: Mr. Tate shared that it was also a short meeting because he was the only attendee. Mr. Tate encouraged all parents to contact Ms. Desha or Ms. Hogan regarding their attendance at committee and board meetings. This committee is waiting to make modifications to the bylaws but committee members must be in attendance in order to do business. The next meeting is October 6, 9:30 a.m. in the Olympus Room. Ms. Desha because of the urgency, staff is looking at calling a meeting of the PC/PAC Executive and the Parent Ambassador Committee on October 3.
- D. Social/Hospitality Committee: Ms. Windham announced that on September 25, all committee members will be putting together certificates and wrapping parent recognitions.
- E. Parent Ambassador Committee: Ms. Williams stated that the committee members talked about the \$2 Per Child Campaign and stationary that is being developed as a fundraiser. The plan is to offer stationary where child's art is put on stationary and packaged for gifts. Ms. Williams encourages all parents to go to local events for outreach. The funds raised will be collected and submitted in one donation.
- F. Men's Activities Affecting Children Committee: Mr. Kenny Williams reported that the End of Year Fatherhood BBQ was a big success. He thanked several parents for their involvement and cooking for the event. Mr. Silva was thanked for his support.
- G. Maternal, Child and Adolescent Health Advisory Board: Ms. Williams provided a report on the most recent meeting. The Public Health Officer attended and did a PPT on pertussis. A letter to the Board of Supervisors (BOS) was sent requesting that the hiring freeze be lifted. This board wants attendees to be aware of all of the various reports and trying to target a variety of issues on a limited budget.
- H. Sacramento Medi-Cal Dental Advisory Committee: Ms. Windham reported that the most recent meeting where they discussed work group protocols and reducing hours on dental protocols. All Medi-Cal dental cases will end December 31.

Ms. Williams stated that it is hoped that Governor Grown will sign a letter to support for a bill asking for attention and funds to go straight to dental services. Ms. Williams attended the August meeting and a doctor presented a PowerPoint about doing dental screenings in a less expensive ways. There will be trucks going to various schools do dental screenings, cleanings, x-rays and other small dental work. The trucks will go to locations chosen according to statistical need.

I. Community Agency Reports: None.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick reported on the end of the fiscal year for the WIA program. Statistics were reviewed over 36,000 individuals visited one of the job or training centers. Ms. Kossick encouraged all board members to visit the web site and check out resources on line and continue to spread the word. The free resources are available to the community to continue economic growth. Ms. Kossick reported that during her visits to job training or Head Start centers, she is very pleased to see the parent involvement.

Mr. Tate inquired about the apprenticeship program; he has been referring people to the numbers on the paper and people are reporting that they are not getting the right information back from the phone number. People are not getting connected to the information necessary. Ms. Kossick reported that there is one centralized number because it is a very lengthy process. There are a number of ways a person can get into a 'pipeline' for a job.

B. Head Start Deputy Director's Report: Ms. Denise Lee urged parents interested in the career incentive program to talk with their Site Supervisor or classroom teacher. This program assists parents wishing to go back to school and work toward a degree. Ms. Lee stated that when staff receives information on scholarships, the information is sent out to parents. Ms. Lee stated that SETA always strives for parents' voices at the table. Our program is strengthened are by hearing the clients' needs. It is important to have a voice at some table, whether here or at the State Capitol. Please continue to exercise participation in various public events. SETA has 120 days to clear findings and staff have been working with Training/Technical Assistance staff to ensure changes have been made. There is more work needed for delegate agencies in the health and safety are. The review team will be back October 2-3 which will help to provide feedback. The fiscal review has gone well, too. Staff is working diligently to ensure we will have a clear report.

Mr. Tate stated that he has seen a vast improvement in the process of parents and children when picking up and dropping off children. Ms. Lee stated that staff has increased approach to parents asking them to be more engaged in the pick-up/drop off process. Parents signing in are transferring care of their child from the parent to Head Start. In the SOP, staff are developing very distinct gathering

spots for children go to prior to their return to the classrooms. There will be numbers and shapes for children to use during the gather process. An assigned staff person will sweep the playground to ensure no child is left behind.

In response to a question from Ms. Windham, Ms. Lee stated that she wants to launch the Parent Internship position but details need to be worked out. It is not known whether it will be open to local program or county wide; also, it needs to be determined if current reps or past reps will be included.

Ms. Wheeler asked if the new gather process will be put in place at all SOP programs. Ms. Lee replied that the program officers are going out to classrooms to work with the teachers to work out a gather spot and determine the shapes and numbers. Floor tape will be used in carpeted areas.

Ms. Julian inquired whether ACF shares improvements done at SETA with other grantees. Ms. Lee replied that SETA is well ahead of many programs and part of the curriculum includes ways for children to remember not to get lost. There are redundant systems in place to ensure safety will remain. She does share with other grantees information enhancements done in the Sacramento program. There has been incidences of children left behind in buses so the Office of Head Start is very focused on the safety of children; this is the number one issue and each classroom will be reviewed for compliance.

- C. Head Start Managers' Reports: All of the managers are out dealing with site issues.
 - D. Chair's Report: Board members were asked to see staff to work on the annual parent stories. There are also six board members selected to do video stories. Ms. Williams brought information from First Five and Ms. Desha urged parents to take this information home. The PC Executive Committee meeting is Thursday, September 25, 9:00 a.m. Applications are being solicited for parents interested in serving in the Past Parent, Foster Parent, or Grandparent positions on the PC. An application must be submitted to Ms. Desha no later than October 14. Ms. Desha stated that the selection of board members will be done at the October 28 meeting.
 - E. Open Discussion and Comments: No comments.
 - F. Public Participation: No comments.
- VII. **Adjournment**: The meeting was adjourned at 10:50 a.m.

