



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

**KATHY KOSSICK**  
Executive Director

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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, December 4, 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](http://www.seta.net).

**AGENDA**

**PAGE NUMBER**

- I. Call to Order/Roll Call/Pledge of Allegiance**
  - ➔ Recognition of Supervisor Jimmie Yee
  - ➔ Recognition of long-term employees (20 years):  
**Mary Degnan**, Head Start Teacher and **Karen Gonzales**,  
Head Start Manager
- II. Consent Items**
  - A. Minutes of the November 6, 2014 Regular Board Meeting 1-8
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***“Preparing People for Success: in School, in Work, in Life”***

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| B. | Employer Success Stories and Activity Report (William Walker)                                | 48-55 |
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| D. | Unemployment Update/Press Release from the Employment Development Department (Kathy Kossick) | 58-71 |
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|    | ➤ Program Report   |       |

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

**VI. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 26, 2014**

ITEM II-A - CONSENT

MINUTES OF THE NOVEMBER 6, 2014 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the November 6, 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, November 6, 2014  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Warren called the meeting to order at 10:04 a.m.

Members Present:

Allen Warren, Chair, Governing Board; Councilmember, City of Sacramento  
Don Nottoli, Vice Chair, Governing Board; Member, Board of Supervisors  
Jimmie Yee, Member, Board of Supervisors

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento  
Sophia Scherman, Public Representative

While waiting for a quorum, Mr. Warren stated that the information items would be reviewed.

IV. **Information Items**

- A. Models of Collaboration Between Workforce Investment and Refugee Resettlement Stakeholders Report and Webinar

Ms. Michelle O'Camb stated that about a year ago, SETA's integrated workforce investment and refugee resettlement system was one of the three models highlighted in a report commissioned by the Office of Refugee Resettlement and the Employment and Training Administration. Ms. O'Camb participated in a webinar to feature the report.

- B. Fiscal Monitoring Reports: No questions or comments.

- C. Employer Success Stories and Activity Report: Mr. William Walker reported that Smart and Final recently had a recruitment event at Mark Sanders; they are expanding in the Florin/Freeport area. The recruitment event at Mark Sanders drew 500 people and the company made offers to 100 people. Additional stores in Natomas and Elk Grove are being planned.

- D. Dislocated Worker Update: Mr. Walker reported that Volcano Staffing will be laying off 170 people. They are moving their production center to Costa Rica but their operations center will remain in Sacramento.
- E. Unemployment Update/Press Release from the Employment Development Department: Ms. Kossick stated that Mr. George Marley was not available to attend due to a conflict. The unemployment rate is 6.6% in September and is trending in the right direction.
- F. Head Start Reports: Ms. Denise Lee stated that staff was expecting to make clearance of the review findings by November 6. Additional time was requested to enforce some additional health/safety policies at delegate agencies. Staff received the requested extension to December 12 which will allow more time for training and technical assistance to ensure everything is in place.

Mr. Nottoli arrived at 10:11 a.m.

Ms. Lee reviewed the Program Information Report (PIR) which reports the statistical outcome for the Head Start and Early Head Start programs. This report provides information on how many children are served and the demographics of the families. The data is compared to other programs in the region and the nation and in many ways, SETA/Head Start is above many other programs.

Ms. Lee reviewed the process of gathering the data for the report and how staff work with parents to get their children their dental and medical screenings.

Mr. Warren extended congratulations to Mr. Yee for his outstanding public service record.

## **II. Consent Items**

- A. Minutes of the October 2, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Public Sector Member to the Community Action Board: Dropped from the agenda.
- E. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

Ms. Kossick stated that Item IIC is dropped from the agenda and Item IID will be moved to the action calendar.

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

- A. Approve the October 2, 2014 minutes
  - B. Approve the claims and warrants for the period 9/26/14 through 10/29/14.
  - E. Approve the addition of SACTO to the Adult Vendor Services List
- Roll Call Vote:

Aye: 3 (Nottoli, Warren, Yee)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Schenirer and Scherman)

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

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

Mr. Warren nominated Mr. Nottoli as Chair and Ms. Scherman as Vice Chair. The new officers will assume their positions tomorrow.

Moved/Warren, second/Yee, to elect Mr. Nottoli as Chair and Ms. Scherman as Vice Chair of the SETA Governing Board.

Roll Call Vote:

Aye: 3 (Nottoli, Warren, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Scherman)

Ms. Kossick presented Mr. Warren with a 'traditional' outgoing Chair gift, a Head Start necktie.

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

Mr. Ken Urrutia, Area Vice President for Arthur J. Gallagher & Co., presented the insurance quote for the coming year; he will be reporting next month on workers compensation insurance. An updated summary of premiums was distributed. The Directors and Officers insurance quote came in higher due to Employment Practices Liability coverage purchased. Other increases were noted. The Accident insurance premium is up 40% which is a direct result of the number of participants receiving the insurance.

No public comments were heard.

The insurance quote is a draft "worst case" version and the final numbers will be brought to the board.

Moved/Nottoli, second/Yee, to delegate to the Executive Director the authority to negotiate and procure the various forms of insurance outlined in the staff report with amounts not to exceed those outlined in the insurance quote.

Roll Call Vote:

Aye: 3 (Nottoli, Warren, Yee)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Schenirer and Scherman)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Salary Schedule for Workforce Development Analyst III

Mr. Roy Kim stated that this board item will correct an error in the original pay range established in 2011. The revision to Step D would be consistent with the remaining salary steps.

Mr. Warren opened a public hearing. There was no testimony.

Moved/Yee, second/Nottoli, to close the public hearing and approve the new pay rate for Step D of the WDA III job classification at \$26.23.

Roll Call Vote:

Aye: 3 (Nottoli, Warren, Yee)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Schenirer and Scherman)

4. Appointment of One Economic Development Member and One Labor Sector Member to the Sacramento Works, Inc. Board

Ms. Kossick stated that this item forwards applicants for two vacancies on the Sacramento Works board. The Economic Development and Labor vacancies are both due to the retirement the incumbent board members.

Mr. Walter DiMantova submitted an application to fill the Economic Development seat. Two candidates submitted applications for the Labor seat: Kevin Ferreria and Mr. David Kieffer.

Mr. Nottoli asked how would the two labor applicants mesh with the Workforce Investment Board; what are we looking for to balance out the board? Ms. Kossick replied that right now, the WIB has six labor seats. Mr. Kieffer has a healthcare services background and is being recommended by the Central Labor Council. Mr. Ferreira is with Ironworkers and Building Construction.

Moved/Nottoli, second/Yee, to appoint Mr. Kevin Ferreira to the Labor seat, and Mr. Walter DiMantova t the Economic Development seat. The Board recognizes that Mr. Camp will be retiring shortly and Mr. Kieffer's application will be held and considered at a later time.

Roll Call Vote:

Aye: 3 (Nottoli, Warren, Yee)  
Nay: 0



Abstentions: 0  
Absent: 2 (Schenirer and Scherman)

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: None.

### Refugee Services

1. 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

Ms. Michelle O’Camb reviewed this item. When the funding recommendations were made in September, the final award was not known so the preliminary funding was approved. The final award notification was received in October resulting in an increase of \$130,659. With the additional funding received, staff is, recommending funding the International Rescue Committee in the amount of \$72,967. In addition, four current RESS providers will be augmented to increase allocations available for supportive services.

Ms. O’Camb read Stipulation #5 into the record; Mr. Thatch asked that when the board takes action, that Stipulation #5 be included in the motion.

Moved/Nottoli, second/Yee, to 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.
- 5) Funding to IRC is contingent upon its ability to provide the full and local Board Resolutions required under the RSS and TA RFP for non-profit organizations, as well as required for the execution of a RSS and TA delegate agreement.

Roll Call Vote:

Aye: 3 (Nottoli, Warren, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Scherman)

## One Stop Services

2. 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

Ms. Terri Carpenter reviewed this item. A Request for Quotes (RFQ) was released on August 8 and four proposals were submitted. The Sacramento Works Employer Outreach Committee reviewed the proposal material and listened to the marketing pitches. The EOC recommends EMRL to serve as the vendor to provide marketing, advertising, graphic design, and website maintenance services.

Mr. Thatch stated that this is not a concurrence item.

Moved/Yee, second/Nottoli, 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. Any extension recommendations will come back to the board as consent items.

Roll Call Vote:

Aye: 3 (Nottoli, Warren, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Scherman)

3. Approval to Deobligate and Reallocate Regional Industry Cluster of Opportunity (RICO) Funds from Greenwise Joint Venture to SARTA

Ms. Robin Purdy reviewed this item. Mr. Nottoli inquired why Greenwise returned the funding and Ms. Purdy replied that there was a change in leadership early in the year. Greenwise had a large donation at the start of the year and the donation has been spent. They are not having as easy a time raising additional funds so they are trying to focus their resources on other things.

Moved/Nottoli, second/Yee, to 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.

Roll Call Vote:

Aye: 3 (Nottoli, Warren, Yee)

Nay: 0  
Abstentions: 0  
Absent: 2 (Schenirer and Scherman)

**C. CHILDREN AND FAMILY SERVICES:** None.

**V. Reports to the Board**

- A. Chair: Mr. Warren stated that last week, one of the biggest economic drivers for the region was begun; the new arena will be a huge economic stimulus. This is an opportunity to put a lot of people back to work.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Nottoli asked why Harold Ford was included on the dislocated worker report. Mr. William Walker replied that they sold their business to another company. Volcano has been laying people off; they are downsizing and moving their operations to Costa Rico.
- F. Public: None.

**VI. Adjournment:** The meeting was adjourned at 10:56 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/30/14 through 11/25/14, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 10/30/14 through 11/25/14.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

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

BACKGROUND:

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

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

A public hearing was opened at the October 28, 2014 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their November 25, 2014 meeting.

The bylaws are being sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws.

STAFF PRESENTER: Denise Lee

**BYLAWS OF THE SACRAMENTO COUNTY**

**HEAD START/EARLY HEAD START  
POLICY COUNCIL  
(PC)**

Policy Council First Reading:	10/28/14
Policy Council Final Approval:	11/25/14
Governing Board Approval:	

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**BYLAWS FOR THE SACRAMENTO COUNTY  
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

**ARTICLE I**

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

**ARTICLE II**

Purpose, Powers, Duties and Functions

**Section 1: Purpose**

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 Code of Federal Regulations (CFR) 1306.3 (h): A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

**Section 2: Powers, Duties and Functions**

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.



- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
  - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
  - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
  - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
  - 4. The program's philosophy and long- and short-range program goals and objectives.
  - 5. The selection of delegate agencies and their service areas.
  - 6. The composition of the PC and the procedures by which policy group members are chosen.
  - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
  - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
  - 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
  - 10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.

11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
  12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
  13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
  14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
  15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
  16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

### **ARTICLE III** Membership

#### **Section 1: Election/Appointment of Members**

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be ~~appointed by community agencies~~ **elected by the PC**. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

#### **Section 2: Parent Representatives**

A. The Parent Membership shall consist of:

- Six (6) Representatives elected from the SOP PAC
- Three (3) Representatives from Sacramento City Unified School District
- Two (2) Representatives from San Juan Unified School District
- Two (2) Representatives from Elk Grove Unified School District
- Two (2) Representatives from Twin Rivers Unified School District
- Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

**B. Community Representatives**

Additional PC members will include:

- One (1) Representative elected by the Men's Activities Affecting Children Committee (MAACC) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- Two (2) Past Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the HS/EHS Program. There will be two (2) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Representatives ~~appointed by agencies~~ **elected by the PC.**
- One (1) Foster Parent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.
- One (1) Grandparent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.

**Section 3: Alternates**

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
  - 1. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

#### **Section 4: Other Provisions**

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

#### **Section 5: Terms**

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3)

program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

#### Section 6: Attendance

- A. **Absences:** Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.

1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

- D. **Policy Council/Policy Committee Business:** Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

#### Section 7: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

## **ARTICLE IV**

### **Meetings**

#### **Section 1: Meetings**

##### **A. Annual Meeting**

The annual meeting of the PC shall be held on the 4<sup>th</sup> Tuesday in November of each year.

##### **B. Regular Meetings**

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

##### **C. Special Meetings**

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Children and Family Services Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

##### **D. Quorum**

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

#### **Section 2: Meeting Notice**

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

##### **A. Annual and Regular Meetings:**

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

##### **B. Special Meetings:**

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings:**

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. **Committee Meetings:**

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

**Section 3: Open Meetings**

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

**Section 4: Mailing Address**

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

**Section 5: Rules of Procedure**

Except as specifically provided herein, Robert's Rules of Order<sup>1</sup> shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's

Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

#### **Section 6: Nominations/Elections**

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

#### **Section 7: Voting**

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

#### **Section 8: Meeting Reimbursement**

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and

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<sup>1</sup>Robert's Rules of Order: Simplified and Applied, 2<sup>nd</sup> ed., Copyright, 2001.

Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)
2. Interview/screening/exam panels
3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment



5. Program Area Committees
6. Community Partnership Advisory Committee (CPAC)
7. Health Services Advisory Committee (HSAC)
8. Ad Hoc (special) Committee meetings
9. Community Action Board meetings (CAB)
10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)

B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.

C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

## **ARTICLE V**

### **Officers**

#### **Section 1: Officers**

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

#### **Section 2: Election and Term of Office**

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.
- C. A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

#### **Section 3: Duties of Officers**

The duties of the PC officers shall be as prescribed in these Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

#### **Section 4: Vacancy**

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment of the officer must be made from among the membership of the PC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.

- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

## **ARTICLE VI**

### **Committees**

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice.

#### **Section 1: Standing Committees**

##### **Executive Committee**

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

##### **Budget/Planning Committee**

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

##### **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

##### **Social/Hospitality Committee**

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this

committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

### **Parent Ambassador Committee**

Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, the Secretary, Treasurer, former parents, and other members who shall be selected after each annual meeting of the PC. Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PC trainings/events, and childrens' activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

### **Section 2: Program Area Committees**

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and review the Early Childhood Development and Health Services program area, participate in curriculum/instruction and health and safety.
- **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Parent/Family Support program area.
- **The Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and representatives who shall plan and review the Male Involvement Program.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

### **Section 3: Special Committees:**

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

## **ARTICLE VII**

### **Required Reports**

## Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- USDA Meal/Snacks Report (Child and Adult Care Food Program [CACFP]) Report (SOP)
- Program Information Summaries (Monthly Head Start Report)
- Sacramento County HS/EHS Program Enrollment Report (Enrollment Report)

## **ARTICLE VIII** Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- ~~A.~~ **C.** Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

*First reading: 10/28/14*  
*Second reading: 11/25/14*

ITEM II-D - CONSENT

APPOINTMENT OF 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.

Staff was recently notified that Mr. Bill Camp resigned from the board as of November 30, 2014. An application has been received from Mr. David Kieffer recommended by Sacramento Central Labor Council for consideration.

Mr. Kieffer's applications has been reviewed by legal counsel and will be sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Mr. David Kieffer to the vacant Labor seat on the Sacramento Works, Inc. Board of Directors.

STAFF PRESENTER: Kathy Kossick

ITEM II-E - CONSENT

APPROVAL OF RESOLUTION TO ACCEPT PROGRAM YEAR 2015  
COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDS AND AUTHORIZE  
THE SETA EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT AND ANY  
AMENDMENTS TO THE AGREEMENT

BACKGROUND:

SETA has been issued a new CSBG contract for the 2015 program year by the State Department of Community Services and Development (CSD). The contract term is from January 1, 2015 through December 31, 2015. CSD has not received an official notice of the final federal Community Services Block Grant (CSBG) award for 2015; staff will report out the authorized allocation. Once the final federal grant award has been received, CSD will amend the contract.

CSD requires a resolution from the SETA Governing Board prior to executing a contract for the 2015 CSBG funding.

RECOMMENDATION:

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

STAFF PRESENTER: Cindy Sherwood-Green

RESOLUTION

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

WHEREAS, the Sacramento Employment and Training Agency has received a grant award for Program Year 2015 Community Services Block Grant funds;

WHEREAS, The State Department of Community Services and Development requires a resolution from the Governing Board in order to execute a contract for Program Year 2015 Community Services Block Grant funds.

BE IT RESOLVED THAT, the Governing Board of the Sacramento Employment and Training Agency hereby adopts this resolution accepting Program Year 2015 Community Services Block Grant funds;

BE IT FURTHER RESOLVED THAT, the Executive Director of the Sacramento Employment and Training Agency shall sign the 2015 CSBG contract and other necessary grant documents, including contract amendments, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

Attest:

\_\_\_\_\_  
Clerk of the Boards

\_\_\_\_\_  
Chair of the Governing Board

Date: December 4, 2014



ITEM III-A – 1 - ACTION

APPROVAL OF PROCUREMENT OF WORKERS COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Workers Compensation expires December 31, 2014. SETA's broker, Arthur J. Gallagher & Company, is in the process of obtaining quotations for coverage. An oral report will be provided at the meeting.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director to procure Workers Compensation coverage for calendar year 2015.

STAFF PRESENTER: Roy Kim

ITEM III-A- 2 - ACTION

REVIEW AND APPROVAL OF ANNUAL AUDITOR'S REPORT AND FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2014

BACKGROUND:

Gilbert Associates, Inc. recently completed the annual audit of the Sacramento Employment and Training Agency for the fiscal year ended June 30, 2014. Based on recent guidance from the Office of Head Start, this year's audit report is being presented for Governing Board approval.

Staff will be available to answer questions regarding the audit.

The auditor's report will be sent under separate cover.

RECOMMENDATION:

Review and approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2014.

STAFF PRESENTER: Loretta Su

ITEM III-A - 3 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF JOB CLASSIFICATION OF EXECUTIVE COORDINATOR AND ESTABLISH THE SALARY RANGE FOR THE CLASSIFICATION**

BACKGROUND:

In December 2012, one of the Facilities Coordinators for the Agency retired, and the duties of the position were distributed to other positions in various departments. In one instance, the duties of the liaison for building issues with McCuen Properties were assigned to the Executive Assistant who reports to the Executive Director.

Over the past two years, the duties of the position have evolved to a level where the incumbent now has broad and comprehensive responsibility for the following additional facilities and related areas:

- security services
- alarm and surveillance systems
- maintenance and repairs
- main office safety committee
- vendor procurement and negotiating agreements

The proposed job classification of Executive Coordinator combines major duties of the Executive Assistant and Facilities Coordinator job classifications.

The current job duties and responsibilities for the position are consistent with the Coordinator level for other similar positions and therefore the Proposed Pay Range would be as follows:

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$23.22	\$24.38	\$25.60	\$26.88	\$28.23

Financial Impact:

\$5,096 per year.

RECOMMENDATION:

Open a Public Hearing, receive input, and approve the job classification of Executive Coordinator and the related salary range noted above.

STAFF PRESENTER: Roy Kim

**EXECUTIVE COORDINATOR**

**ORGANIZATIONAL RESPONSIBILITY**

The Executive Coordinator is responsible to the SETA Executive Director.

**DEFINITION**

Under general direction, serves as Executive Coordinator to the SETA Executive Director, assisting the Director in a variety of administrative details; supervises, trains, and evaluates clerical and facilities staff in the Office of the Executive Director; oversees facilities planning and support for the Main Office and remote locations; provides information on the functions, policies, and procedures of SETA; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a confidential position whose incumbent serves at the pleasure of the SETA Executive Director.

**EXAMPLES OF ESSENTIAL DUTIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Acts as confidential Executive Coordinator to the SETA Executive Director, performing a wide variety of secretarial, administrative, and office assistance assignments;
2. Edits and types correspondence, memos, and other material requiring knowledge of agency policies, procedures and proper format;
3. Sets up and maintains confidential and administrative files;
4. Schedules appointments and maintains Executive Director's calendar;
5. Receives phone calls and office visitors, providing information and directing inquiries to proper staff;
6. Personally replies to inquiries requiring judgement, initiative, and interpretation of Agency policies, practices and procedures;
7. Reviews board packets for completeness and errors prior to distribution;
8. Initiates replies to inquiries that do not involve policy;
9. Reviews Executive Director's outgoing mail to ensure conformance with established procedures and format;
10. Arranges meetings and conferences;
11. May attend board and other meetings, taking and transcribing minutes of proceedings;
12. Assists with the proper follow-up of board actions;
13. Obtains documents, background information and other data for administrative reports, surveys, and other uses;
14. Provides direction and supervision for staff;
15. Performs other clerical functions to expedite action on agency matters;

16. Operates office equipment.
17. Performs Main Office and remote locations facilities support work, which may include: mailroom, courier services, security services, facilities planning, copy room, supply ordering, and facility repair;
18. Develops and releases, receives and reviews competitive procurement of vendors to do the improvements/construction;
19. Receives and evaluates proposals, qualifications or services and prepares recommendations for the Agency's Governing Board for approval; and may negotiate leases with Lessor's or agreements with vendors and other transactions;
20. Oversees preparation and may develop architectural related design drawings and specifications for building and alteration projects. Meets with architect on drawings for further development;
21. Represents the Agency in various business and public relation matters;
22. Responds to all requests for routine/preventative/emergency repairs;
23. Develops and oversees the execution of a schedule of planned maintenance;
24. Responsible for installation, maintenance and monitoring of security systems;
25. Provides reports on space analysis for subleasing efforts;
26. Communicates with vendors regarding equipment problems;
27. Coordinates with the Information Technology Department for any IT equipment and wiring needs and procures vendor and determines layout need;
28. Prepares and reviews reports, making recommendations;
29. Coordinates compliance with the Americans with Disabilities Act (ADA) and facility safety requirements.

### **MIMINUM QUALIFICATIONS**

#### Knowledge of:

- SETA policies, rules, and administrative regulations;
- Functions and organization of SETA;
- Principles of supervision, organization and training;
- Modern office management methods, procedures, and equipment;
- Establishment and organization of administrative files;
- Mathematics;
- Correct English usage, spelling, grammar, and punctuation;
- Word processing software.

AND

#### Ability to:

- Plan, direct and organize the work of others;
- Train and evaluate subordinate staff;
- Interpret and apply a variety of SETA rules, administrative regulations, and policies while carrying out a variety of secretarial, office assistance, and administrative assignments;
- Take responsibility and exercise good judgement in recognizing scope of authority;

- Prepare summaries of reports and correspondence;
- Prepare clear, concise, and accurate information and records;
- Compile and maintain accurate information and records;
- Analyze situations accurately and take effective action;
- Take oral dictation and transcribe it accurately;
- Type at a speed of 45 words per minute from clear, legible copy;
- Deal tactfully and courteously with others in answering questions and inquiries, disseminating information, and providing assistance with SETA functions and policies;
- Establish and maintain cooperative working relationships;
- Utilize word processing software.
- Maintain a variety of complex office assistance assignments;

AND

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. Four (4) years of increasingly responsible administrative experience in office management, administrative analysis, personnel management, in a position requiring extensive public contact. College business administration course work may be substituted for general clerical experience at a ratio of two (2) years of college for one (1) year of experience.

**SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class C Driver's License will be evaluated on a case-by-case basis.

**PHYSICAL DEMANDS/QUALIFICATIONS**

**Essential Physical Attributes:**

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
  - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
  - Understand conversation in person or on the phone.
3. Sufficient Vision to:
  - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
  - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
  - Sit for long periods of time throughout the day;

- Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
- Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
- Move from one area in the workplace to another.

Non-essential Physical Attributes:

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

ITEM III-B – 1 - ACTION

APPROVAL TO SUBMIT A REQUEST TO TRANSFER WORKFORCE  
INVESTMENT ACT (WIA) DISLOCATED WORKER FUNDS TO ADULT  
FUNDS, PROGRAM YEAR (PY) 2014-15

BACKGROUND:

This item addresses the transfer of Workforce Investment Act (WIA) Adult and Dislocated Worker funds for Program Year (PY) 2014-15. Based on a waiver submitted by the California Workforce Investment Board (CWIB) and approved by the Department of Labor (DOL) on June 7, 2013, the Local Workforce Investment Areas (LWIA) may transfer up to 50 percent of the WIA formula adult funds and up to 50 percent of the dislocated worker funds allocated to the local area between the adult and dislocated worker funding streams. The DOL granted California an extension of the waiver through June 30, 2017, to permit an increase in the funds transfer limitation found in WIA Section 133(b)(4).

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

Staff is recommending that the Board approve a transfer of 50 percent of the WIA dislocated worker formula funds to the adult formula allocation for PY 2014-15. Each year, approximately 30 percent of eligible dislocated workers are served under SETA's WIA adult funding stream. By eliminating the labor-intensive eligibility, data collection, accounting and reporting procedures required when serving customers with dislocated worker funds, more effort can be focused on actual training and job development services.

The amount of dislocated worker funds to be transferred to the adult funding allocation will be \$1,986,752.

The Sacramento Works, Inc. board reviewed and approved this agenda item at their November 19, 2014 meeting.

RECOMMENDATION:

Approve the submission to the State of California, EDD of a request to transfer \$1,986,752 in WIA dislocated worker formula funds to the WIA adult formula funding stream for PY 2014-15.

STAFF PRESENTER: Michelle O'Camb



## ITEM III-B – 2 - ACTION

### APPROVAL TO AUGMENT VALLEY VISION WITH REGIONAL INDUSTRY CLUSTER OF OPPORTUNITY(RICO) FUNDS

#### BACKGROUND:

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

SETA's RICO II initiative focuses on planning and implementing initiatives related to Plug-In Electric Vehicle (PEV) adoption and expanded production 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.

SETA's RICO II AB118 funds must be spent by December 31. While the partners are on-track to meet all deliverables, staff has identified \$10,000 in unspent funds. Staff is recommending that the Valley Vision RICO II contract be augmented by \$10,000 for the following deliverables:

- Work with SACOG to redesign the TakeCharge website making it more user friendly and accessible, adding links to key information sites, working with UC Davis to utilize a new application that can be downloaded from the website that consumers can use to identify desired future locations for charging infrastructure, and adding new social media features including links to informational videos that SARTA will be developing including EV user testimonials about purchasing and owning an EV. Valley Vision and other partners will use social media to drive users to the updated website and to promote the resources available through the website.
- Work with SETA and project partners to coordinate, develop and present materials on project activities and outcomes for the RICO Showcase with state agency partners; assist in closing out the project, including documenting the deliverables of the partners and prepare the draft and final versions of the report to be submitted to the CWIB, which will summarize and synthesize the project component information provided by each of the partners.

STAFF PRESENTER: Robin Purdy

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

Staff will be available to answer questions.

