



GOVERNING BOARD

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County of Sacramento

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, April 2, 2015

TIME: 10:00 a.m.

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

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

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Refugee Services: None.
Community Services Block Grant: None.

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VI. Adjournment

DISTRIBUTION DATE: THURSDAY, MARCH 26, 2015

Update on the Roles and Responsibilities of the Governing Board And Its Oversight of the Head Start/Early Head Start Program

The *Head Start Program Performance Standards* clearly state the roles, functions, and responsibilities of governing bodies and policy groups in relation to the Head Start and Early Head Start programs. They clearly define how the governing body and policy group partner with program staff to ensure that high-quality services are provided to children and their families.

Guest Presenter, Mr. Jerry Gomez, will present updates regarding the roles and responsibilities of the Governing Board as it relates to the oversight of the Head Start/Early Head Start Program.

Mr. Jerry Gomez is a management consultant with over 30 years Federal and private experience in administering and developing Head Start programs. As the former associate director for Head Start in ACF Region IX, Jerry has in-depth knowledge in Head Start's numerous rules, regulations and interpretations and now assists numerous agencies to achieve sustainable program compliance. He has conducted over 120 Federal reviews, dozens of individual self-assessments, and provided extensive management training at conferences and workshops for directors, managers, and governing bodies as well as individualized training and technical assistance for dozens of Head Start programs.

Mr. Gomez combines his consulting expertise with challenging but realistic expectations, a commitment to Head Start's core principles, and a generous dose of humor and support.

ITEM II-A - CONSENT

MINUTES OF THE FEBRUARY 5, 2015 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 5, 2015 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, February 5, 2015
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:07 a.m.

Members Present:

Don Nottoli, Chair, Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors

Members Absent:

Allen Warren, Councilmember, City of Sacramento; Jay Schenirer,
Councilmember, City of Sacramento

- ➔ Introduction of New Governing Board Member: Supervisor Patrick Kennedy: Mr. Nottoli introduced Mr. Kennedy and welcomed him. Mr. Kennedy said he looked forward to serving.

- ➔ Recognition of long-term employee: **Joan Kidwell**, Accountant I (35 years)

Ms. Mary Bonanno recognized Ms. Kidwell who started in 1980 and has been the longest duration employee in the history of SETA. Mr. Nottoli thanked Ms. Kidwell for her dedicated efforts.

II. **Consent Items**

- A. Minutes of the December 4, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Out-of-State Travel to Attend the Refugee Livelihoods: Innovations in Career Laddering Conference

Moved/Sherman, second/Kennedy, to approve the consent items as follows:

- A. Approve the December 4, 2014 minutes.
- B. Approve the claims and warrants for the period 11/26/14 through 1/29/15.
- C. Approve out-of-state travel for Michelle O’Camb to attend SMU’s Refugee Livelihoods: Innovations in Career Laddering conference in Dallas, TX on March 4-5, 2015 at a cost not to exceed \$1,800. Mr. Thatch said that the date of the event is now uncertain.

Roll Call Vote:
Aye: 3 (Kennedy, Nottoli, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Warren, Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Authorization for Executive Director to Negotiate and Execute an Agreement with Ray Morgan Company to Purchase Additional Licenses to use Laserfiche and to Develop Automated Workflows

No questions or comments on this item.

Moved/Sherman, second/Kennedy, to make the necessary sole source finding: Non-competitive procurement of additional Laserfiche licenses and services from Ray Morgan Company is justified because Ray Morgan Company is the only value-added reseller of Laserfiche software licenses and related services in California. In addition, authorize the Executive Director to negotiate an agreement with Ray Morgan Company to purchase additional licenses and services for an aggregate amount not to exceed \$100,000.

Roll Call Vote:
Aye: 3 (Kennedy, Nottoli, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Warren, Schenirer)

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Job Classifications of Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory and Non-Supervisory) and the Related Salary Schedules

Mr. John Allen stated that the intent of this item is to merge the Health Coordinator and Nutrition Coordinator into one role for greater compliance with Head Start regulations, greater efficiency, and service to our parents and families. No SETA employee will lose their job. We are using numerous consultants on a part time basis now. The goal is to have one or two full time employees.

Mr. Nottoli asked Mr. Allen if all employees require driver's license and if there has been any changes in the regulations. Mr. Thatch said he did not know of any circumstance where someone was disqualified from getting one.

Mr. Nottoli asked what would happen if they were disabled and Mr. Thatch said they would be reasonably accommodated.

Mr. Nottoli opened a public hearing; there were no comments.

Moved/Sherman, second/Kennedy, to make close the public hearing and approve the job classification of Head Start/Early Head Start Health/Nutrition Coordinator (Supervisory and Non-Supervisory) and the related salary ranges noted in the staff report.