Head Start Monthly Report

October 2014



SETA Operated Program

Program Support Services Unit

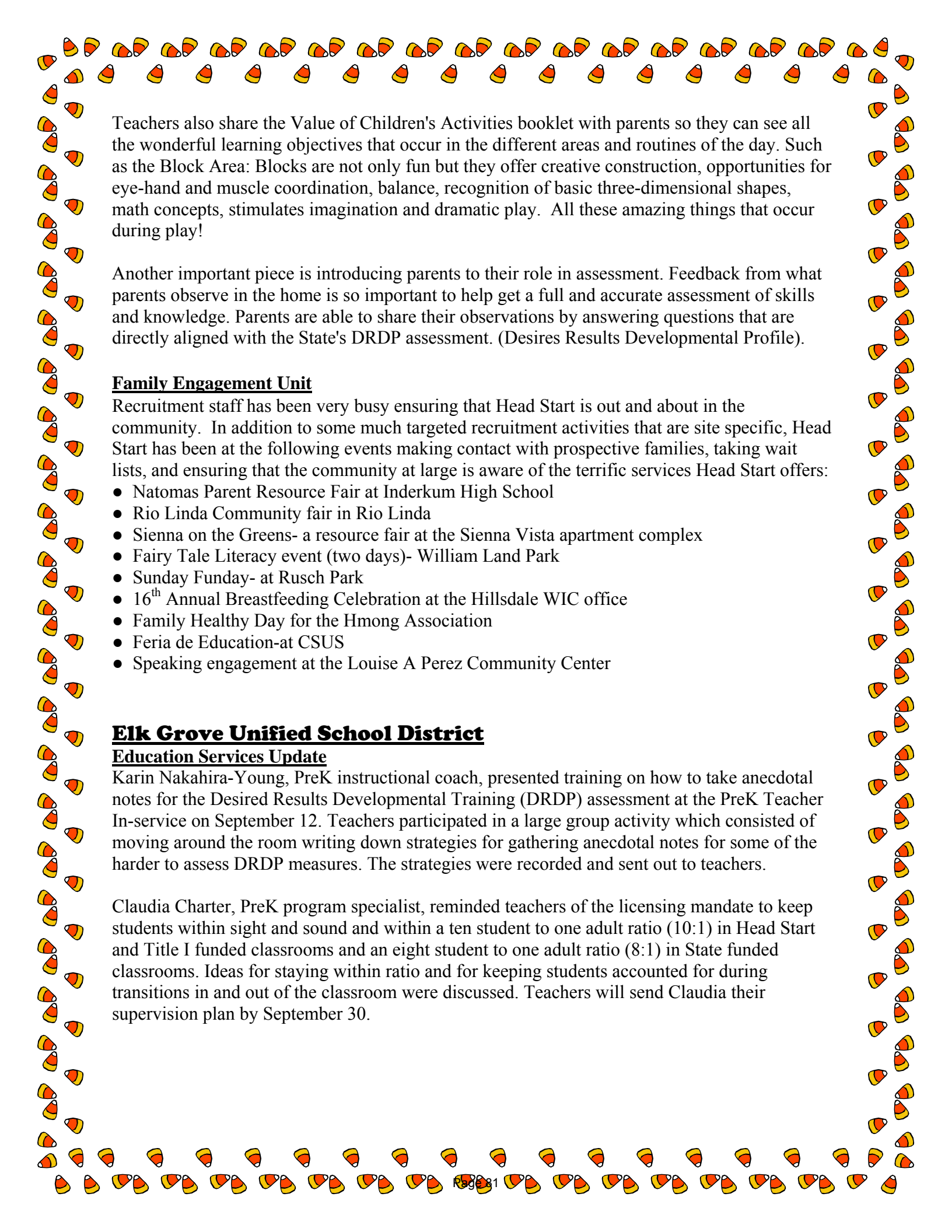
Quality Assurance Monitoring Review: SETA-Operated Program was monitored during the month of September. The following centers were monitored: Marina Vista, Mather, Crossroads, Fruitridge, Elkhorn, Bannon Creek, Freedom Park, Galt and LaVerne Stewart. Report is being finalized and will be available in mid-October. Unannounced safety and supervision visits by Quality Assurance Unit staff are continuing countywide. Since August 1, 2014, over 50 unannounced site visits have been conducted.

Program Support Services Unit: Three new staff joined our unit in September. Kim Bonnema and Karen V. Taylor were hired as Education Coordinators to provide support to Delegates and Partners. Ms. Bonnema is assigned to provide guidance, training and technical assistance in the areas of Education and Disabilities. Ms. Taylor is assigned to provide leadership in meeting program's School Readiness Outcomes by assisting delegates in their CLASS implementation plans and coaching/mentoring projects. Laura Moore, a former EHS Educator was promoted to her new position as Program Specialist in our unit. Ms. Moore provides support to our EHS Partners SCOE and River Oak Center for Children.

Training and Meetings: SETA Head Start hosted the Aligned Monitoring Expo launch on 9/10/2014 and various delegate representatives attended the meeting. Education and Disabilities Content Meeting was held on 9/30/2014.

Program Operations Unit

Teachers have been working on the Building Relationships Home Visit Packet. This is a time for families and teachers to really get to know each other. One topic discussed is identifying their child's temperament and learning style. Is the child feisty and a go getter or is the child a bit shy and slow to warm up? Does the child learn best by listening to directions or do hands on activities work best? These are important questions because the answers help guide an individualized approach to helping children meet their learning goals.



Teachers also share the Value of Children's Activities booklet with parents so they can see all the wonderful learning objectives that occur in the different areas and routines of the day. Such as the Block Area: Blocks are not only fun but they offer creative construction, opportunities for eye-hand and muscle coordination, balance, recognition of basic three-dimensional shapes, math concepts, stimulates imagination and dramatic play. All these amazing things that occur during play!

Another important piece is introducing parents to their role in assessment. Feedback from what parents observe in the home is so important to help get a full and accurate assessment of skills and knowledge. Parents are able to share their observations by answering questions that are directly aligned with the State's DRDP assessment. (Desires Results Developmental Profile).

Family Engagement Unit

Recruitment staff has been very busy ensuring that Head Start is out and about in the community. In addition to some much targeted recruitment activities that are site specific, Head Start has been at the following events making contact with prospective families, taking wait lists, and ensuring that the community at large is aware of the terrific services Head Start offers:

- Natomas Parent Resource Fair at Inderkum High School
- Rio Linda Community fair in Rio Linda
- Sienna on the Greens- a resource fair at the Sienna Vista apartment complex
- Fairy Tale Literacy event (two days)- William Land Park
- Sunday Funday- at Rusch Park
- 16th Annual Breastfeeding Celebration at the Hillsdale WIC office
- Family Healthy Day for the Hmong Association
- Feria de Education-at CSUS
- Speaking engagement at the Louise A Perez Community Center

Elk Grove Unified School District

Education Services Update

Karin Nakahira-Young, PreK instructional coach, presented training on how to take anecdotal notes for the Desired Results Developmental Training (DRDP) assessment at the PreK Teacher In-service on September 12. Teachers participated in a large group activity which consisted of moving around the room writing down strategies for gathering anecdotal notes for some of the harder to assess DRDP measures. The strategies were recorded and sent out to teachers.

Claudia Charter, PreK program specialist, reminded teachers of the licensing mandate to keep students within sight and sound and within a ten student to one adult ratio (10:1) in Head Start and Title I funded classrooms and an eight student to one adult ratio (8:1) in State funded classrooms. Ideas for staying within ratio and for keeping students accounted for during transitions in and out of the classroom were discussed. Teachers will send Claudia their supervision plan by September 30.



Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 480 students in the program. Average Daily Attendance (ADA) for the month of September was 89%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. There are 30 students with active IEPs being served, which is six percent (6%) of our Head Start student population.

Health Services Update

Parents of children who need immunizations are being contacted and student files are being monitored to assure that all students who needed to be screened for vision and hearing have had this completed.