RECOMMENDATION:

Approve the augmentation of Valley Vision for \$10,000, bringing the total contract award to \$112,180.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 3 - ACTION

APPROVAL TO AUGMENT THE ELK GROVE UNIFIED SCHOOL DISTRICT  
SACRAMENTO WORKS TRAINING CENTER (SWTC)

BACKGROUND:

On June 5, 2014, the SETA Governing Board approved the funding extensions for nine Sacramento Works Training Centers (SWTCs) offering training services including six OJT/SE providers and eight Expanded Subsidized Employment (ESE) providers for Program Year 2014-15. The purpose of this item is to request the SETA Governing Board to approve an augmentation for the SWTC operated by the Elk Grove Unified School District for five (5) **National Certified Medical Assistant (NCMA)** scholarships at \$5,500 each for the spring semester of 2015, increasing their grant amount by \$27,500.

The NCMA program develops high demand skills in the healthcare sector preparing customers to enter a healthcare career as an entry-level front office assistant, medical receptionist, medical office secretary, medical billing and collections, appointment scheduler or a medical records clerk in a variety of healthcare settings. The program is 565 hours/24 weeks, plus a 184 hour externship. Students will take the NCCT Medical Assistant Test after successful completion of the program.

Elk Grove Unified School District enrolled seven NCMA student scholarships for Fall 2014 maximizing the contracted enrollments into this program. The recommended augmentation will allow additional interested eligible/suitable customers an opportunity to access this training that offers externships with the major medical service providers (Kaiser, Sutter, UC Davis, and smaller medical offices) and will result in an 80% entered employment rate after successful program completion/certification.

RECOMMENDATION:

Approve the augmentation of WIA Adult funds in the amount of \$27,500 to the Elk Grove Unified School District to provide an additional five (5) WIA Adult training opportunities for the National Certified Medical Assistant course.

STAFF PRESENTER: Robin Purdy

ITEM III-B - 4 - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT  
CONTRACT EXTENSIONS FOR FISCAL YEAR 2015

BACKGROUND:

SETA's delegate agreement with Community Services Block Grant (CSBG) funded program operators permits SETA to extend the term of each agreement for an additional year. The term of the existing delegate agreement ends on December 31, 2014.

SETA's Community Services and Fiscal staff have conducted a thorough evaluation of CSBG program operator performance through September, 2014. Staff have determined that the majority of CSBG program operators have been performing satisfactorily and many have exceeded outcome goals and/or service levels as prescribed in their subcontracts. Conditions causing some program operators to perform below planned service and expenditure levels have been evaluated and corrective actions have been taken where appropriate.

Staff recommends extending all CSBG delegate agreements for an additional year under the same terms, conditions, and funding amounts as indicated on the attached chart. Staff also recommends maintaining the consultant services of Daren Maeda, Director of Linkage to Education, at the same funding level allocated in the current fiscal year, \$30,000.

In June, 2014, the SETA Governing Board approved an augmentation of \$119,314 for South County Services, which was made available through the One Stop Share of Cost Agreement with the County Department of Human Assistance. This funding increased South County Services' total CSBG allocation to \$184,314. The additional funding allowed South County Services to continue the provision of safety-net services from July 1, 2014 through December 31, 2014 in the underserved Galt/River Delta communities. Staff recommends approval to extend South County Services' initial CSBG contract allocation of \$65,000 and, in addition, permit South County Services to carry over any unused amount remaining of the \$119,314 augmentation into the 2015 program year.

The SETA Community Action Board approved this item at its November 12, 2014 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve the following staff recommendations:

1. Extend all CSBG subcontracts for an additional one year term.
2. Maintain Daren Maeda as a SETA consultant for an additional year at \$30,000.
3. Permit South County Services to carry over any unused amount remaining of the \$119,314 augmentation into the 2015 program year.

## SETA 2014 CSBG SUBCONTRACTORS

Agency	CSBG Funded Services Offered	2014 CSBG Funding
Children's Receiving Home	Independent living and support services for foster and emancipated foster youth	\$28,500
County of Sacramento Department of Health and Human Services	Senior companion services for frail and elderly seniors	\$27,500
Elk Grove Food Bank Services	Food distribution	\$20,000
Folsom Cordova Community Partnership	Food, diapers, shelter, utilities, eviction avoidance, employment supports and transportation assistance	\$24,000
Francis House of Sacramento	Food, shelter and transportation assistance	\$70,400
Greater Sacramento Urban League	Utilities, eviction avoidance and transportation assistance	\$24,200
Hmong Women's Heritage Association	Health management assistance for South East Asian seniors	\$23,800
La Familia Counseling Center	Alternative services for at-risk youth (Project Reach)	\$55,000
Legal Services of Northern California	Legal assistance to seniors and grandparent caregivers	\$20,000
My Sister's House	Eviction avoidance, utilities and rental assistance	\$34,000
River City Food Bank	Food distribution	\$20,500
Roberts Family Development Center	Case management of residents living in the Twin Rivers housing complex	\$20,000
Sacramento Area Emergency Housing Center (Next Move)	Shelter and housing services for homeless families and individuals	\$58,000
Sacramento Area Emergency Housing Center (Next Move)	Rental assistance, shelter, utilities, eviction avoidance, transportation and employment supports	\$10,200
Sacramento Self-Help Housing	Assistance maintaining current housing or obtaining safe and affordable housing	\$20,000
South County Services	Food, eviction avoidance, utilities and transportation assistance	\$65,000 + \$119,314
The Salvation Army	Shelter, eviction avoidance, utilities and rental assistance	\$60,500
Travelers Aid Emergency Assistance Agency	Food, shelter, utilities and eviction avoidance	\$70,000
Visions Unlimited	Independent living assistance for frail and elderly seniors	\$50,000

<b>Agency</b>	<b>CSBG Funded Services Offered</b>	<b>2014 CSBG Funding</b>
Voluntary Legal Services of Northern California	Driver's license and criminal record expungement workshops	\$28,000
Volunteers of America	Utilities, eviction avoidance and rental assistance for veterans	\$7,519.02
Waking the Village	Transitional housing, guidance and support services for homeless parenting youth	\$42,500
Wind Youth Services	Prepared meals and hygiene supplies for homeless youth	\$20,381

ITEM IV –A- INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROGRAM PERFORMANCE REPORT

BACKGROUND:

Attached for your information is the CSBG program operator service provision report that describes actual services provided and the number of clients served by CSBG program operators compared to their planned, contracted goals for the period of January 1 through September 30, 2014.

Staff will be available to answer questions.

STAFF PRESENTER: Cindy Sherwood-Green

**2014 CSBG Family Self-Sufficiency Program  
Third Quarter Plan vs. Actual**

(Actual services and expenditures should be at approximately 75% for this period)

<b>Family Self-Sufficiency Program Operator</b>	<b>Planned Services</b>	<b>Planned Services through 12/31/14</b>	<b>Actual Services as of 9/30/14</b>	<b>% of Planned Services</b>	<b>2014 CSBG Budget</b>	<b>% Expended as of 9/30/14</b>	<b>COMMENTS</b>
Children's Receiving Home of Sacramento	Independent living services and support services for foster youth and emancipated foster youth	24	26	108%	\$28,500	70%	This agency has exceeded its annual service projections and is on track to expend its funding by the end of the contract period.
County of Sacramento DHHS	Senior companion services for frail and elderly seniors	24	27	112%	\$27,500	72%	This agency has exceeded its annual service projections and is on track to expend its funding by the end of the contract period.
Hmong Women's Heritage Association	Health management services for South East Asian seniors	51	40	78%	\$23,800	77%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.
La Familia Counseling Center	Alternative services for at-risk youth (Project Reach)	40	31	77%	\$55,000	64%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.
Roberts Family Development Center	Case management of families living in the Twin Rivers housing complex	126	27	21%	\$20,000	51%	This agency has expanded outreach to include Marina Vista housing complex to meet annual service projections.
Sacramento Area Emergency Housing Center (Next Move)	Shelter and housing services for homeless families and individuals	378	200	53%	\$58,000	68%	To compensate for reduced shelter activity during shelter construction, housing services have been expanded to meet annual projections.
Sacramento Self-Help Housing	Assists families in maintaining current housing or obtaining safe and affordable housing.	160	60	37%	\$20,000	59%	Outreach at the job centers was increased during the 3 <sup>rd</sup> qtr. and annual projections are expected to be met.
Visions Unlimited (Seniors)	Independent living assistance for frail and elderly seniors	85	84	99%	\$50,000	78%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.
Waking the Village	Transitional housing, guidance and support services for homeless parenting youth	16	15	94%	\$42,500	13%	This agency is on track to meet its annual service projections by the end of the contract period. It utilized other funding sources for the first half of the program year, but is expected to fully expend CSBG funding by the end of the contract period.



**2014 CSBG Safety-Net Program  
Third Quarter Plan vs. Actual**

(Actual services and expenditures should be at approximately 75% for this period)

<b>Safety-Net Program Operator</b>	<b>Planned Services</b>	<b>Planned Services through 12/31/14</b>	<b>Actual Services as of 9/30/14</b>	<b>% of Planned Services</b>	<b>2014 CSBG Budget</b>	<b>% Expended as of 9/30/14</b>	<b>COMMENTS</b>
Elk Grove Food Bank	Food distribution	252	446	177%	\$20,000	77%	This agency has met or exceeded its annual service projections and is on track to expend its funding by the end of the contract period.
Folsom/Cordova Community Partnership	Food, transportation, shelter, utilities, eviction avoidance, employ supports and diapers	430	416	97%	\$24,000	67%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.
Francis House of Sacramento	Food, shelter and transportation assistance	624	409	66%	\$70,400	68%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.
Greater Sacramento Urban League	Utilities, eviction avoidance and transportation assistance	74	16	22%	\$24,200	17%	This agency has been approved to reserve its Safety-Net services for its Training Center students only.
Legal Services of Northern CA	Legal aid to seniors and grandparent caregivers	725	585	81%	\$20,000	54%	This agency is on track to meet its annual service projections expend its funding by the end of the contract period.
My Sister's House	Eviction avoidance, utilities and rental assistance	58	32	55%	\$34,000	60%	This agency is confident that projections will be met and that contract funding will be fully expended.
River City Food Bank	Food distribution	2,645	3,017	114%	\$20,500	100%	This agency has exceeded its annual service projections and is on track to expend its funding by the end of the contract period.
Sacramento Area Emergency Housing Center (Next Move)	Rental assistance, shelter, utilities, eviction avoidance, transportation and employment supports	65	46	71%	\$10,200	77%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.
South County Services	Food, eviction avoidance, utilities and transportation	727	222	31%	\$65,000 + \$119,314 augmentation	55%	South County Services received a CSBG funding augmentation in June. A contract extension recommendation has been requested to allow South County Services to carry over unexpended funding.
The Salvation Army	Shelter, eviction avoidance, utilities and rental assistance	312	314	101%	\$60,500	85%	This agency has exceeded its annual service projections and is on track to expend its funding by the end of the contract period.

<b>Safety-Net Program Operator</b>	<b>Planned Services</b>	<b>Planned Services through 12/31/14</b>	<b>Actual Services as of 9/30/14</b>	<b>% of Planned Services</b>	<b>2014 CSBG Budget</b>	<b>% Expended as of 9/30/14</b>	<b>COMMENTS</b>
Travelers Aid Emergency Assistance Agency	Food, shelter, utilities and eviction avoidance	345	153	44%	\$70,000	58%	This agency is in the process of adjusting resources from low demand services to high demand services to meet annual projections and expenditure expectations for the contract period.
Voluntary Legal Services Northern CA	License and criminal record expungement workshops	460	391	85%	\$28,000	73%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.
Volunteers of America	Utilities, eviction avoidance and rental assistance for veterans	17	10	59%	\$7,519.02	0%	This agency is on track to meet its annual service projections by the end of the contract period. It utilized other funding sources for the first 3 quarters of the year and is expected to fully expend CSBG funding by the end of the contract period.
WIND Youth Services	Prepared meals for homeless youth	1,000	766	77%	\$20,381	67%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.