Roll Call Vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Warren, Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval to Augment Sacramento Works Training Centers (SWTC) with CalWORKs Funds for Additional Adult Basic Education/General Education Diploma (GED) Training Opportunities

Ms. Michelle O’Camb said all training center providers offering ABE/GED were surveyed to solicit interest in these additional funds; four expressed interest. Staff has verified that all four have reached their ABE/GED enrollment goals for the entire year. Staff recommends that they be augmented the additional funds.

Ms. Scherman said after reading the fiscal monitoring reports, she is not pleased with the Greater Sacramento Urban League. Why are we augmenting their funding if they are not meeting their fiscal criteria? Ms. O’Camb said this item was prepared prior to them being on corrective action.

Ms. O’Camb said the Greater Sacramento Urban League is under a tuition based budget; any time they submit an invoice, it is based on actual enrollment.

Ms. Loretta Su stated that staff completed the fiscal monitoring report for the Greater Sacramento Urban League where there were some findings for corrective action. Ms. Su described aspects of how the Greater Sacramento Urban League was working toward being in fiscal compliance.

Ms. Scherman expressed concern with this item and will not support them on this agenda item.

Mr. James Shelby was asked to address the board item and address Ms. Scherman’s concerns regarding the augmenting any funding.

Mr. Shelby described the history behind the current fiscal issues and the process of finalizing the audits. Mr. Shelby said it is a challenge to keep things going when there is no cash flow. GSUL staff is doing the best they can and Mr. Shelby feels confident they have turned a corner. He indicated that once we get to June, they will have a positive cash flow again.

Mr. Nottoli asked Ms. Su and Ms. O'Camb if they were comfortable with the recommendation. Ms. O'Camb said the contract is fee based and any invoice is based on actual enrollments.

Ms. Su said from a fiscal standpoint we are working closely with Urban League to ensure that finances will be correct by the end of this fiscal year. Staff has not found any disallowed costs related to the SETA programs.

Ms. Scherman thanked Mr. Shelby for his attendance at the meeting. She has watched the Urban League slowly disintegrate and was pleased to learn he was back on board with the Urban League. Ms. Scherman said that right before Mr. Shelby arrived, she was not going to support the item on the augmentation but has changed her mind based on his testimony. Ms. Scherman requested Mr. Shelby come back in six months with a progress report.

Mr. Shelby stated that he intends to have staff attend a meeting every quarter. There is a new Finance Director and a new Vice President of Programs. Mr. Shelby extended an invitation for board members to tour their facility. Mr. Roy Kim was invited to their retreat last week and he had a chance to meet GSUL's board members.

Moved/Kennedy, second/ Scherman, to approve the augmentation of CalWORKs funds to the SWTCs reflected in the funding chart included in the staff report.

Roll Call Vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Warren, Schenirer)

C. CHILDREN AND FAMILY SERVICES:

1. Approval of Selection Criteria for Enrollment in Early Head Start or Head Start

Ms. Denise Lee said this is our annual approval process for the selection criteria for Head Start and Early Head Start. There are no changes to the Head Start criteria, but there are significant changes to Early Head Start. Ms. Lee stated that the changes are mostly regarding teen moms. They are not called out by age, condensing some of our language.

Mr. Nottoli asked if we are 100 percent enrolled and Ms. Lee said that we are; our hours have been changed to accommodate school times.

Ms. Scherman asked if there is a criterion where a teacher has to have experience before they are hired for Head Start. Ms. Lee said Elk Grove hires all credentialed teachers. They have one of the highest qualified staff in the Sacramento Head Start program. They are thinking of changing the curriculum in the next two years.

Moved/Kennedy, second/Scherman, to approve the selection of criteria for enrollment in Early Head Start or Head Start.

Roll Call Vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Warren, Schenirer)

IV. Information Items

- A. Memorandum of Understanding with California Capital Financial Development Corporation: Mr. Kim said this MOU memorializes the partnership between SETA and California Capital.

Ms. Deborah Douglas expressed pleasure to be part of the organization and is looking forward to continue the long standing relationship.

- B. Sacramento Works First Quarter Performance Report: Mr. Kim stated that overall, we are meeting or exceeding our metrics.
- C. Fiscal Monitoring Reports: No comments.
- D. Employer Success Stories and Activity Report: Mr. William Walker stated that staff is in the process of figuring out how to provide services to Macy's.
- E. Dislocated Worker Update: Mr. Walker said C&C Plumbing has closed their doors.
- F. Unemployment Update/Press Release from the Employment Development Department: Mr. Kim said the employment rate is down to 6.2% for December, probably due to seasonal hiring.