USDA Meals/Snacks

In September, 13,782 meals were served to our Head Start students. This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Family and Community Partnerships Update

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

“Junior Amazing Reader”, a workshop designed to help parents understand the importance of reading with their children and the link between reading with children and brain development, vocabulary development, and future school success, was presented at Samuel Kennedy, Herman Leimbach, Charles Mack and Florin Elementary Schools during the first two weeks of September. These workshops took place in the classroom at the beginning or end of class periods in order to maximize parent participation. An average of 60 parents attended from each of the sites.

“Discover Art” was presented in partnership with KVIE, Sacramento, at Charles Mack on September 16, at Samuel Kennedy on September 17, at David Reese on September 19, at Florin Elementary on September 24, and at Herman Leimbach on September 25. Thirteen parents attended the class held at Charles Mack, twenty-three parents attended the class held at Samuel Kennedy, twenty-one parents attended the class held at David Reese, six parents attended the class held at Florin Elementary, and twelve parents attended the class held at Herman Leimbach. Discover Art is designed to help parents learn the importance of art as a form of expression, creativity and problem solving in their child's life. Parents participate in hands-on art experiences that they can do with their children at home.

Recruitment

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

Sacramento City Unified School District

Health and Nutrition

Child Development (CHDV) nurses are extremely busy performing health screenings on Head Start preschoolers in order to meet the 45 day timeline. Each nurse reports that they are on schedule and are slated to complete their screenings in a timely basis. Each week, CHDV nurses submit their screening data to their respective Health Clerk to be entered into the ChildPlus database and CHDV's Data Technician Specialist aggregates the data to submit to SETA.

On September 18, SETA's Monitoring and Quality Assurance Team met with Early Head Start coordinator, ERSEA supervisor, Education Coordinator and Lead Nurse to discuss the status of screenings in an effort monitor and provide support in order to ensure the timeliness of EHS and HS screenings. A plan was formulated that entails ongoing communication and reporting to SETA with regard to screening data and updates.

The recently hired nurse has assumed the lead role in coordinating the CHDV's dental varnish clinics. This nurse met with the state dental hygienist to prepare a clinic schedule for the fall and spring dental varnish clinics. Fall dental varnish clinics will commence on October 8th.


On September 19, a CHDV nurse will attend the Smiles for Kids orientation. CHDV's participation will allow the department to participate in the Smiles for Kids day in February, which provides uninsured preschoolers an opportunity to obtain free dental care.

Nurses also participated in the first quarter of "Unannounced Safety and Supervision Visit" audits along with other CHDV leadership staff and completed their site visits for their randomly assigned schools. Nurses shared that their participation in these audits helps them to become better acquainted and mindful of teacher-child ratios in the classroom—at all times. Nurses' input in this area also facilitates their efforts in providing additional health related (impromptu) support to preschool teachers.

The lead CHDV nurse attended the Health Services Professional Development workshop in August 2014 along with other SCUSD nurses. The primary foci for this year's workshop were legal issues and their impact on school nursing. Several case studies were reviewed and discussed among the nurses.

Family and Community Partnerships

Social Worker attended the first Teaching Pyramid Leadership Team meetings in Sept. for the 2014-2015 Family Coaching for Early Intervention and Home Visitors. SCOE and West Ed are facilitating and hosting these leadership meetings and trainings for the home visitors, conjointly. The EJHS social worker continues to support EHS expectant families and parenting teens by consulting with home visitors and making joint home visits.



Additionally, social workers continue to work closely with CHDV staff to ensure that they are adhering to the new FPA process. Staff is required to take the additional steps necessary to follow-up with families after resources and services have been provided by using the newly revised FPA forms.

Family Health and Family Engagement

Early Head Start home based staff received training on the process of providing social emotional support for pregnant and post-delivery women, including how to administer the Postpartum Depression Screener. Additionally, Early Head Start home-based staff received training on the revised family partnership agreement process, which included an introduction to the newly revised FPA forms.

The Early Head Start home visitors and the resource teachers were invited to be a part of the upcoming Teaching Pyramid Training for home visitors offered by WestEd. Social Workers will be a part of this leadership team as well. Some designated home visitors will also be a part of the Cohort I Family Development Credentialing Program.

Special Education

SCUSD- CHDV is serving 76 preschool and 12 Early Head Start children with current IEPs. CHDV has three full-inclusion classes at Ethel I Baker, Edward Kemble, and Isador Cohen. Slots are available for 36 children who will have the opportunity to be enrolled in a preschool classroom consisting mostly of typically developing Head Start preschool. These children receive specialized support and instruction from a special education teacher and assistant and from a Head Start teacher and assistant. CHDV also has three SCOE full-inclusion Head Start preschool classrooms that are administered similarly to the full-inclusion classrooms described above. However, in the SCOE full-inclusion classrooms, the staffing structure consists of the SCOE lead teacher, two SCOE paraprofessionals as well as a Head Start teacher and assistant. CHDV is pleased to welcome all of the newly hired staff at all of its full-inclusion sites. These collaborative endeavors have been extremely rewarding and fruitful for SCUSD children, their families and for staff.

San Juan Unified School District

Education Services Update

Teachers are all following the study on “Beginning of the Year,” which focuses on child interests while highlighting the activities necessary to build a class community. Children learn who the safe adults on campus are by meeting the secretaries and custodians and creating interview questions for them. Children walked the campus to become familiar with the school and the different parts of the campus, i.e., kitchen, bathrooms, classrooms, and office. Children were involved in learning about their classroom environments by visiting each learning center during a small group time. They also helped to create their classroom rules and have begun to learn the daily routine. This time was well used to build relationships with children and families and to familiarize children and families with the experience of being a part of a school community.

Disabilities Services Update

Classes are now in full swing at all of the program sites. Home visits were a success and children have settled into classrooms. At the home visits and the first days of school, teachers noted any red flags and talked with parents regarding any concerns relating to additional supports, possible assessments and/or student accommodations.

The teachers received initial referrals in their CUM files. These referrals were filled out during the screening/care management process during the summer months. The teachers have had the parents sign the referrals and have submitted them to the special education staff at their sites. The Disabilities Specialist also received copies of the referrals and she has begun to compile the tracking binder. So far there are 73 children with IEPs enrolled in Head Start preschool classes.

Mental Health Services Update

The Mental Health Therapist has given talks on a variety of subjects to staff, teachers, and parents. Topics have included the Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management. The Mental Health Therapist's focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Additionally, teachers continue to be the recipients of support on implementation of the Operations Guide mental health criteria.

Nutrition Services Update

The San Juan Unified Early Childhood Education Department is pleased to be sending 3 representatives to the annual CACFP Roundtable Conference in Rancho Mirage! This exciting event occurs at the end of October. Information will be presented regarding the new Meal Pattern, Reauthorization, Let's Move, Child Obesity, and much, much more. The participants will be learning valuable information, and will come back ready to share their experiences with the group.

Health Services Update

Health is screening for the 2014-2015 school year in the centralized screening room one day a week. The Health Team is reviewing students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. Health is also working with several families this year that are missing immunizations, especially the HiB on or after the first birthday. Health has started working with Smile Keepers to complete dental screenings in the classrooms.