ITEM IV-B - 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 -November 21, 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
Aamcom	1	Customer Service Representative	3
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
Adams and Associates	1	Administrative Assistant	1
Adecco Employment Services	9	Almond Sorter	50
	9	Certified Forklift Driver - Warehouse High Stack	25
	1	Call Center Customer Service Representative	20
	1	Customer Service Representative	1
	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
Advanced Call Center Technologies	1	Customer Service & Sales Advocates	50
Aerospace Museum of California	1	Director of Education	1
Alchemist Community Development Corporation	1	Administrative Manager	1
All In Energy	1	Account Manager	1
ALSCO, INC	7	Maintenance Worker	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
Blaze Fast Fire'd Pizza	1	Team Member	50
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
CEVA Logistics US INC	1	Customer Service Representative II	1

**Employment Recruitment Activity Report  
July 1 -November 21, 2014**

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Child Action	1	Administrative Assistant	1
	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
Combined Insurance Company	1	Territory Manager	1
Community Link Capital Region	6	Database Program Manager	1
Cokeva, Inc.	3	Associate Engineer	2
CPS Security Solutions	1	Security Guard	10
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	1	Community Support Specialist	1
	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
Express Employment Professionals	9	Class A Flatbed Driver Local Routes	2
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	Line haul 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
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

**Employment Recruitment Activity Report  
July 1 -November 21, 2014**

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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
Ignition Interlock Service Centers of California	1	Customer Service Representative	1
Infinity Energy	10	Canvasser	4
Ingenuity Films LLC		Editor/Film Maker	2
Innovative Maintenance Solutions, Inc.	7	General Maintenance & Lighting Technician	1
	7	Lighting/Electrical Technician	1
	7	Roofing Technician	2
		Special Service Manager (Natomas)	1
	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
Liberty Home Equity Solutions		Call Screener - Inside Sales	4
		Inside Sales Advisor	4
Los Rios Community College District	1	Account Clerk II	1
	1	Administrative Assistant I	2
		Admissions/Records Clerk II	1
	1	Admissions/Records Clerk III	2
	1	Admissions/Records Evaluator I	3
	1	Admissions/Records Evaluator II	1
	1	Architectural Design Technology Assistant Professor	1
	1	Athletic Counselor	1
	7	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 II	1
1	Clerk III	6	

**Employment Recruitment Activity Report  
July 1 -November 21, 2014**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
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Los Rios Community College District	1	College Information Technology Systems Supervisor	1
	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	Custodian	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	1
	1	Head Groundskeeper	1
	1	Health Information Technology Assistant Professor	1
	1	Information Technology Application Systems Supervisor	1
	1	Information Technology Business/Technical Analyst II	2
	6	Information Technology Specialist I - Microcomputer Support	1
	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	2
	1	Instructional Assistant - Music	1
	1	Instructional Assistant - Sign Language Studies	1
	1	Instructional Assistant - Writing/English/Reading	2
	1	Instructional Services Assistant II	2
	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	Mathematics Adjunct Assistant Professor Pool	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	

**Employment Recruitment Activity Report**  
**July 1 -November 21, 2014**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
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Los Rios Community College District	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 Information Technology Technician - Lab/Area Microcomputer Support	1
	6	Senior IT Technician - Lab/Area Microcomputer Support	1
	6	Senior IT Technician - Lab/Area Microcomputer Support	1
	1	Speech Communication Assistant Professor	1
	1	Speech Communication Assistant Professor	1
	1	Student Life Supervisor	1
	1	Student Life Supervisor	1
	1	Student Personnel Assistant - Assessment/Testing	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
	1	Student Personnel Assistant - Student Services	1
	1	Student Success and Support Program	1
	1	Vice President of Student Services	1
Markstein Beverage Co.	9	Class A Commercial Delivery Driver	1
	9	Delivery Helper	1
	1	Executive Assistant	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
New Hope Baptist Church	1	Receptionist	1
Nurses PRN	1	Caregiver	30
Office of Environmental Health Hazard Assessment	6	Staff Programmer Analyst	1
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



**Employment Recruitment Activity Report  
July 1 -November 21, 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			
Ready-Set-Go Children's Center	1	Preschool Teacher	4
Resource Staffing Group	10	Team Leader	1
Ryder Transportation	9	Class A Driver	15
Sacramento Covered	1	Health Navigator/Certified Enrollment Counselor	5
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
Sacramento Regional Transit District	1	Workforce Development Professional	1
	7	Facilities Maintenance Mechanic	1
	1	Pension and Retirement Administrator	1
	1	Senior Information Technology Business Systems Analyst	1
Samarrah Independent Living Services	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	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
Tahoe Lodging	1	Night Clerk	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 Specialist/Housekeeping Associate	2

**Employment Recruitment Activity Report  
July 1 -November 21, 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			
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	2
	1	Human Resources Generalist	1
	6	IT Support Specialist II	1
	9	Loader	1
	9	Night Shipping Supervisor	1
	9	Order Selector - Swing Shift	13
	1	Pricing Specialist	1
	9	Regional Route Driver	1
10	Retail Support Specialist	1	
United Site Services	1	Administrative Clerk I	1
	1	Fence Manager	1
	1	Operations Supervisor	1
US Solar Distributing	1	Account Manager	1
Voice Empowered Tech Org	1	Business Operational Professional	3
	1	Teacher/Tutor	1
W C Stein Construction Corp	7	Service Plumber	2
Wealth Strategies Retirement Asset Management Services	1	Receptionist	1
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	3
ZETA Communities	3	Carpenter - Rough & Finish	15
	3	Dry Wall Installer	5
	3	Electrician	5
	3	Plumber	5
<b>Total</b>			<b>2167</b>

ITEM IV-C – INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

This report covers the fiscal year beginning July 1, 2014.

STAFF PRESENTER: William Walker

## Dislocated Worker Information PY 2014/2015

The following is an update of information as of November 21, 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	<b>North Sacramento Chrysler Jeep Dodge, LLC</b> 3610 Fulton Blvd. Sacramento, CA 95821	8/3/2014	66	No Job Loss
Official	7/15/2014	<b>Intuit Inc.</b> 620 Coolidge Dr. Suite 200 Folsom, CA 95630	9/15/2014	15	7/30/2014
Official	7/16/2014	<b>Video Products Distributors Inc.</b> 150 Parkshore Dr. Folsom, CA 95630	10/12/2014	90	8/19/2014 8/20/2014
Unofficial	7/16/2014	<b>Orchard Supply Hardware</b> 3350 Arden Way Sacramento, CA 95825	10/10/2014	50	8/26/2014 8/27/2014
Official	8/27/2014	<b>Verizon Wireless</b> 295 Parkshore Dr. Folsom , CA 95630-4716	1/27/2014	372	Relocated
Official	10/6/2014	<b>Prometheus</b> 2345 Northrop Ave. Sacramento, CA 95825	12/31/2014	2	Declined
Official	10/14/2014	<b>Harrold Ford</b> 1535 Howe Avenue Sacramento, CA 95825	12/16/2014	120	No Job Loss
Official	10/15/2014	<b>Volcano</b> 2870 Kilgore Rd Rancho Cordova, CA 95670	12/16/2014	170	12/3/2014
			<b>Total # of Affected Workers</b>	885	

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month October 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.

STAFF PRESENTER: Kathy Kossick

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

**Professional and business services led year-over job gains with 5,800-job increase**

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 6.6 percent in October 2014, unchanged from a revised 6.6 percent in September 2014, and below the year-ago estimate of 8.2 percent. This compares with an unadjusted unemployment rate of 7.0 percent for California and 5.5 percent for the nation during the same period. The unemployment rate was 6.3 percent in El Dorado County, 5.8 percent in Placer County, 6.8 percent in Sacramento County, and 6.7 percent in Yolo County.

**Between September 2014 and October 2014**, combined employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 8,000 to total 901,500 jobs.

- Government led the month-over increase with a higher than average seasonal gain of 7,100 jobs. Public education carried the industry with local government education and state government education increasing by 4,000 and 3,200 jobs respectively.
- Trade, transportation, and utilities grew by 1,200 jobs over the month. Retail trade led the industry with a gain of 800 jobs. Transportation, warehousing, and utilities added 300 jobs, while wholesale trade saw an improvement of 100 jobs.
- Educational and health services advanced by 1,100 jobs month over. Private education improved by 600 jobs. Health care and social assistance grew by 500 jobs.
- Six industries saw month-over job declines, led by total farm's seasonal job reduction of 1,200 jobs. Other services dipped by 800 jobs, and manufacturing declined by 700 jobs.

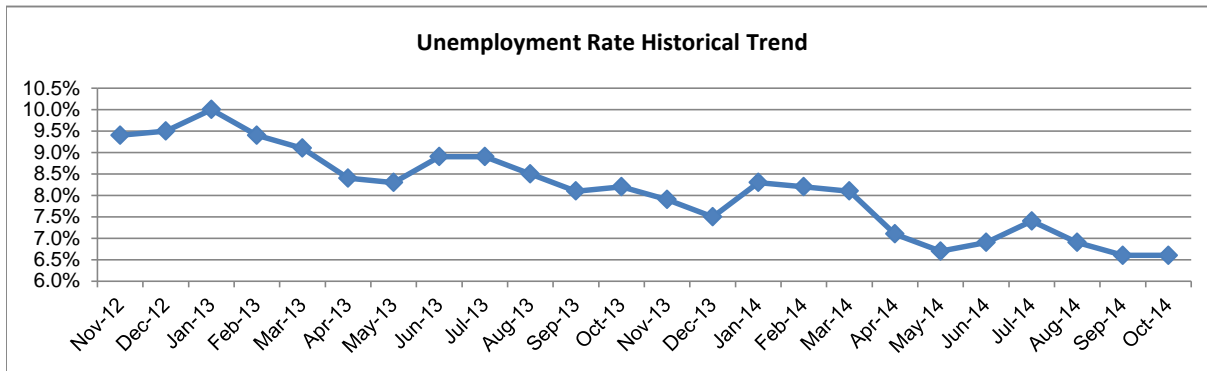
**Between October 2013 and October 2014**, total jobs in the region increased by 22,700 or 2.6 percent.

- Professional and business services increased by 5,800 jobs year over. Administrative and support and waste services added 3,200 jobs. Professional, scientific, and technical services advanced 2,100 jobs, and management of companies and enterprises edged up by 500 jobs over the year.
- Construction saw an upswing of 5,700 jobs or 13.2 percent since last year. Specialty trade contractors rose by 3,100 jobs. Construction of buildings added 1,300 jobs.
- Educational and health services expanded by 5,100 jobs year over. Health care and social assistance led the industry growth with an increase of 4,800 jobs. Private education picked up 300 jobs over the year.
- Two industries saw job declines for the year. Information dropped by 600 jobs, and other services decreased by 400 jobs.

IMMEDIATE RELEASE

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

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 6.6 percent in October 2014, unchanged from a revised 6.6 percent in September 2014, and below the year-ago estimate of 8.2 percent. This compares with an unadjusted unemployment rate of 7.0 percent for California and 5.5 percent for the nation during the same period. The unemployment rate was 6.3 percent in El Dorado County, 5.8 percent in Placer County, 6.8 percent in Sacramento County, and 6.7 percent in Yolo County.



Industry	Sep-2014	Oct-2014	Change		Oct-2013	Oct-2014	Change
	Revised	Prelim				Prelim	
Total, All Industries	893,500	901,500	8,000		878,800	901,500	22,700
Total Farm	10,000	8,800	(1,200)		8,700	8,800	100
Total Nonfarm	883,500	892,700	9,200		870,100	892,700	22,600
Mining and Logging	500	500	0		500	500	0
Construction	48,900	48,800	(100)		43,100	48,800	5,700
Manufacturing	35,700	35,000	(700)		33,100	35,000	1,900
Trade, Transportation & Utilities	142,700	143,900	1,200		143,000	143,900	900
Information	14,300	14,100	(200)		14,700	14,100	(600)
Financial Activities	50,800	51,600	800		50,100	51,600	1,500
Professional & Business Services	121,600	122,700	1,100		116,900	122,700	5,800
Educational & Health Services	133,800	134,900	1,100		129,800	134,900	5,100
Leisure & Hospitality	86,400	86,100	(300)		86,000	86,100	100
Other Services	28,800	28,000	(800)		28,400	28,000	(400)
Government	220,000	227,100	7,100		224,500	227,100	2,600

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](http://www.labormarketinfo.edd.ca.gov)

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>18,841,700</b>	<b>17,529,000</b>	<b>1,312,700</b>	<b>7.0%</b>
ALAMEDA	10	794,700	749,700	45,000	5.7%
ALPINE	48	400	360	40	9.5%
AMADOR	26	16,070	14,930	1,150	7.1%
BUTTE	29	104,400	96,800	7,600	7.3%
CALAVERAS	32	19,400	17,910	1,480	7.6%
COLUSA	56	11,610	10,330	1,280	11.0%
CONTRA COSTA	10	547,200	516,100	31,100	5.7%
DEL NORTE	44	11,050	10,070	980	8.8%
EL DORADO	16	89,900	84,200	5,700	6.3%
FRESNO	51	446,800	401,500	45,400	10.2%
GLENN	38	13,480	12,400	1,080	8.0%
HUMBOLDT	22	58,300	54,500	3,800	6.6%
IMPERIAL	58	80,700	61,600	19,100	23.7%
INYO	20	8,930	8,360	570	6.4%
KERN	47	396,100	360,500	35,500	9.0%
KINGS	54	58,900	52,600	6,300	10.7%
LAKE	44	26,750	24,390	2,360	8.8%
LASSEN	28	13,420	12,460	960	7.2%
LOS ANGELES	37	5,019,500	4,623,800	395,600	7.9%
MADERA	46	68,000	62,000	6,000	8.9%
MARIN	1	147,000	141,400	5,700	3.9%
MARIPOSA	16	9,240	8,660	580	6.3%
MENDOCINO	10	44,070	41,570	2,500	5.7%
MERCED	52	115,800	103,800	12,000	10.3%
MODOC	38	3,760	3,460	300	8.0%
MONO	35	7,630	7,040	590	7.8%
MONTEREY	23	225,400	210,400	15,100	6.7%
NAPA	4	82,100	78,500	3,600	4.4%
NEVADA	13	49,370	46,510	2,860	5.8%
ORANGE	5	1,638,500	1,556,200	82,300	5.0%
PLACER	13	181,200	170,600	10,500	5.8%
PLUMAS	29	9,790	9,070	720	7.3%
RIVERSIDE	42	965,400	884,100	81,300	8.4%
SACRAMENTO	25	685,700	639,100	46,600	6.8%
SAN BENITO	29	26,700	24,800	2,000	7.3%
SAN BERNARDINO	33	871,200	804,200	67,000	7.7%
SAN DIEGO	13	1,613,600	1,519,400	94,200	5.8%
SAN FRANCISCO	3	503,800	481,900	21,900	4.3%
SAN JOAQUIN	49	296,400	267,100	29,300	9.9%
SAN LUIS OBISPO	8	143,300	135,700	7,600	5.3%
SAN MATEO	2	417,600	400,600	17,000	4.1%
SANTA BARBARA	9	226,300	214,100	12,200	5.4%
SANTA CLARA	7	951,000	902,300	48,700	5.1%
SANTA CRUZ	20	153,100	143,400	9,800	6.4%
SHASTA	33	81,300	75,000	6,300	7.7%
SIERRA	35	1,470	1,350	120	7.8%
SISKIYOU	42	19,220	17,610	1,610	8.4%
SOLANO	16	220,300	206,500	13,800	6.3%
SONOMA	5	268,600	255,300	13,300	5.0%
STANISLAUS	49	236,700	213,200	23,500	9.9%
SUTTER	55	40,900	36,500	4,400	10.8%
TEHAMA	38	25,920	23,840	2,080	8.0%
TRINITY	41	5,050	4,630	420	8.3%
TULARE	57	199,900	176,700	23,200	11.6%
TUOLUMNE	26	24,170	22,460	1,710	7.1%
VENTURA	16	439,600	412,100	27,500	6.3%
YOLO	23	98,200	91,600	6,600	6.7%
YUBA	53	26,700	23,900	2,800	10.4%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2013 benchmark and Census 2010 population controls at the state level.