Mr. Nottoli asked if the program does outreach in rural areas or to those with barriers. Mr. Kim stated that the Agency does outreach to limited English speaking and bi-cultural communities but there is always room for improvement.

Mr. Nottoli asked if we do much with River Delta and requested a report back on what services are provided.

G. Head Start Reports

Ms. Lee announced that SETA Head Start received a notice of award for the Early Head Start Childcare partnership grant. The partners will be Sacramento City Unified School District, Sacramento County Office of Education, National Human Development Foundation, and Kinderworld. These providers are already serving infants and toddlers and this will allow us to provide services that Head Start is known for while they stay in their local community setting. It is a five-year grant that started February 1st.

Ms. Lee said Head Start has moved away from indefinite grants to a five-year cycle. This will start in August. OHS will continue their support of as they always have but they will break up the review process.

Ms. Lee said there's a new monitoring report that we will provide on a quarterly basis. Each site is reviewed once a quarter, four times per year. The results of our first report are very good.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: No report.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: Mr. Nottoli stated that he will be out of state during the first week in March so there may be a quorum issue. Ms. Lee stated that staff will poll members to determine another date. Ms. Scherman said she thinks it is important to change the date because it is important to have a quorum as often as possible.

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

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/30/15 through 3/26/15, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 1/30/15 through 3/26/15.

STAFF PRESENTER: Kathy Kossick

ITEM II-C – CONSENT

APPROVAL TO EXTEND AUDIT SERVICES AGREEMENT FOR FISCAL
YEAR ENDING JUNE 30, 2015 AND AUTHORIZE THE EXECUTIVE
DIRECTOR TO SIGN THE AGREEMENT

BACKGROUND:

On April 3, 2014, the SETA Governing Board approved the selection of Gilbert Associates, Inc., to provide audit services for one year with the option of extending the agreement for two additional one-year terms. The agreement allows for an increase of 5% or the Consumer Price Index, whichever is smaller. The Consumer Price Index increased by 1.6% during 2014.

Based on the audit services provided in the current year, staff is recommending extending the agreement for an additional year. The extended contract amount will be \$46,228.

RECOMMENDATION:

Approve the extension of the agreement with Gilbert Associates, Inc., for audit services for the fiscal year ending June 30, 2015, in the amount of \$46,228 and authorize the Executive Director to sign the agreement.

STAFF PRESENTER: Loretta Su

ITEM II-D – CONSENT

APPOINTMENT OF PRIVATE SECTOR APPLICANT TO
THE SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works Workforce Investment Board is a 41-member board charged with providing policy, planning and oversight for local workforce development initiatives. The SETA Governing Board makes member appointments to this board.

The Sacramento Works Board currently has one private sector vacancy. Board members and staff have been making efforts for the last several months to recruit applicants that represent the critical occupational groups identified by the board. Types and size of employers, as well as diversity of the board composition is also taken into consideration.

An application was received for the Private Sector slot.

- ✓ Peter Tateishi, Sacramento Metro Chamber of Commerce

The application has been reviewed by legal counsel and will be sent under separate cover.

The Sacramento Works Executive Committee met on Monday, March 23 to nominate an applicant to be forwarded to the SETA Governing Board for appointment.

RECOMMENDATION:

Review the Private Sector application and make an appointment to the Sacramento Works, Inc. board.

STAFF PRESENTER: Kathy Kossick

ITEM II-E – CONSENT

APPOINTMENT OF MEMBER TO THE COMMUNITY ACTION BOARD

BACKGROUND:

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

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

There is currently one vacancy in the Public Sector. To apply for membership on the CAB, Private Sector organizations must be from any of the following six categories:

1. Business/Industry
2. Labor
3. Religious groups
4. Private welfare/social service agencies
5. Private educational institutions
6. Other major groups or interests in the community as determined by the SETA Governing Board

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

RECOMMENDATION:

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

STAFF PRESENTER: Julie Davis-Jaffe

ITEM II-F – CONSENT

APPROVAL OF STAFF RECOMMENDATION FOR THE ADULT, YOUTH, AND CHILD
DEVELOPMENT AND FAMILY SERVICES (VS) LIST

BACKGROUND:

In November, 2013 the SETA Governing Board approved release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ). Vendor services are off-the-shelf, vendorized activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment as well as options for children (ages 0-5) and their families with identified barriers and special needs.

All vendors recommended for inclusion on SETA's VS List have demonstrated that the services proposed are justified and will integrate with one-stop services, adult, and/or youth programs or are justified and appropriate as services offered to Head Start children (ages 0-5) and their families.

Staff is seeking approval of the attached recommendation for the Adult, Youth, and the Child Development and Family Services VS List.