Family and Community Partnerships Update

The Policy Committee met for the final meeting of the 2013-14 school year in September. A quorum was not reached, so no business was conducted. However, a lot of information was shared. This included information about Male Involvement events through SETA, the \$2.00 per Child Campaign, and information from the Barnes and Noble Community Partner about exciting events taking place in the store. An animated discussion also took place regarding the October meeting, during which the committee will be welcoming new representatives and electing a new board.

Transition Services Update

School is underway with the theme “Beginning the Year.” Parent participation has been high. The teachers have been preparing the parents for the school year events and curriculum and how it will relate to a smooth transition by the end of the year. The parents are being informed now about the changing eligibility age for kindergarten so that they are better prepared when the enrollment period for the 2015-2016 school year begins. Everything is off to a great start.

Program Support/Staff Training Update

In early September, teachers and assistants received their first trainings on CSEFEL, presented by Dee Johnston. It was an interactive training where teachers reflected on their own practices and their reactions to different types of child behaviors. The teaching point was that all behaviors have meaning. In mid-September, teachers were updated on the Anecdotal Note Pacing Guide and the expectations around that tool. Two classroom teachers spoke about their experiences with the narrative system of gathering evidence for DRDP ratings, and the group discussed different ways to enhance interest in literacy in the home. Resources for Bring Me a Book and Raising a Reader were made available to teachers.

Fiscal Update

September officially began the full operation of Head Start classes, which started on September 8. Since Early Head Start is year round, it officially began its center based care on August 1 and its combo classes on August 14. All final fiscal reports for FY 2013-14 were submitted on September 5 to SETA. Along with the final fiscal reports, In-Kind Policy and Procedures had to be developed along with valuation tables for the various in-kind that the department uses. This was completed and submitted to SETA on September 16. Fiscal Reports/Invoices for August 2014 were submitted to SETA by September 10. This concludes the various reports and activities that were completed by the fiscal department.

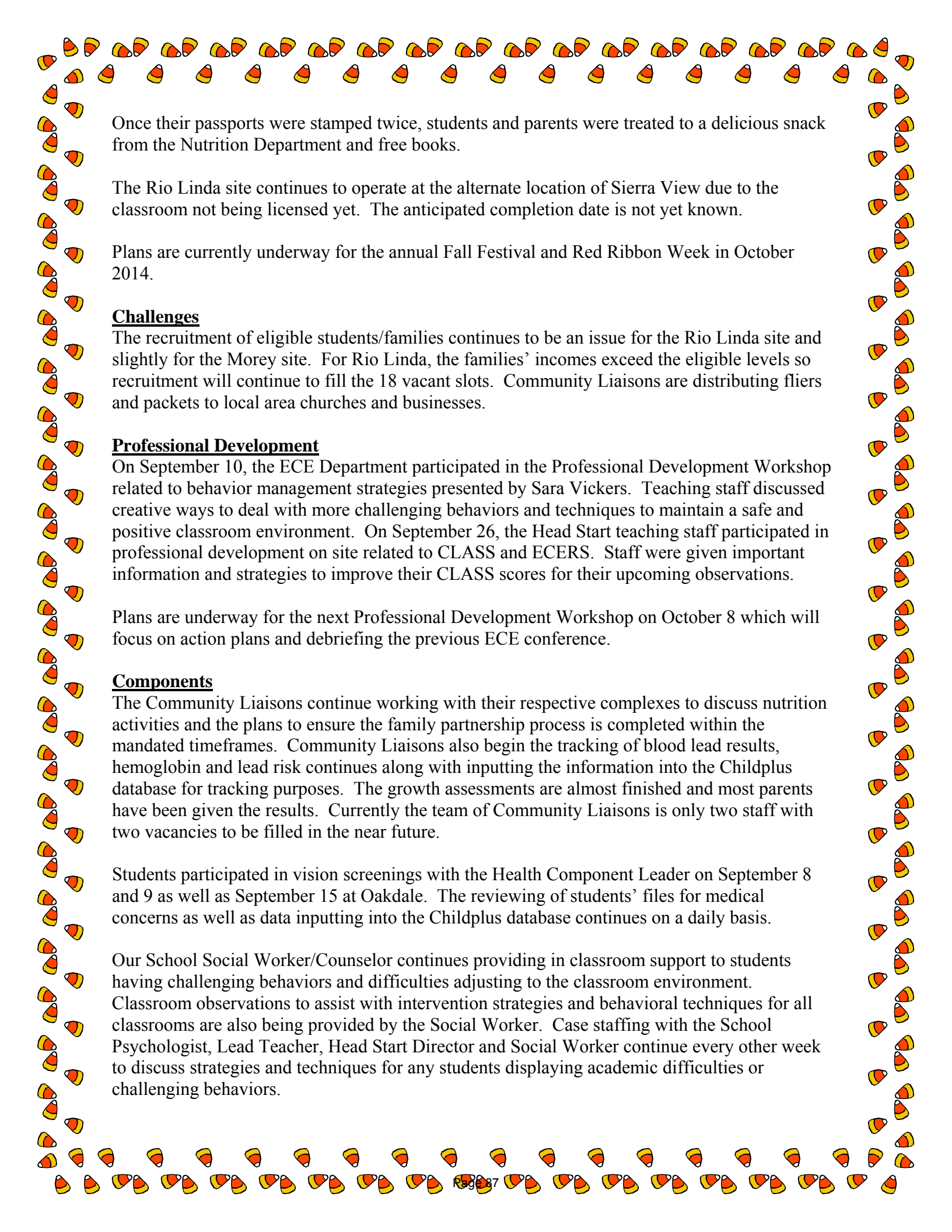
Early Head Start

This month the whole staff participated in CPR/First Aid training for the monthly First Friday training. The centers did the ITERS environmental assessment tool, and the Home Base teachers received additional training and support on their newly adopted HELP curriculum and assessment system. Support staff attended two collaboration meetings with the district and County Office of Education special education partners. All teachers continued to work on their first 60 day assessments as the new school year got well underway.

Twin Rivers Unified School District

Events

During the month of September, Oakdale and Morey Avenue facilitated Back to School Night events for the students and parents. At Oakdale, the students participated in a scavenger hunt and learned about how to find locations and important areas in their classroom with the help of the teaching staff and their parents. Students’ artwork was also displayed for the enjoyment of their parents. At Morey, the theme was literacy and the chosen book was Brown Bear Brown Bear by Eric Carlisle. The Head Start Director and all teaching staff read the book to the students and parents in Room 9. After the book reading, all attendees gathered their Literacy Passports and headed to various classrooms to do make-and-take activities related to the story.



Once their passports were stamped twice, students and parents were treated to a delicious snack from the Nutrition Department and free books.

The Rio Linda site continues to operate at the alternate location of Sierra View due to the classroom not being licensed yet. The anticipated completion date is not yet known.