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

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	<b>---</b>	<b>18,841,700</b>	<b>17,529,000</b>	<b>1,312,700</b>	<b>7.0%</b>
BAKERSFIELD DELANO MSA (Kern Co.)	52	396,100	360,500	35,500	9.0%
CHICO MSA (Butte Co.)	33	104,400	96,800	7,600	7.3%
EL CENTRO MSA (Imperial Co.)	64	80,700	61,600	19,100	23.7%
FRESNO MSA (Fresno Co.)	56	446,800	401,500	45,400	10.2%
HANFORD CORCORAN MSA (Kings Co.)	59	58,900	52,600	6,300	10.7%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	41	5,019,500	4,623,800	395,600	7.9%
MADERA CHOWCHILLA MSA (Madera Co.)	51	68,000	62,000	6,000	8.9%
MERCED MSA (Merced Co.)	57	115,800	103,800	12,000	10.3%
MODESTO MSA (Stanislaus Co.)	54	236,700	213,200	23,500	9.9%
NAPA MSA (Napa Co.)	5	82,100	78,500	3,600	4.4%
OAKLAND FREMONT HAYWARD MD	12	1,341,900	1,265,800	76,100	5.7%
Alameda Co.	12	794,700	749,700	45,000	5.7%
Contra Costa Co.	12	547,200	516,100	31,100	5.7%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	19	439,600	412,100	27,500	6.3%
REDDING MSA (Shasta Co.)	37	81,300	75,000	6,300	7.7%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	45	1,836,600	1,688,300	148,300	8.1%
Riverside Co.	47	965,400	884,100	81,300	8.4%
San Bernardino Co.	37	871,200	804,200	67,000	7.7%
SACRAMENTO ARDEN ARCADE ROSEVILLE MSA	25	1,055,100	985,700	69,400	6.6%
El Dorado Co.	19	89,900	84,200	5,700	6.3%
Placer Co.	16	181,200	170,600	10,500	5.8%
Sacramento Co.	29	685,700	639,100	46,600	6.8%
Yolo Co.	27	98,200	91,600	6,600	6.7%
SALINAS MSA (Monterey Co.)	27	225,400	210,400	15,100	6.7%
SAN DIEGO CARLSBAD SAN MARCOS MSA (San Diego Co.)	16	1,613,600	1,519,400	94,200	5.8%
SAN FRANCISCO SAN MATEO REDWOOD CITY MD	3	1,068,400	1,023,900	44,500	4.2%
Marin Co.	1	147,000	141,400	5,700	3.9%
San Francisco Co.	4	503,800	481,900	21,900	4.3%
San Mateo Co.	2	417,600	400,600	17,000	4.1%
SAN JOSE SUNNYVALE SANTA CLARA MSA	9	977,800	927,100	50,700	5.2%
San Benito Co.	33	26,700	24,800	2,000	7.3%
Santa Clara Co.	8	951,000	902,300	48,700	5.1%
SAN LUIS OBISPO PASO ROBLES MSA (San Luis Obispo Co.)	10	143,300	135,700	7,600	5.3%
SANTA ANA ANAHEIM IRVINE MD (Orange Co.)	6	1,638,500	1,556,200	82,300	5.0%
SANTA BARBARA SANTA MARIA GOLETA MSA (Santa Barbara Co.)	11	226,300	214,100	12,200	5.4%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	23	153,100	143,400	9,800	6.4%
SANTA ROSA PETALUMA MSA (Sonoma Co.)	6	268,600	255,300	13,300	5.0%
STOCKTON MSA (San Joaquin Co.)	54	296,400	267,100	29,300	9.9%
VALLEJO FAIRFIELD MSA (Solano Co.)	19	220,300	206,500	13,800	6.3%
VISALIA PORTERVILLE MSA (Tulare Co.)	63	199,900	176,700	23,200	11.6%
YUBA CITY MSA	59	67,600	60,400	7,200	10.7%
Sutter Co.	61	40,900	36,500	4,400	10.8%
Yuba Co.	58	26,700	23,900	2,800	10.4%
Alpine Co.	53	400	360	40	9.5%
Amador Co.	30	16,070	14,930	1,150	7.1%
Calaveras Co.	36	19,400	17,910	1,480	7.6%
Colusa Co.	62	11,610	10,330	1,280	11.0%
Del Norte Co.	49	11,050	10,070	980	8.8%
Glenn Co.	42	13,480	12,400	1,080	8.0%
Humboldt Co.	25	58,300	54,500	3,800	6.6%
Inyo Co.	23	8,930	8,360	570	6.4%
Lake Co.	49	26,750	24,390	2,360	8.8%
Lassen Co.	32	13,420	12,460	960	7.2%
Mariposa Co.	19	9,240	8,660	580	6.3%
Mendocino Co.	12	44,070	41,570	2,500	5.7%
Modoc Co.	42	3,760	3,460	300	8.0%
Mono Co.	39	7,630	7,040	590	7.8%
Nevada Co.	16	49,370	46,510	2,860	5.8%
Plumas Co.	33	9,790	9,070	720	7.3%
Sierra Co.	39	1,470	1,350	120	7.8%
Siskiyou Co.	47	19,220	17,610	1,610	8.4%
Tehama Co.	42	25,920	23,840	2,080	8.0%
Trinity Co.	46	5,050	4,630	420	8.3%
Tuolumne Co.	30	24,170	22,460	1,710	7.1%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2013 benchmark and Census 2010 population controls at the state level.

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

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
El Dorado County	89,900	84,200	5,700	6.3%	1.000000	1.000000
Cameron Park CDP	8,900	8,500	400	4.4%	0.100610	0.068627
Diamond Springs CDP	2,300	2,100	200	8.4%	0.025356	0.034314
El Dorado Hills CDP	10,400	10,000	400	3.8%	0.118237	0.068627
Georgetown CDP	500	500	100	10.7%	0.005559	0.009804
Placerville city	5,300	4,800	500	9.6%	0.056407	0.088235
Pollock Pines CDP	2,400	2,200	200	7.5%	0.026576	0.031863
Shingle Springs CDP	1,500	1,500	100	4.5%	0.017492	0.012255
South Lake Tahoe city	15,000	13,600	1,300	8.8%	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)  
 October 2014 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Unemp</b>
Placer County	181,200	170,600	10,500	5.8%	1.000000	1.000000
Auburn city	9,200	8,800	400	4.7%	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	13,500	12,900	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	6,900	800	10.8%	0.040463	0.079060
Loomis town	4,700	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	7,600	7,000	500	6.8%	0.041308	0.049145
Rocklin city	27,800	26,700	1,100	4.1%	0.156192	0.108974
Roseville city	57,000	53,600	3,300	5.8%	0.314327	0.316239
Sunnyside Tahoe City CDP	2,000	1,900	100	6.8%	0.010897	0.012821
Tahoe Vista CDP	1,600	1,400	200	9.8%	0.008447	0.014957

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

**Notes:**

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

**Methodology:**

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

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

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

**Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employ- ment</b>	<b>Unemployment Number</b>	<b>Rate</b>	<b>Census Ratios Emp</b>	<b>Unemp</b>
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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)  
 October 2014 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Sacramento County	685,700	639,100	46,600	6.8%	1.000000	1.000000
Arden Arcade CDP	57,100	53,200	3,900	6.7%	0.083249	0.082638
Carmichael CDP	29,800	28,200	1,600	5.2%	0.044196	0.033389
Citrus Heights city	51,500	49,100	2,400	4.7%	0.076838	0.052031
Elk Grove CDP	35,800	33,900	2,000	5.5%	0.052995	0.042014
Fair Oaks CDP	17,700	17,100	600	3.6%	0.026690	0.013634
Florin CDP	12,500	11,100	1,400	10.9%	0.017414	0.029215
Folsom city	28,000	27,200	800	3.0%	0.042525	0.018086
Foothill Farms CDP	9,600	8,700	900	9.4%	0.013648	0.019477
Galt city	10,700	9,500	1,200	11.3%	0.014787	0.025876
Gold River CDP	5,100	5,000	100	1.3%	0.007807	0.001391
Isleton city	400	400	0	9.2%	0.000606	0.000835
La Riviera CDP	7,200	6,900	300	4.0%	0.010764	0.006121
Laguna CDP	21,100	20,300	800	3.6%	0.031834	0.016416
Laguna West Lakeside CDP	5,400	5,200	300	4.8%	0.008082	0.005565
North Highlands CDP	22,200	19,800	2,400	10.8%	0.030952	0.051475
Orangevale CDP	16,200	15,500	700	4.6%	0.024229	0.015860
Parkway South Sacramento CD	15,600	13,700	1,900	12.3%	0.021400	0.041180
Rancho Cordova City	30,900	28,500	2,400	7.8%	0.044619	0.052031
Rancho Murieta CDP	2,400	2,300	100	2.2%	0.003619	0.001113
Rio Linda CDP	5,700	5,100	600	10.9%	0.007917	0.013356
Rosemont CDP	14,100	13,300	800	5.7%	0.020867	0.017251
Sacramento city	215,900	198,600	17,300	8.0%	0.310678	0.371731
Vineyard CDP	6,100	5,900	200	3.4%	0.009185	0.004452
Walnut Grove CDP	400	400	100	17.6%	0.000569	0.001669
Wilton CDP	2,800	2,700	100	4.6%	0.004225	0.002782

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

**Notes:**

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

**Methodology:**

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

### Data Not Seasonally Adjusted

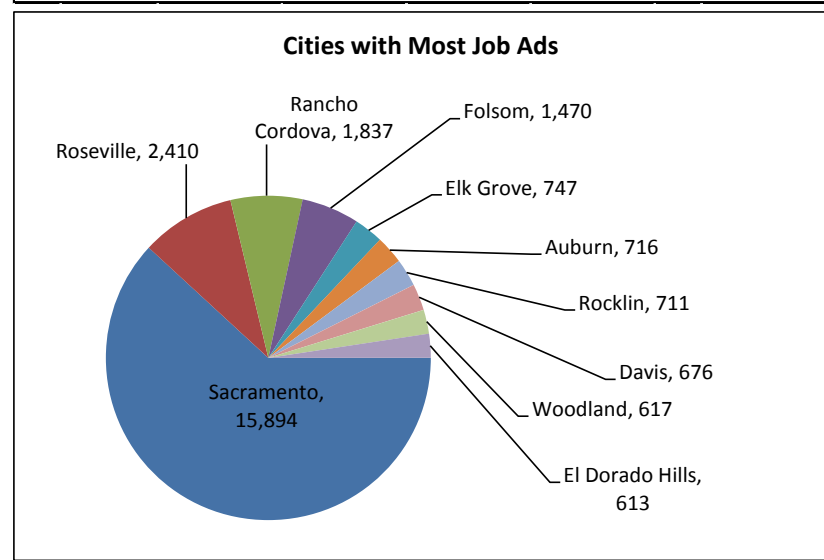
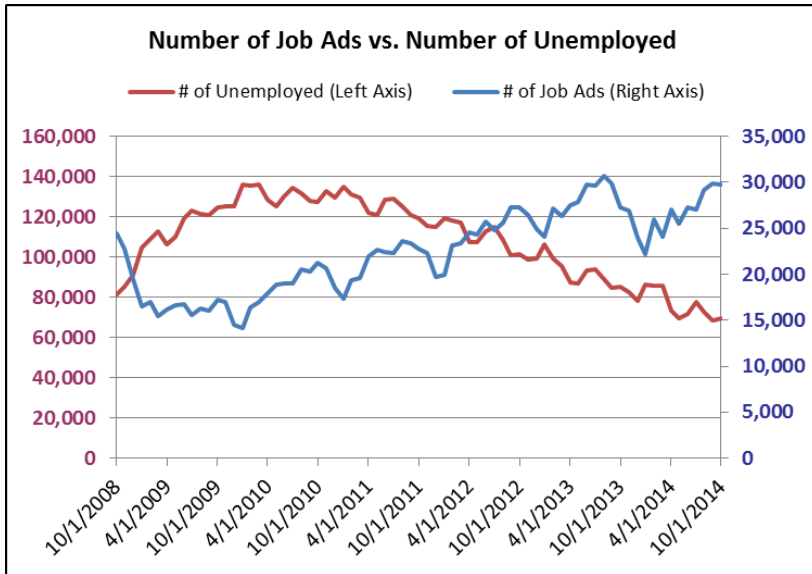
<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios</b>	
					<b>Emp</b>	<b>Unemp</b>