Plans are currently underway for the annual Fall Festival and Red Ribbon Week in October 2014.

Challenges

The recruitment of eligible students/families continues to be an issue for the Rio Linda site and slightly for the Morey site. For Rio Linda, the families' incomes exceed the eligible levels so recruitment will continue to fill the 18 vacant slots. Community Liaisons are distributing fliers and packets to local area churches and businesses.

Professional Development

On September 10, the ECE Department participated in the Professional Development Workshop related to behavior management strategies presented by Sara Vickers. Teaching staff discussed creative ways to deal with more challenging behaviors and techniques to maintain a safe and positive classroom environment. On September 26, the Head Start teaching staff participated in professional development on site related to CLASS and ECERS. Staff were given important information and strategies to improve their CLASS scores for their upcoming observations.

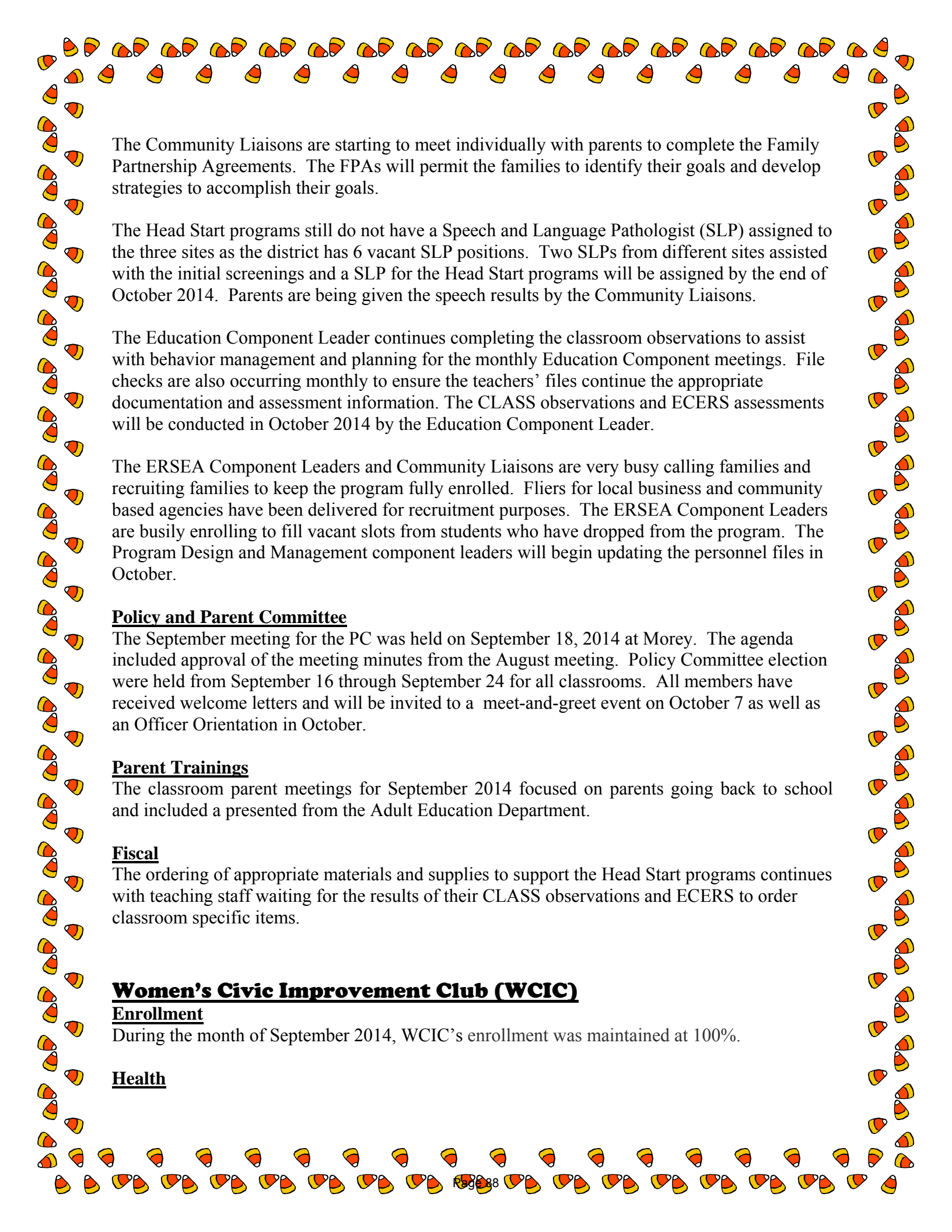
Plans are underway for the next Professional Development Workshop on October 8 which will focus on action plans and debriefing the previous ECE conference.

Components

The Community Liaisons continue working with their respective complexes to discuss nutrition activities and the plans to ensure the family partnership process is completed within the mandated timeframes. Community Liaisons also begin the tracking of blood lead results, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. The growth assessments are almost finished and most parents have been given the results. Currently the team of Community Liaisons is only two staff with two vacancies to be filled in the near future.

Students participated in vision screenings with the Health Component Leader on September 8 and 9 as well as September 15 at Oakdale. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis.

Our School Social Worker/Counselor continues providing in 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. Case staffing with the School Psychologist, Lead Teacher, Head Start Director and Social Worker continue every other week to discuss strategies and techniques for any students displaying academic difficulties or challenging behaviors.



The Community Liaisons are starting to meet individually with parents to complete the Family Partnership Agreements. The FPAs will permit the families to identify their goals and develop strategies to accomplish their goals.

The Head Start programs still do not have a Speech and Language Pathologist (SLP) assigned to the three sites as the district has 6 vacant SLP positions. Two SLPs from different sites assisted with the initial screenings and a SLP for the Head Start programs will be assigned by the end of October 2014. Parents are being given the speech results by the Community Liaisons.

The Education Component Leader continues completing the classroom observations to assist with behavior management and planning for the monthly Education Component meetings. File checks are also occurring monthly to ensure the teachers' files continue the appropriate documentation and assessment information. The CLASS observations and ECERS assessments will be conducted in October 2014 by the Education Component Leader.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to keep the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to fill vacant slots from students who have dropped from the program. The Program Design and Management component leaders will begin updating the personnel files in October.

Policy and Parent Committee

The September meeting for the PC was held on September 18, 2014 at Morey. The agenda included approval of the meeting minutes from the August meeting. Policy Committee election were held from September 16 through September 24 for all classrooms. All members have received welcome letters and will be invited to a meet-and-greet event on October 7 as well as an Officer Orientation in October.

Parent Trainings

The classroom parent meetings for September 2014 focused on parents going back to school and included a presented from the Adult Education Department.

Fiscal

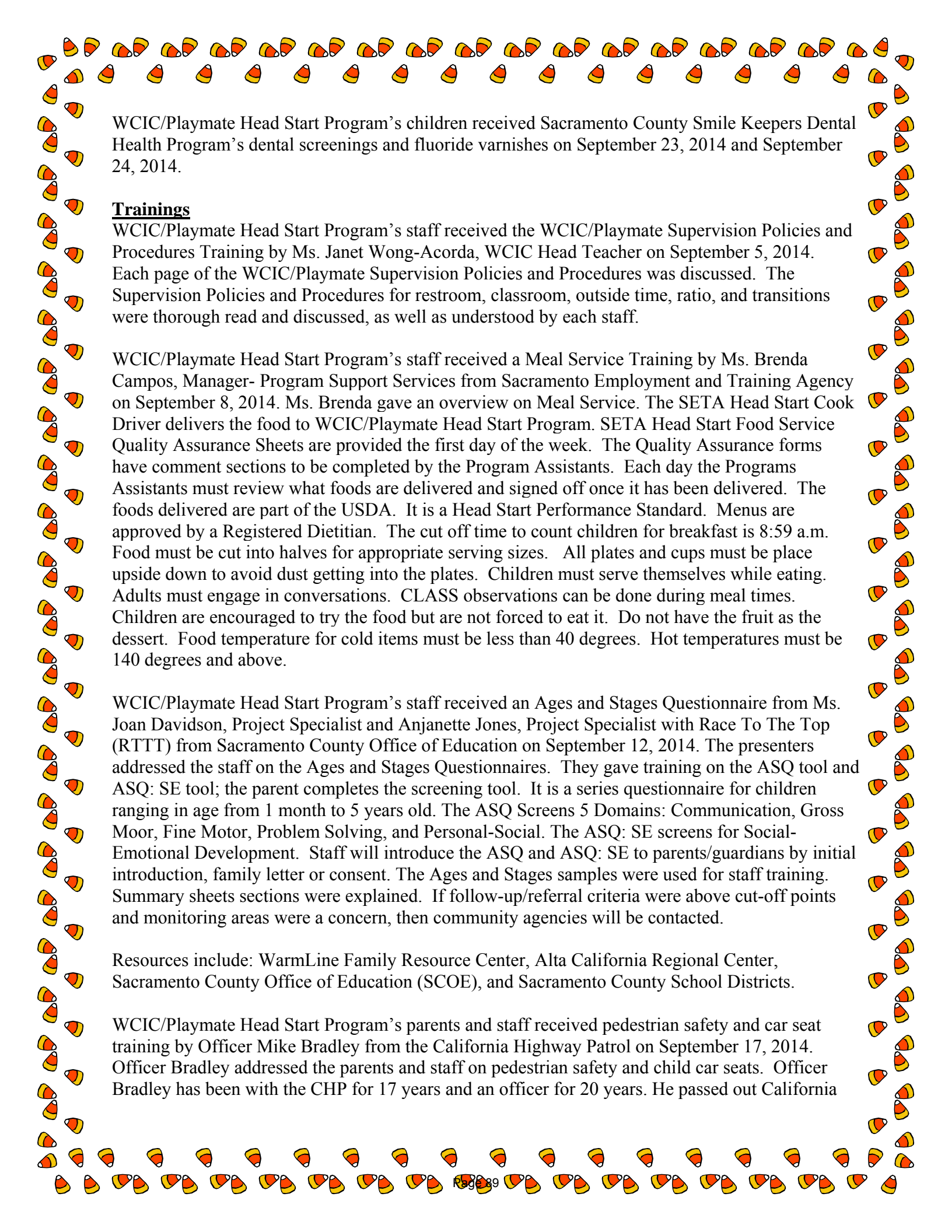
The ordering of appropriate materials and supplies to support the Head Start programs continues with teaching staff waiting for the results of their CLASS observations and ECERS to order classroom specific items.

Women's Civic Improvement Club (WCIC)

Enrollment

During the month of September 2014, WCIC's enrollment was maintained at 100%.

Health



WCIC/Playmate Head Start Program's children received Sacramento County Smile Keepers Dental Health Program's dental screenings and fluoride varnishes on September 23, 2014 and September 24, 2014.

Trainings

WCIC/Playmate Head Start Program's staff received the WCIC/Playmate Supervision Policies and Procedures Training by Ms. Janet Wong-Acorda, WCIC Head Teacher on September 5, 2014. Each page of the WCIC/Playmate Supervision Policies and Procedures was discussed. The Supervision Policies and Procedures for restroom, classroom, outside time, ratio, and transitions were thorough read and discussed, as well as understood by each staff.

WCIC/Playmate Head Start Program's staff received a Meal Service Training by Ms. Brenda Campos, Manager- Program Support Services from Sacramento Employment and Training Agency on September 8, 2014. Ms. Brenda gave an overview on Meal Service. The SETA Head Start Cook Driver delivers the food to WCIC/Playmate Head Start Program. SETA Head Start Food Service Quality Assurance Sheets are provided the first day of the week. The Quality Assurance forms have comment sections to be completed by the Program Assistants. Each day the Programs Assistants must review what foods are delivered and signed off once it has been delivered. The foods delivered are part of the USDA. It is a Head Start Performance Standard. Menus are approved by a Registered Dietitian. The cut off time to count children for breakfast is 8:59 a.m. Food must be cut into halves for appropriate serving sizes. All plates and cups must be placed upside down to avoid dust getting into the plates. Children must serve themselves while eating. Adults must engage in conversations. CLASS observations can be done during meal times. Children are encouraged to try the food but are not forced to eat it. Do not have the fruit as the dessert. Food temperature for cold items must be less than 40 degrees. Hot temperatures must be 140 degrees and above.

WCIC/Playmate Head Start Program's staff received an Ages and Stages Questionnaire from Ms. Joan Davidson, Project Specialist and Anjanette Jones, Project Specialist with Race To The Top (RTTT) from Sacramento County Office of Education on September 12, 2014. The presenters addressed the staff on the Ages and Stages Questionnaires. They gave training on the ASQ tool and ASQ: SE tool; the parent completes the screening tool. It is a series questionnaire for children ranging in age from 1 month to 5 years old. The ASQ Screens 5 Domains: Communication, Gross Motor, Fine Motor, Problem Solving, and Personal-Social. The ASQ: SE screens for Social-Emotional Development. Staff will introduce the ASQ and ASQ: SE to parents/guardians by initial introduction, family letter or consent. The Ages and Stages samples were used for staff training. Summary sheets sections were explained. If follow-up/referral criteria were above cut-off points and monitoring areas were a concern, then community agencies will be contacted.

Resources include: WarmLine Family Resource Center, Alta California Regional Center, Sacramento County Office of Education (SCOE), and Sacramento County School Districts.