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

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

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

# Recent Job Ads for Sacramento Arden Arcade Roseville MSA October 2014



Data Not Seasonally Adjusted

	Oct 13	Aug 14	Sep 14	Oct 14	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,036,300	1,050,700	1,045,100	1,055,100	1.0%	1.8%
Civilian Employment	951,000	977,800	976,500	985,700	0.9%	3.6%
Civilian Unemployment	85,300	72,900	68,600	69,400	1.2%	-18.6%
Civilian Unemployment Rate	8.2%	6.9%	6.6%	6.6%		
(CA Unemployment Rate)	8.5%	7.5%	6.9%	7.0%		
(U.S. Unemployment Rate)	7.0%	6.3%	5.7%	5.5%		
<b>Total, All Industries (2)</b>	<b>878,800</b>	<b>893,400</b>	<b>893,500</b>	<b>901,500</b>	<b>0.9%</b>	<b>2.6%</b>
Total Farm	8,700	10,400	10,000	8,800	-12.0%	1.1%
Total Nonfarm	870,100	883,000	883,500	892,700	1.0%	2.6%
Total Private	645,600	666,000	663,500	665,600	0.3%	3.1%
Goods Producing	76,700	84,600	85,100	84,300	-0.9%	9.9%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	43,100	48,000	48,900	48,800	-0.2%	13.2%
Construction of Buildings	8,900	10,200	10,200	10,200	0.0%	14.6%
Specialty Trade Contractors	29,900	32,100	32,200	33,000	2.5%	10.4%
Building Foundation & Exterior Contractors	7,400	8,100	8,000	8,000	0.0%	8.1%
Building Equipment Contractors	11,400	12,100	12,000	11,900	-0.8%	4.4%
Building Finishing Contractors	6,900	8,000	7,900	8,000	1.3%	15.9%
Manufacturing	33,100	36,100	35,700	35,000	-2.0%	5.7%
Durable Goods	23,200	24,700	24,400	24,700	1.2%	6.5%
Computer & Electronic Product Manufacturing	7,100	7,500	7,500	7,500	0.0%	5.6%
Nondurable Goods	9,900	11,400	11,300	10,300	-8.8%	4.0%
Food Manufacturing	3,600	4,900	4,900	3,900	-20.4%	8.3%
Service Providing	793,400	798,400	798,400	808,400	1.3%	1.9%
Private Service Providing	568,900	581,400	578,400	581,300	0.5%	2.2%
Trade, Transportation & Utilities	143,000	143,300	142,700	143,900	0.8%	0.6%
Wholesale Trade	25,100	25,300	25,100	25,200	0.4%	0.4%
Merchant Wholesalers, Durable Goods	14,000	14,300	14,200	14,300	0.7%	2.1%
Merchant Wholesalers, Nondurable Goods	8,400	8,200	8,200	8,300	1.2%	-1.2%
Retail Trade	94,300	94,900	94,000	94,800	0.9%	0.5%
Motor Vehicle & Parts Dealer	12,400	13,000	12,900	12,900	0.0%	4.0%
Building Material & Garden Equipment Stores	7,700	8,100	8,000	7,900	-1.3%	2.6%
Grocery Stores	17,600	17,900	17,900	18,000	0.6%	2.3%
Health & Personal Care Stores	5,300	5,100	5,200	5,200	0.0%	-1.9%
Clothing & Clothing Accessories Stores	7,000	7,200	7,000	7,100	1.4%	1.4%
Sporting Goods, Hobby, Book & Music Stores	4,300	4,000	4,100	4,100	0.0%	-4.7%
General Merchandise Stores	19,900	19,600	19,600	20,100	2.6%	1.0%
Transportation, Warehousing & Utilities	23,600	23,100	23,600	23,900	1.3%	1.3%
Information	14,700	14,400	14,300	14,100	-1.4%	-4.1%
Publishing Industries (except Internet)	2,600	2,400	2,400	2,400	0.0%	-7.7%
Telecommunications	7,600	7,700	7,700	7,600	-1.3%	0.0%
Financial Activities	50,100	50,300	50,800	51,600	1.6%	3.0%
Finance & Insurance	36,800	36,500	36,900	37,700	2.2%	2.4%
Credit Intermediation & Related Activities	12,900	12,700	12,800	12,900	0.8%	0.0%
Depository Credit Intermediation	7,900	7,800	7,900	7,900	0.0%	0.0%
Nondepository Credit Intermediation	2,600	2,500	2,500	2,500	0.0%	-3.8%
Insurance Carriers & Related	19,500	19,400	19,700	19,800	0.5%	1.5%
Real Estate & Rental & Leasing	13,300	13,800	13,900	13,900	0.0%	4.5%
Real Estate	10,200	10,400	10,600	10,600	0.0%	3.9%
Professional & Business Services	116,900	122,300	121,600	122,700	0.9%	5.0%
Professional, Scientific & Technical Services	52,900	55,400	54,700	55,000	0.5%	4.0%
Architectural, Engineering & Related Services	8,800	10,100	10,000	10,000	0.0%	13.6%
Management of Companies & Enterprises	10,200	10,600	10,700	10,700	0.0%	4.9%
Administrative & Support & Waste Services	53,800	56,300	56,200	57,000	1.4%	5.9%
Administrative & Support Services	51,100	53,400	53,400	54,100	1.3%	5.9%
Employment Services	22,000	23,800	24,400	25,700	5.3%	16.8%
Services to Buildings & Dwellings	10,900	11,300	11,200	11,200	0.0%	2.8%



Data Not Seasonally Adjusted

	Oct 13	Aug 14	Sep 14	Oct 14	Percent Change	
			Revised	Prelim	Month	Year
Educational & Health Services	129,800	132,300	133,800	134,900	0.8%	3.9%
Education Services	13,900	13,000	13,600	14,200	4.4%	2.2%
Health Care & Social Assistance	115,900	119,300	120,200	120,700	0.4%	4.1%
Ambulatory Health Care Services	42,300	43,900	44,800	44,700	-0.2%	5.7%
Hospitals	23,800	24,100	24,100	24,200	0.4%	1.7%
Nursing & Residential Care Facilities	15,700	15,800	15,800	15,800	0.0%	0.6%
Leisure & Hospitality	86,000	89,700	86,400	86,100	-0.3%	0.1%
Arts, Entertainment & Recreation	13,600	13,900	13,500	13,300	-1.5%	-2.2%
Accommodation & Food Services	72,400	75,800	72,900	72,800	-0.1%	0.6%
Accommodation	8,100	8,400	8,100	7,700	-4.9%	-4.9%
Food Services & Drinking Places	64,300	67,400	64,800	65,100	0.5%	1.2%
Full-Service Restaurants	29,600	30,100	28,500	29,100	2.1%	-1.7%
Limited-Service Eating Places	31,400	32,400	31,400	30,600	-2.5%	-2.5%
Other Services	28,400	29,100	28,800	28,000	-2.8%	-1.4%
Repair & Maintenance	8,500	8,500	8,400	8,300	-1.2%	-2.4%
Government	224,500	217,000	220,000	227,100	3.2%	1.2%
Federal Government	13,600	13,500	13,500	13,500	0.0%	-0.7%
Department of Defense	1,600	1,600	1,700	1,700	0.0%	6.3%
State & Local Government	210,900	203,500	206,500	213,600	3.4%	1.3%
State Government	111,100	111,400	111,300	114,700	3.1%	3.2%
State Government Education	27,600	26,000	25,900	29,100	12.4%	5.4%
State Government Excluding Education	83,500	85,400	85,400	85,600	0.2%	2.5%
Local Government	99,800	92,100	95,200	98,900	3.9%	-0.9%
Local Government Education	57,300	48,300	52,200	56,200	7.7%	-1.9%
Local Government Excluding Education	42,500	43,800	43,000	42,700	-0.7%	0.5%
County	18,000	18,300	18,300	18,300	0.0%	1.7%
City	9,600	10,200	9,800	9,700	-1.0%	1.0%
Special Districts plus Indian Tribes	14,900	15,300	14,900	14,700	-1.3%	-1.3%

**Notes:**

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

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

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

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

#####

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

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Yolo County	98,200	91,600	6,600	6.7%	1.000000	1.000000
Davis city	39,200	37,500	1,700	4.2%	0.409375	0.251572
Esparto CDP	1,000	900	100	7.2%	0.009693	0.010482
West Sacramento city	16,200	14,500	1,700	10.6%	0.157748	0.259958
Winters city	3,600	3,300	300	7.7%	0.036250	0.041929
Woodland city	28,600	26,300	2,300	8.0%	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-E – INFORMATION

### HEAD START REPORTS

#### BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

**REGULAR MEETING OF THE HEAD START POLICY COUNCIL**

*(Minutes reflect the actual progress of the meeting.)*

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

Tuesday, October 28, 2014  
9:00 a.m.

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

Ms. Lynda Williams called the meeting to order at 9:15 a.m. Ms. Lenda Wheeler read the thought of the day. Ms. Linda Litka 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  
Linda Litka, San Juan Unified School District  
Kristyn Ingram, Twin Rivers Unified School District  
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  
Genevieve Levy, Sacramento Food Bank & Family Services  
Jenna Kline, Community Representative, KVIE Public Television

**Members Absent:**

Steven Wormley, Sacramento City Unified School District (unexcused)  
LaTasha Windham, SETA-Operated Program (excused)  
Richina Siackasorn, WCIC/Playmate Child Development Center (unexcused)

**II. Consent Item**

**A. Approval of the Minutes of the September 23, 2014 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Espinoza, second/Wheeler, to approve the September 23 minutes as distributed.

Show of hands vote:

Aye: 11 (Duran, Espinoza, Fietzek, Ingram, Julian, Kline, Levy, Litka, Tate, Wheeler, K. Williams)

Nay: 0

Abstention: 1 (L. Williams)

B. Approval of Revised Fiscal Policies and Procedures

This item is brought forward for approval every year; Ms. D'et reviewed changes.

Moved/Wheeler/second/Ingram, to approve the revised fiscal Policies and Procedures.

Aye: 11 (Duran, Espinoza, Fietzek, Ingram, Julian, Kline, Levy, Litka, Tate, Wheeler, K. Williams)

Nay: 0

Abstention: 1 (L. Williams)

III. **Action Item**

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

Ms. Williams reviewed this board item.

A public hearing was opened and Ms. Williams solicited public testimony.

Moved/Tate, second/Julian, to continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws as attached.

Aye: 11 (Duran, Espinoza, Fietzek, Ingram, Julian, Kline, Levy, Litka, Tate, Wheeler, K. Williams)

Nay: 0

Abstention: 1 (L. Williams)

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

Ms. Fietzek left at 9:25 a.m.; returned at 9:28

Applications for Past Parent and Grandparent representatives were distributed.

Vote for Past Parent:

Tate: 8

Espinoza: 2

Jamison:0

Fietzek out of the room during the vote.

Vote for Grandparent: Mr. Tate withdrew his name for Grandparent

Wheeler: 11

Ms. Desha asked if the board would consider Ms. Jamison as an alternate, the board agreed to move her as alternate for Past Parent.

Moved/Tate, second/Wheeler, to approve the Past Parent representative and alternate members and the Grandparent representative.

Aye: 11 (Duran, Espinoza, Fietzek, Ingram, Julian, Kline, Levy, Litka, Tate, Wheeler, K. Williams)

Nay: 0

Abstention: 1 (L. Williams)

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

The board went into closed session at 9:37 a.m. The board went back into open session at 9:51 a.m. Ms. Lynda Williams reported out that the Policy Council approve the eligible lists for the Family Services Worker, Range III; Associate Teacher, Tier II & III; and Personnel/Human Resources Department Chief.

Mr. Roy Kim urged all board members to consider participating in application screening in the personnel/human resources department. All parents are given training.

IV. **Information Items**

A. *Life After Head Start....*Ms. Mary Brown (former PAC Chair & PC representative)

Ms. Desha introduced Ms. Mary Brown, a PAC board member from 2008-2011. Ms. Brown also served on the Policy Council. Ms. Brown urged all board members to be involved in their child's classroom and to get to know the teachers.

The PAC took a break until 10:40 a.m.

B. Standing Information Items

- PC/PAC Calendar of Events: Ms. Williams reviewed the calendar of events; there will be a Budget/Planning Committee and Parent Ambassador meeting held November 14. The November 13 Sacramento City meeting is at 9:00 a.m., not 11:00 a.m.
- PC/PAC End-of-Year Appreciation Oral Reports: Ms. Williams attended the event along with her husband; she had a great time. Ms. Lenda Wheeler reported that she had a great time and felt so empowered. Ms. Williams thanked staff for their support and how much they empower board members.
- Parent/Family Support Unit Events and Activities: No additional report.
- Parent/Staff Recognition – Ms. Williams presented the following members with gifts and certification of recognition: Jenna Kline, Kristyn Ingram, Genevieve Levy, and Kenneth Tate. Ms. Williams announced that Mr. Tate has perfect

attendance as does Mr. Kenny Williams, but Mr. Williams he has not been on the board long enough to be recognized.

- Community Resources-Parents/Staff: Ms. Levy distributed a food distribution calendar and information for the Sacramento Food Bank. Ms. Levy stated that the free turkey distribution is scheduled for Monday, November 24, beginning at 8:00 a.m., 3333 3<sup>rd</sup> Avenue, Sacramento. Additional flu shot clinics are scheduled for November 6 and 13. Ms. Levy announced that she will not be on the board next year but will provide program updates to staff.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reviewed the Head Start expenditures ended 9/30, two months into the new program year. The non-federal share is low because it is the beginning of the new program year. The administrative expenditures are at 11.5%. During the Budget/Planning Committee meeting, expenses were reviewed. While reviewing the occupancy costs we noticed that the security costs were over budget. Ms. Patterson said she would look into it to see why it was high. After doing some research Ms. Patterson found that the Agency is providing additional security at Nedra Court which greatly increases the security costs. Ms. Patterson urged all board members to attend the Friday, November 14 meeting.

C. Governing Board Minutes of September 4, 2014: No questions.

D. Fiscal Monitoring Reports: No questions.

## V. **Committee Reports**

A. Executive Committee: Ms. Williams reviewed the Executive Committee critique.

B. Budget/Planning Committee: Mr. Tate reported on the October budget meeting. It was a short meeting since it is a new program year. Mr. Tate thanked board members for their participation. Ms. Patterson provided a report attaching a dollar amount to the hours participated in board and subcommittee meetings. It totaled over \$65,000 over the past year.

C. Personnel/Bylaws Committee: These meetings are complete.

D. Social/Hospitality Committee: These meetings are complete.

E. Parent Ambassador Committee: Ms. Linda Litka reported that attendees at the last meeting did a lot on the \$2 per Child activity. Committee members will be making greeting cards with children's art; these cards will be available for sale.

F. Men's Activities Affecting Children Committee (MAACC): Mr. Kenny Williams thanked those that worked on the September 17 BBQ.

- G. Maternal, Child and Adolescent Health Advisory Board: This board meets quarterly and will meet again in November.
- H. Sacramento Medi-Cal Dental Advisory Committee: Ms. Williams attended this meeting and reported that dental vans are being planned. These vans will be going 'live' in the near future. The next meeting will be November 20.
- I. Community Agency Reports: Ms. Levy stated that in order to do the distribution on November 24, turkeys need to be donated on November 21<sup>st</sup>. Ms. Levy urged anyone willing to donate a turkey to come to her office between 4:30 a.m. – 7:00 p.m. to donate. The turkeys donated on Friday are then donated on Monday. Sacramento Food Bank has a number of volunteer opportunities; she will send information on ways to participate in the Food Bank's activities. She will not be at the November PC meeting.

## VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: Ms. Denise Lee had a follow up visit from the T/TA group that visited the delegate agencies. They had very good feedback on environments. Additional information has been requested so staff has requested an extension to December 13. The curriculum is being updated and all staff are in the process of being trained on the new curriculum and how staff address safety in the classroom.

Ms. Lee reviewed the Program Information Report which is a statistical report that is required by the Office of Head Start.

Ms. Lee thanked Ms. Levy and Ms. Kline for their participation over the year.

Parent Intern opportunities will be posted very soon. Positions were selected based on their possible lead to jobs here or jobs in delegate agencies. All parents will be sent a copy of the job openings.

- C. Head Start Managers' Reports
  - ✓ Brenda Campos: Grantee Program Support Services: In November, the Quality Assurance team will be doing unannounced visits to implement the Five Steps To Supervision. In December, the Quality Assurance team will be in Elk Grove monitoring their program.
  - ✓ Lisa Carr: Parent, Family & Community Engagement: No report.
  - ✓ Karen Gonzales: Child Development & Education Services: Ms. Gonzales reported that staff is in the process of collecting assessment data for children. The DRDP data will be processed here and results will be sent out to each



parent. An action plan will be submitted teachers. The delegates will be submitting their updated action plan this week.

- D. Chair's Report: Ms. Williams stated that Head Start celebrated its 50<sup>th</sup> year anniversary last month.
- E. Open Discussion and Comments: Ms. Campos distributed a survey form to board members and asked that they return the form listing any community agency that is utilized that may be helpful to other families. SETA is working to compile a list of organizations which will be distributed.

Ms. Marie Desha asked board members that signed up for Introduction to Toastmasters and Social/Hospitality Committee to see her after meeting.

- F. Public Participation: None.

**VII. Adjournment:** The meeting was adjourned at 11:45 a.m.

# Head Start Monthly Report

## November 2014



### **SETA Operated Program**

#### **Program Support Services Unit**

*Quality Assurance and Monitoring Unit:* QA staff conducted unannounced health and safety supervision co-observations with visiting OHS Grantee Specialists on October 2-3 at all 5 Delegates. Comprehensive QA monitoring visits were also conducted at SOP centers namely Marina Vista, Mather, Crossroads, Fruitridge, Elkhorn, Bannon Creek, Freedom Park, Galt and LaVerne Stewart Head Start centers. Individual Exit Meetings with centers are being scheduled to share monitoring results.

*Delegate Kick-Off Meeting: 'Head Start: 50 Years of Opportunity October; SETA: 32 Years of Success: Celebrating Our Diversity':* Our annual meeting and training event was held on October 16, 2014 at the Citrus Heights Community Center. WCIC/Head Start received special recognition and award for their 50 years as a Head Start Program. Guests included Rick Mockler, Executive Director of CHSA and Carl Mack, Ph.D. who facilitated a group discussion on revisiting the concept of diversity and its meaning in our current times, 50 years after Head Start was started.

*Step Up to SUPERVision Training and Protocol:* As of October 31, 2014, all Delegates have participated in this mandatory training to enhance our current systems of child safety and supervision at the centers. Continuing unannounced child safety and supervision site visits will be based on this enhanced system. This training was developed and provided by SETA-Operated Program Operations Education staff led by Karen Gonzales, Manager and Program Support Services Education Coordinators.

#### **Program Operations Unit**

SETA has been in a multi-year process with full implementation of The Teaching Pyramid, which is based on CSEFEL strategies (Center on Social Emotional Foundations for Early Learning). All teaching staff has now completed the standard 3 modules of the training program with many classrooms also receiving enhanced coaching supports.

We are excited to be taking this project farther with the participation in the “Teaching Pyramid Going Deeper Training Series” that occurred this month. Teaching staff who are participating are learning additional strategies to strengthen their teaching methods, classroom environments and relationships with children and families.

In addition, all lead Teachers attended a session to discuss the new mental health policies and procedures that reflect the Teaching Pyramid tools and expectations. By putting consistent referral expectations and practices in place, the response and plans developed for children will be much more effective.

### **Family Engagement Unit**

This month, Family Service workers participated in the following community events to increase visibility and recruitment opportunities for our Head Start/ Early Head Start Programs:

- Harvest Festival sponsored by the Mutual Assistance Network
- Sacramento County Farm Bureau Health and Safety Fair
- Fall into Health Community and Outreach Fair sponsored by Bridge Network
- North Highlands Jubilee Sponsored by the Rotary Club

The Family Service Worker is a standing agenda item the last Wednesday of every month at the Louise A Perez community center in the south area. This helps keep the community aware of the Illa Collin Head Start program.

In addition to the on-going recruitment, the Head Start website gets about 10-20 inquiry requests for information almost every day. These requests are forwarded to either a delegate agency for potential enrollment, or to a grantee site for possible enrollment.

### **Elk Grove Unified School District Education Services Update**

Karen Taylor, Education Specialist from the Sacramento Employment and Training Agency (SETA), presented training on how to keep children within sight and sound in the classroom and accounted for during transitions in and out of the classroom. Her presentation included, “Six Steps To Supervision” as a model for staff to use to assure no child is left alone or unsupervised while under their care. Teachers were asked to use the “Six Steps to Supervision” plan as a guide for creating their own supervision plan. These plans will be posted in our classrooms.

### **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 31 students with active IEPs being served, which is six percent (6%) of our Head Start student population.

### **Health Services Update**

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

### **USDA Meals/Snacks**

In October, 15,222 meals were served to our Head Start students. October'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 David Reese Elementary School and William Daylor High School. These workshops took place in the classroom at the beginning or end of class periods in order to maximize parent participation. An average of 16 parents attended from each of the sites.

An "English Family Literacy" workshop was held on October 7, October 14, October 21 and October 28, at Herman Leimbach Elementary School. The class provides English speaking parents with information to assist them with strategies for establishing a reading routine in their home. An average of seven (7) parents attended the workshop.

"Read To Me Daddy/Pizza With Papa", a workshop designed to help males learn the critical impact the male role-model has upon a child's development and success in life, as well as give strategies for making the most of the time they spend with their children, was held at Herman Leimbach on October 1, at David Reese on October 8, at Charles Mack on October 15, at Samuel Kennedy on October 22, and at Florin Elementary on October 29. Thirty-nine (39) parents attended the workshop at Herman Leimbach Elementary, forty-three (43) parents attended the workshop at David Reese Elementary, thirty (30) parents attended the workshop at Charles Mack Elementary, thirty-nine (39) parents attended the workshop at Samuel Kennedy Elementary, and eighteen (18) parents attended the workshop at Florin Elementary.

### **Recruitment**

Individual registrations are taking place and 16 students are on the wait list for the Head Start program.

## **Sacramento City Unified School District**

### **Health and Nutrition**

Preschool Nurses have completed all the sensory screenings within the 45 day time line and are now screening children who were late entries to the Head Start program.

All three Preschool Nurses attended the SETA Head Start Annual Delegate Kick-Off on October 16<sup>th</sup>. The nurses reported that the keynote speaker's interactive presentation on "Celebrating Our

Diversity” was informative and interesting. The audience participation gave additional emphasis to this important topic and challenged the ways that a person thinks of and approaches diversity.

The Dental Varnish clinics for fall season began with good preschool participation to date. Nurses are all contacting families to assist and ensure Head Start and State students with dental needs have a dental provider to render care for them.

All three preschool nurses are currently conducting telephone or in-person contact with Head Start parents regarding BMI follow-up from September heights and weights measurements. In addition, children with low hemoglobin/hematocrit status are being referred for follow-up by our Registered Dietitian, Karen Ito. The Child Development (CHDV) Department is fortunate to have a contracted Registered Dietitian to provide counseling for the families of preschoolers who are underweight, overweight, obese, anemic or have been exposed to lead.

The Registered Dietitian will be conducting Nutrition Workshops at 19 preschool locations this year. She will be presenting these nutrition topics at the monthly Parent Meetings held at the school site.

The preschool nurses continue to remain vigilant regarding communicable illnesses in the classroom and continue to instruct teachers on symptoms of various communicable illnesses and ways to prevent the spread of infectious illness in the classroom. As well, the nurses provided each preschool Head Start and State classroom with Enterovirus D68 color posters and Parent Factsheets in English and Spanish from the Center for Disease Control (CDC).

### **Mental Health and Family Engagement**

Early Head Start home visitors, Resource Teacher, and the social worker attended the first of Four Module Trainings of the Teaching Pyramid for Family Coaching Infant/Toddlers through SCOE and presented by West Ed. The social worker and home visitor attended the second Leadership Team meeting this month also.

Selected home visitors continue to attend the monthly Family Development Credentialing Training.

The Early Head Start Professional Learning trainings included a presentation by, Tracy Tomasky, Ed.D., who is continuing her work with the EHS team on managing change. Her work included group discussions, team building exercises, break-out groups, and facilitation of discussion regarding creating and establishing the home visitors’ mission and purpose when engaging with families.

### **Special Education**

During the month of October, Sacramento City Unified School District Child Development Department served 91 Head Start preschool children with IEPs and 14 Early Head Start children with IFSPs.

In collaboration with the Special Education Department and SCOE programs that co-teach in our Head Start full inclusion preschool programs, Child Development staff engaged in training all the staff in the newly devised Child Safety and Supervision Policy and Procedures.

The collaborative staff also had the opportunity to attend additional CSEFEL, social emotional development trainings. These trainings have increased staff’s previous knowledge in this

framework, which have been a part of CHDV's professional learning agenda over the course of the past three years. The topics engage attendees in "Deeper" discussion and thought compared to previous presented information/material. These opportunities have significantly helped staff to maintain fidelity with regard to the implementation of CSEFEL strategies—to "freshen up" and "reboot" the social emotional teachings for this school year.

### **Early Head Start**

Early Head Start has had great success thus far, with one home visitor recently transferred to EHS who is currently facilitating meeting with home visitor staff.

Home visitors are working on serving younger, pregnant moms who speak a language other than English. Additionally, CHDV has ordered curriculums in Spanish in order to better support monolingual Spanish families.

Children's smooth transitions from the home visiting option to preschool have also been occurring with much success. Successes in this area are being vetted and discussed among staff during staff professional learning events.

CHDV sponsored a Fall Festival on October 28<sup>th</sup>; approximately 100 Head Start and Early Head Start enrollees attended. Families reported they had a lot of fun and shared their hope the event will be an annual one.

Five of the home visitors are participating in the Family Education Credential program, indicated above. Individuals are learning a lot of critical information that will help to bolster their work with families.

Six staff members are participating in the Infant/Toddler Teaching Pyramid for Home Visitors, which is being sponsored by SCOE. This is yet another training venue that is providing staff a wealth of information relative to working effectively with participating families.