WCIC/Playmate Head Start Program's parents and staff received pedestrian safety and car seat training by Officer Mike Bradley from the California Highway Patrol on September 17, 2014. Officer Bradley addressed the parents and staff on pedestrian safety and child car seats. Officer Bradley has been with the CHP for 17 years and an officer for 20 years. He passed out California

Amber Alert Child Abduction Emergency and Safety Tips for the Summer Heat for our Kids' Sake Pamphlet. He stated jaywalking is illegal. If pedestrians are wearing dark clothing people can get hit by a car. Pedestrians should not step off the curb side due to drivers that may not see the pedestrians, because pedestrians cannot estimate the speed of the car. Cyclists need to ride the same direction as vehicles. People who drive cars must make a complete stop at stop signs. Pedestrians must pay attention to cars at all times to avoid being hit.

Car seats laws for children must for be 4'9" in height and 8 years old. Infant children car seat must be 1 year old and 20lbs and under must face rear seating. Car Seats that are expired are not safe anymore. Never buy a used car seat. Correct car seat installation is a must. Parents/Guardians must read instructions manual. Child who can face forward in a car seat must be at least 20 - 45 lbs. The brand name of a car seat does not matter as long as they fit correctly in the vehicle.

WCIC/Playmate Head Start Program's staff received the Mandated Reporting Training by Courtney Wells, Training Specialist from The Child Abuse Prevention Center (CAPC) on September 26, 2014.

Ms. Wells gave an overview on physical abuse, sexual abuse, and emotional abuse. She discussed the Strengthening Families Six Protective Factors, which are: parental resilience, social connections, knowledge of parenting and child and youth development, social and emotional competence of children, concrete supports for parents and nurturing, and attachment.

Ms. Wells stated Sacramento County is dealing with approximately 32% physical abuse; 9% sexual abuse; 3% emotional abuse; and 56% neglect.

Child Care workers who work in the field of childcare are Mandated Reporters; they must make a report if there is at all a reason to suspect child abuse of any kind. There are steps for making a child abuse report; call CPS, (916) 875-KIDS or law enforcement and complete a written report within 36 hours. Safe Surrender Law website is: www.babysafe.ca.gov; phone number: 877-babysaf.

Fiscal

Ms. Davis, Executive Director/Head Start and Mr. Anderson, Bookkeeper had Fiscal Monitoring by Ms. Mayxay Xiong, Fiscal Monitor with Grantee (Sacramento Employment and Training Agency) on September 30, 2014. Report is forthcoming.

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

ACF-PI-HS-14-03 Electronic Grant Application and Program Communications

ACF-IM-HS-14-04 Bus Transportation and Safety

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
September 2014**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/14	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Elk Grove USD	480	476	99	417	88
Sacramento City USD	1,312	1,312	100	1,173	90
SETA	2,002	2,007	100	1509	75
San Juan USD	700	695	99	570	81
Twin Rivers USD	243	225	93	206	85
WCIC/Playmate	120	120	100	107	91
Total	4,857	4,835			

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/14	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Sacramento City USD	144	144	100	132	92
SETA	349	356	102	250	72
San Juan USD	160	171	107	143	89
Total	653	671			

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

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

(c) Attendance on the last day of month.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 09/30/14)

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 (243)	12 (5 %)	N/A
Elk Grove USD (480)	30 (6 %)	N/A
Sacramento City USD (1312)(144)	76 (6 %)	12 (8%)
San Juan USD (700) (160)	74 (10.6%)	16 (10 %)
WCIC (120)	2 (1.6 %)	N/A
SETA (2002) (349)	125 (6 %)	47 (12%)
County (4857)* (653)**	319 (7%)	75 (11%)

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *September 2014

September 4th - Bright Beginnings afternoon class canceled all week.

September 5th - Minimum Day Preschool & EHS Full Day (C) Classes.

September 9th - WCIC Playmate classes start.

September 11th - Norma Johnson one less class until air conditioner is replaced.

September 23rd to 26th - Hillsdale closed due to flooding.

Training:

First Aid/CPR Training at Plaza Del Paso on September 12th & 19th was attended by most of the Food Service Staff.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
40,122	23,674	26,182	200

Total Amount of Meals and Snacks Prepared **90,178**

Purchases:

Food	\$76,859.43
Non - Food	\$12,732.00

Building Maintenance and Repair: \$222.16

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$2,558.01

Vehicle Maintenance and Repair : \$2,558.01

Vehicle Gas / Fuel: \$1,732.66
 Normal Delivery Days 21

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Administration							
Total Funded Enrollment	1974	420	1292	693	211	120	4710
Actual Enrollment	2790	480	1556	807	251	154	6038
# Enrolled < 45 days	145	15	118	48	9	12	347
# Total staff	418	56	169	95	35	17	790
# of classes	93	21	58	39	15	6	232
Age: 2 years old	5%	0%	1%	3%	4%	0%	3%
Age: 3 years old	39%	19%	34%	30%	37%	41%	35%
Age: 4 years old	46%	81%	63%	67%	59%	59%	57%
Age: 5 years old	9%	0%	2%	0%	0%	0%	5%
Hispanic	48%	43%	50%	43%	23%	31%	46%
Non -Hispanic	52%	57%	50%	57%	77%	69%	54%
Am. Indian/Alaska Native	1%	8%	0%	1%	2%	2%	1%
Asian	7%	22%	15%	5%	21%	11%	11%
Black or African America	29%	20%	25%	18%	42%	37%	26%
Native Hawaiian/Pac.Islander	2%	2%	2%	1%	1%	0%	2%
White	16%	12%	45%	62%	10%	6%	29%
Bi-racial/Multi-racial	7%	8%	4%	8%	7%	12%	6%
Other or Unspecified	38%	29%	9%	4%	18%	31%	24%
English	62%	60%	63%	68%	75%	64%	63%
Spanish	29%	23%	25%	23%	11%	25%	26%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	2%	5%	1%	4%	1%	0%	2%
East Asian	5%	11%	10%	1%	12%	0%	6%
Native No.American/Alaska	0%	0%	0%	0%	0%	11%	0%
Pacific Islander	0%	0%	1%	0%	0%	0%	0%
European/Slavic	2%	1%	0%	1%	0%	0%	1%
African	0%	0%	0%	0%	0%	0%	0%
Other or Unspecified	1%	0%	0%	2%	0%	0%	1%
# of Families	2602	468	1477	768	232	140	5687
# of One Parent Families	53%	40%	52%	44%	58%	60%	51%
# of Two Parent Families:	47%	60%	48%	56%	42%	40%	49%
..1 or both Employed	33%	44%	34%	44%	28%	25%	35%
..In School/Job Training	15%	1%	5%	7%	6%	19%	7%
..Unemployed/Retired/Disabled	14%	16%	14%	12%	14%	15%	14%
Health							
Med. Screenings Complete	100%	102%	91%	103%	92%	104%	98%
Needing Med. Treatment	3%	9%	0%	3%	3%	1%	3%
Rec'd Med. Treatment	67%	100%	100%	100%	100%	100%	82%