Child Development has set up an account with WellSpace Health in order to provide assistance to the families in acquiring a TB test. Hopefully, this will increase families' ability to volunteer in the program. Please note that SCUSD is no longer providing this service to families.

## **San Juan Unified School District**

### **Education Services Update**

Teachers are finishing their first DRDP assessments of all children in late October. This will give them information to begin to plan for strategies to use with their whole class as well as with individual children. This data will be shared with families in November and December in the first parent conferences. Those classes piloting the *Creative Curriculum* studies are beginning the study of "Trees" and those using *Houghton Mifflin* are beginning the theme of "My Family, My Community". All classes are focusing on the letters Ss and Pp. Children continue their math work on counting and cardinal numbers. By the end of the month they will be introduced to the construction of simple sets of 1-5 objects.

### **Disabilities Services Update**

There are currently 77 children with IEPs enrolled in the San Juan preschool program. The month of October is also the deadline for rescreening certain children that have been enrolled since the first day of school. Many, many referrals have been submitted to the Special Education Department's Speech Therapists, who also serve the preschools. The timeline for many of these referrals is quickly coming to a close, so results are beginning to emerge and more students are being placed in the preschool programs with Special Education support, entering Special Education classes, or they are being referred for further assessment. The hours have been reduced in the screening center used for initial screenings to one day a week for two hours per day.

### **Mental Health Services Update**

The Mental Health Therapist has given talks to staff, teachers, and parents on 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. Also, teachers continue to be given support on the implementation of mental health criteria found in the Operations Guide.

### **Nutrition Services Update**

The annual CACFP Roundtable conference provided a variety of workshops addressing the needs of multiple program types. Since most providers were anxiously awaiting the updated USDA meal pattern, it was disappointing to be informed that the document is still in review! As a keynote speaker, Dr. Barbara Bettencourt of the Children's Television Workshop presented a nostalgic walk through the history of Sesame Street and the strong influence the characters, specifically Elmo, have on families throughout the world.

### **Health Services Update**

Health is screening for the 2014-15 school year in the centralized screening room one day per week. The 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. The Health Team is continuing to work with Smile Keepers to complete dental screenings in the classrooms through November.

### **Family and Community Partnerships Update**

The Policy Committee held its first meeting of the 2014-15 school year that included new representatives in attendance. Outgoing board members were recognized and the newly elected executive board was welcomed. At next month's meeting the committee will begin creating subcommittees as well as taking the names of those interested in sitting in on interviews to hire staff. The new executive board met for the first time to set next month's agenda and create orientation folders for new representatives.

### **Transition Services Update**

October has been a very busy month with many fall harvest literacy events occurring. Connections between the families and the classroom have been strong with many families attending these events. The families are gaining a better understanding of how their children are being prepared for kindergarten by all the fun and meaningful activities that are occurring in the preschool classrooms.

### **Program Support/Staff Training Update**

Teachers participated in various Professional Learning Community gatherings in early October. They were able to choose from a variety of topics, including “Creative Curriculum Studies and Planning for Activities Generated by Student Interest,” “How the Preschool Learning Foundations and Curriculum Framework Lay the Foundation for Common Core Standards,” and “Successful Science Activities Shared by Teachers.” The mid-month training was on “Communication Judo” where different strategies for conflict resolution were discussed. This topic pertained to difficult communication between adults.

### **Fiscal Update**

All reports were submitted on time for the month of October, including the End Of Month Attendance and Enrollment Reports, which are due the 3<sup>rd</sup> of each month; the In-Kind and Attendance Report due to SETA on the 10<sup>th</sup> of each month; the Credit Card Report (which provides all charges made to both the HS and EHS programs), the Parent In-Kind and Attendance Report, the CCFP HS and EHS Meal Count Report, and the Attendance and Enrollment Report, all of which are due for the Parent Committee meeting on the second Thursday of the month; and all Board Communiqué Reports due to San Juan Unified School District’s Board of Education. Not only were all the reports submitted to SETA and to other groups, but a preliminary 1<sup>st</sup> Interim was done so that Early Childhood Education could see if all budgeted lines were budgeted at the correct amount for Fiscal Year 2014-15. A Multi-Year Projection was also completed so that costs could be considered across three years. With this report one is able to look at the whole ECE department and make changes accordingly.

### **Early Head Start Update**

This month the Early Head Start staff heard from a panel of local community partners in a Disability Awareness discussion at the First Friday Training. The panel included representatives from the Sacramento County Office of Education, Alta Regional Center, and the San Juan Unified Special Education department. The referral process was discussed, as well as what kind of services each program provides. As part of the training, each site received a binder with information about the common types of special needs that are encountered in the program, as well as resources for staff and the updated referral process. In addition, several support and teaching staff attended a two day web-based conference on inclusion that was hosted at the Sacramento County Office of Education. The information gathered there will help staff to further support each other and the families of children with special needs.

## **Twin Rivers Unified School District**

### **Events**

During the month of October, all sites participated in the annual Red Ribbon Week celebration which emphasizes healthy lifestyles, free of drugs and alcohol. As part of the celebration, every classroom decorated their classroom doors with anti-drug slogans that were judged by District personnel and parents. During the week, the School Social Worker facilitated classroom lessons on the effects of drugs on your body and focused on the need for students to make positive choices. Students also participated in spirit days along with teaching staff to show their support for being drug-free.



On October 30<sup>th</sup>, all sites gathered at Morey Avenue for the annual Fall Festival celebration. The exciting event was well attended by parents and students who had fun with sensory tables, pumpkin picking games, classroom photos and hay wagon rides.

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 projected to be November or December.

The Oakdale site continues to operate with substitute staffing until further notice.

### **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 October 23<sup>rd</sup>, the ECE Department participated in the Professional Development Workshop related to action plans for the recent CLASS observations. The CLASS scores for TRUSD were discussed overall and teaching staff also reviewed their individual scores. On October 31<sup>st</sup>, all teaching staff also participated in a district wide Professional Development Day with an emphasis on CLASS and Safety and Supervision. Education Coordinators from SETA facilitated SUPERvision training with teaching staff and safety plans for all classrooms were developed. The next workshop is scheduled for November 12<sup>th</sup> and will focus on developing action plans for ECERS and DRDP assessments.

### **Components**

The third Community Liaison, Claudia Rodgers, came onboard on October 27<sup>th</sup> with the fourth position possibly being filled by December 2014. Community Liaisons continue working with their respective Complexes to complete Family Partnership Agreements with all parents and provide services/resources as needed. The staffing group also continues providing monthly nutrition activities and the tracking of blood lead results, hemoglobin and lead risk assessments for Childplus tracking purposes.

Students participated in dental varnishings with the Health Component Leader on October 7, 8 and 9<sup>th</sup> as well as October 14<sup>th</sup> at Oakdale. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis. The District Nurse and Health Assistant completed hearing and vision screenings for Rio Linda students on October 15<sup>th</sup>.

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 School Social Worker is also scheduling the first round of meetings with parents to discuss any behavior or academic concerns noted by teaching staff.

The Community Liaisons continue meeting 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 5 vacant SLP positions. Two SLPs from different sites assisted with the initial screenings and a SLP for the Head Start programs will be assigned as soon as the district finds an available SLP.

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 have been completed and teaching staff are working on their respective action plans.

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 Committees**

The first meeting for 2014-2015 group was held on October 23<sup>rd</sup> at Morey. The new group was seated by the former group and an Officer Orientation was also held. The agenda included approval of the meeting minutes from the September meeting and the election of Committee Officers. Parent Committee meetings were held at Oakdale and Rio Linda on October 21, 2014. Each group elected a Chair and Vice Chair.

The classroom parent meetings for October 2014 focused on lead prevention and included a presentation from the County Office of Health.

### **Fiscal**

The ordering of appropriate materials and supplies to support the Head Start programs has started as results of the CLASS observations and ECERS have been provided.

## **Women's Civic Improvement Club (WCIC)**

### **Enrollment**

During the month of October 2014, WCIC's Enrollment was maintained at 100%.

### **Health**

WCIC/Playmate Head Start Program's children received Dental Screenings on October 6, 2014 from Dr. Eric D. Phillips.

### **Trainings**

WCIC/Playmate Head Start Program staff received a Strengthening Families by Building Protective Factors Training by Ms. Kalyca Seabrook, MCART Training Specialist from The Child Abuse

Prevention Center (CAPC) on October 3, 2014. Ms. Seabrook gave an overview on Strengthening Families by Building Protective Factors. Families thrive when protective factors are robust in their lives and communities. There are 6 Protective Factors: Nurturing and Attachment; Knowledge of Parenting and Child Development; Parental Resilience; Social Connections; Concrete Supports in Times of Need; and Social and Emotional Competence of Children.

WCIC/Playmate Head Start Program received training on Safety and Supervision by Kim Bonnema and Karen Taylor, Education Coordinators from SETA Head Start on October 31, 2014. They gave an overview of Safety and Supervision. They passed out the following: “1248A Classroom Safety Plan, SETA Head Start Transition Log, Classroom Supervision Plan, Transition Form Guidance and STEP Up to S.U.P.E.R.” Ms. Bonnema and Ms. Taylor discussed “What is S.U.P.E.R. vision?” S-Stop, U-Unite and Gather, P-Perform a Sweep, E-Exact Count, R-Roll Call and Recount. Stop is a clear attention getter and signals the stopping of what the children are doing. Unite and Gather is a designated spot to gather all the children away from traffic. Perform a Sweep is when a designated staff does a sweep of the area to ensure children are not hiding or unsupervised for any reason. Exact Count is when a staff person counts out loud and compares a head count to see if all the children are in the designated area. Roll Call and Re-Count is when staff use a transition log to make visual and physical contact with each child and marks them off to ensure they are there and moving to the next area. When used correctly the Transition Log is an essential tool to ensure children transition from one area to another in full supervision.

### **Fiscal**

Ms. Davis, Executive Director/Head Start received WCIC’s Fiscal Monitoring Letter dated October 22, 2014 from Ms. Mayxay Xiong, Fiscal Monitor with Grantee (Sacramento Employment and Training Agency). There are no corrective actions required.

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

ACF-IM-HS-14-05 2014 Head Start Audit Compliance Supplement  
ACF-IM-HS-14-06 Helping Children and Families Experiencing Domestic/Intimate Partner Violence



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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment 10/31/2014</b>	<b>(b) % Actual to Funded</b>	<b>Attendance on Last Day of Month</b>	<b>(c) % Attend. to Funded</b>
Elk Grove USD	480	480	100	427	89
Sacramento City USD	1,312	1,312	100	1,136	87
SETA	2,002	1,964	98	1,350	67
San Juan USD	700	702	100	554	79
Twin Rivers USD	243	207	85	175	72
WCIC/Playmate	120	120	100	102	85
<b>Total</b>	<b>4,857</b>	<b>4,785</b>			

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment 10/31/2014</b>	<b>(b) % Actual to Funded</b>	<b>Attendance on Last Day of Month</b>	<b>(c) % Attend. to Funded</b>
Sacramento City USD	144	144	100	95	66
SETA	349	360	103	230	66
San Juan USD	160	163	101	122	76
<b>Total</b>	<b>653</b>	<b>667</b>			

(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.



# SETA Head Start Food Service Operations Monthly Report \*October 2014

**October 3rd** - Minimum Day Preschool & EHS Full Day Classes

**October 10th** - Closed the Mather Kitchen due to staffing issues.  
Mather staff and production moved to the WCIC and Central kitchens.  
Some classes closed due to WestEd Training.  
The morning class closed at Vineland due to staffing issues.  
The Phoenix Park Center closed due to lack of water.

**October 16th** - The morning class closed at Illa Collin due to staffing issues.

**October 17th** - Delegate Kick-Off - Supplemental food and supplies provided for 120 guests.  
Some classes closed due to WestEd Training.

**October 22nd** - Home Base Field Trip Special Field Trip Menu provided for 96 guests.

**October 24th** - Home Base Field Trip Special Field Trip Menu provided for 160 guests.  
Daddy & Me at the North Avenue Center - 20 extra breakfasts & lunches sent for the event.

**October 28th** - Daddy & Me at the Sharon Neese Center - 20 extra breakfasts sent for the event.

**October 29th** - Kennedy Estates closed for pest management.

**Meetings:**

October 16th - Central Kitchen Staff Meeting- email sent to all kitchens on items discussed.

**Total Number of Meals and Snacks Prepared for All Kitchens**

Lunch	PM Snack	Breakfast	Field Trips
43,462	25,980	28,338	640

Total Amount of Meals and Snacks Prepared 98,420

**Purchases:**

Food	\$82,217.97
Non - Food	\$14,360.72

Building Maintenance and Repair: \$591.97

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$501.87

Vehicle Maintenance and Repair : \$17.59

Vehicle Gas / Fuel: \$1,904.42  
Normal Delivery Days 23

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 10/31/14)

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)	13 (5 %)	N/A
Elk Grove USD (480)	31 (6.4 %)	N/A
Sacramento City USD (1312)(144)	91 (7 %)	14 (10%)
San Juan USD (700) (160)	77 (11%)	19 (11.8 %)
WCIC (120)	2 (1.6 %)	N/A
SETA (2002) (349)	143 (7 %)	59 (17%)
<b>County (4857)* (653)**</b>	<b>357 (7.3%)</b>	<b>92 (14%)</b>

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

## 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.