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Dental							
Up to date on oral health care	91%	103%	79%	104%	100%	99%	91%
Needing Dental Treatment	6%	44%	6%	4%	22%	39%	11%
Dental Treatment Rec'd	95%	79%	64%	100%	79%	100%	85%
Immunization							
Complete/up to date/exempt	99%	100%	99%	100%	100%	100%	100%
Health insurance							
Children with medical home	96%	100%	97%	100%	100%	100%	97%
Children with health insurance	99%	100%	96%	100%	100%	100%	98%
Staff Qualifications							
# of Teachers							
..Teachers with AA degree	47%	0%	16%	0%	33%	17%	27%
..Teachers with BA or higher	53%	100%	84%	100%	67%	83%	73%
# of Teacher Assistants							
..Teacher Assistants with permit	54%	6%	14%	0%	45%	25%	32%
..Teacher Assistants w/AA degree	26%	28%	27%	28%	27%	25%	27%
..Teacher Assistants with BA degree or higher	14%	33%	5%	16%	27%	0%	14%
ERSEA							
# over income	6%	4%	7%	7%	1%	0%	6%
# income below 100% poverty	60%	59%	47%	52%	57%	44%	55%
# children in foster care	2%	3%	3%	1%	0%	1%	2%
# families in homeless status	1%	0%	0%	0%	0%	0%	0%
# families receiving TANF	31%	35%	40%	34%	40%	55%	35%
Disabilities							
% Diagnosed	12%	17%	15%	16%	10%	11%	13%
# of Health Impairments	2%	3%	2%	1%	0%	0%	2%
# Speech/language impairments	79%	61%	81%	82%	95%	100%	79%
#Intellectual disabilities	5%	11%	2%	4%	0%	0%	4%
Hearing impairment, include deaf	1%	0%	1%	1%	0%	0%	1%
Orthopedic impairment	2%	4%	1%	0%	0%	0%	1%
Visual impairment, include blind	0%	0%	0%	2%	0%	0%	0%
Special learning disability	0%	0%	0%	0%	0%	0%	0%
Autism	7%	6%	9%	7%	5%	0%	7%
Non-categorical/develop. delay	3%	0%	5%	4%	0%	0%	3%
Multiple disabilities	0%	15%	0%	0%	0%	0%	2%
Deaf-blind	0%	0%	1%	0%	0%	0%	0%
Family Partnership							
% families receiving Family Services	97%	100%	100%	86%	100%	86%	96%
Education Screenings/Assessments							
# Completed Ed. Screenings	83%	97%	80%	98%	88%	86%	86%
Mental Health							
# of M.H.Consultations of kids	10%	14%	8%	15%	22%	1%	11%
# of Individual M.H. Assm'ts	211	35	64	10	47	1	368
# Referred outside for M.H.	200	11	6	5	47	1	269
# of Volunteers	2269	706	853	461	102	178	4569

	SOP	Sac City	San Juan	County
Administration				
Total Funded Enrollment	328	147	161	636
Actual Enrollment	574	272	290	1136
Of enrollees, # Pregnant Women	10	47	8	65
# Enrolled < 45 days	27	25	50	102
# Total staff	60	25	44	129
# of classes	14	5	11	30
Child Demographics				
Age: under 1	19%	32%	21%	22%
Age: 1 years old	36%	33%	28%	33%
Age: 2 years old	43%	30%	37%	39%
Age: 3 years old	2%	4%	13%	6%
Hispanic	38%	66%	42%	46%
Non -Hispanic	62%	34%	58%	54%
Am. Indian/Alaska Native	1%	1%	0%	1%
Asian	6%	8%	4%	6%
Black or African America	41%	17%	23%	31%
Native Hawaiian/Pac.Islander	2%	0%	0%	1%
White	17%	8%	63%	27%
Bi-racial/Multi-racial	6%	22%	6%	10%
Other or Unspecified	27%	43%	2%	25%
English	75%	60%	66%	69%
Spanish	19%	31%	26%	24%
Native Central/South Am.	0%	0%	0%	0%
Middle Eastern/Indic	1%	0%	3%	1%
East Asian	5%	8%	0%	4%
Native No.American/Alaska	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%
European/Slavic	1%	0%	3%	1%
African	0%	0%	0%	0%
Other or Unspecified	1%	0%	1%	1%
# of Families	510	218	255	983
# of One Parent Families	58%	68%	45%	57%
# of Two Parent Families:	42%	32%	55%	43%
..1 or Both Employed	28%	21%	41%	30%
..In School/Job Training	6%	8%	11%	8%
..Unemployed/Retired/Disabled	14%	11%	13%	14%
Health				
Med Screenings Complete	72%	68%	96%	76%
Needing Med. Treatment	2%	20%	7%	7%
Rec'd Med. Treatment	86%	82%	100%	88%
Dental				
Up to date oral health care	72%	66%	116%	81%
Immunization				
Complete/up to date/exempt	86%	69%	97%	85%

	SOP	Sac City	San Juan	County
Health insurance				
Children with medical home	96%	100%	99%	99%
Children with health insurance	98%	100%	93%	97%
Staff Qualifications				
# of Teachers	28	10	22	60
..Teachers with AA degree	32%	70%	64%	31%
..Teachers with BA or higher degree	57%	30%	36%	28%
# of Teacher Assistants	7	0	0	7
..Teacher Assistants with permit	100%	0%	0%	50%
..Teacher Assistants with AA degree	0%	0%	0%	0%
..Teacher Assistants with BA or higher	0%	0%	0%	0%
% Over Income	5%	1%	4%	4%
# income below 100% poverty	50%	67%	61%	57%
# children in foster care	8%	4%	1%	5%
# families in homeless status	1%	0%	0%	1%
# families receiving TANF	37%	29%	27%	32%
Disabilities				
% Diagnosed	16%	13%	16%	15%
% receiving special services	100%	100%	100%	100%
Family Partnership				
% Families receiving Family Services	83%	94%	78%	84%
Education Screenings/Assessments				
# Completed Ed. Screenings	65%	72%	91%	75%
Mental Health				
# of M.H.Consultations of kids	10%	3%	7%	7%
# of Individual M.H. Assm'ts	52	5	3	60
# Referred outside for M.H.	38	1	0	39
Services to Pregnant Women				
# of Pregnant Women	10	47	8	65
Prenatal Health-1st trimester	0%	9%	25%	5%
Prenatal Health-2nd trimester	30%	36%	50%	20%
Prenatal Health-3rd trimester	70%	55%	25%	30%
# with medical insur.	20%	100%	100%	48%
# rec'd professional dental exam	40%	15%	0%	9%
# identified medically high risk	30%	11%	0%	7%
Pregnant Women receiving the following services				
prenatal health care	70%	87%	100%	47%
postpartum health care	70%	53%	63%	31%
mental health interventions	0%	15%	50%	9%
substance abuse prevention	10%	11%	100%	12%
substance abuse treatment	0%	0%	0%	0%
prenatal education on fetal develop.	70%	83%	100%	46%
information on benefits of breastfeedi	-60%	74%	100%	40%
# of Volunteers	225	222	33	480

ITEM VI - 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.