RECOMMENDATION:

Approve the attached recommendation for the Adult, Youth, and the Child Development and Family Services VS List.

STAFF PRESENTER: Marianne Sphar

Adult, Youth, and Child Development and Family Services (VS) List

Staff Recommendation

Applicant: Bread of Life Center

**Location: 650 El Camino Avenue
Sacramento, CA 95815**

Applicants' Background:

Bread of Life was founded more than 17 years ago as an educational public benefit organization dedicated to equipping people and organizations with skills that foster the development of healthy and more understanding communities. Located in an economically distressed and socially challenged neighborhood in North Sacramento, the organization serves the Greater Sacramento area, Northern California and beyond. The organization recognizes that differing and conflicting viewpoints, personalities, interests and needs often lead to misunderstandings and conflicts and prevent individuals, organizations, and communities from engaging in healthy, productive decision-making and consensus-building. Its programs were developed to help overcome such challenges.

Bread of Life's Dynamic Dialogue Workshops are designed to improve the way an organization's staff interact with each other and disseminate information, increasing productivity and effectiveness. As an approved Vendor, Bread of Life will provide In-Service Training to SETA and partner staff to enhance their skills and abilities in serving adult and/or youth customers, or Head Start children and their families.

Activity	Workshop Rate
<p>In-Service Training – <i>(Module topics include, but not limited to, Organizational Awareness, Role Play in Workplace Situations, Transitional Leadership, and Relationship Development.)</i></p>	<p>2 hour Sessions:</p> <p>10 – 30 participants @ \$600 per Session 31 – 100 participants @ \$800 per Session</p> <p>½ Day Workshop:</p> <p>10 – 30 participants @ \$1,000 per Workshop 31 – 100 participants @ \$1,400 per Workshop</p> <p>Full Day Workshop:</p> <p>10 – 30 participants @ \$2,000 per Workshop 31 – 200 participants @ \$3,000 per Workshop</p> <p>One-on-one coaching in the skills and practice of Dynamic Dialogue as it pertains to practical application in the work environment available at a rate of \$75 to \$100 per hour.</p>

ITEM III-A - 1 ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF CLASSIFICATION OF HEAD START INTERVENTION SPECIALIST AND ESTABLISH THE SALARY RANGES FOR THE CLASSIFICATION

BACKGROUND:

The Children and Family Services Department (CFS) has developed a new job classification, *Intervention Specialist*, to provide seamless, multi-disciplinary support services to children with special needs, including disabilities and mental health concerns. This job classification is designed to merge the job duties and responsibilities of two existing job classifications, the Head Start Special Education Field Technician and the Social Services Specialist (Tier I, II and III) into one classification.

Rationale:

- Most often internal referrals/requests for follow-up services are multi-disciplinary in nature and include both special education and mental health concerns;
- Currently, multi-disciplinary cases are dually managed by a Social Services Specialist and a Head Start Special Education Field Technician with an assigned lead to ensure integrated services are managed;
- An integrated job classification will ensure staff receive feedback and intervention services from one staff member (Head Start Intervention Specialist) instead of two, each handling his/her part of the referral and follow-up;
- Merging the two positions will reduce the number of contacts a parent must receive to support their child's special needs;
- Many Head Start programs are moving to dual function positions to ensure services are fully integrated.

No employees will lose employment due to the combining of classifications. Funds are made available through cost savings of other department vacancies due to retirements and/or resignations that will not be replaced. The job specification has been submitted to the union for review and input.

STAFF PRESENTER: John Allen

ITEM III-A – 1 - ACTION (continued)

Page 2

Salary Scale:

The Head Start Intervention Specialist job classification is 3-tiered (deep class). Tiers are determined by degree level (i.e., Associate's, Bachelor's and Master's degrees). The proposed salary schedule aligns with the current Social Services Specialist (Tier I, II, and III) job classification.

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Tier I				
\$19.45	\$20.43	\$21.46	\$22.52	\$23.65
Tier II				
\$20.43	\$21.46	\$22.52	\$23.65	\$24.85
Tier III				
\$21.46	\$22.52	\$23.65	\$24.85	\$26.09

The Head Start Policy Council reviewed and approved this job classification at their March 24 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Open a public hearing, receive input, and approve the job classification of Head Start Intervention Specialist and the related salary ranges as noted above.

STAFF PRESENTER: John Allen

HEAD START INTERVENTION SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

A Head Start Intervention Specialist is responsible to the Deputy Director of the Children and Family Services(CFS) Department or designee.

DEFINITION

Under general supervision, to provide direct support services for children enrolled in Head Start or Early Head Start programs; to assist with identifying and developing education goals and plans for children with special education needs; to assist with identifying and developing education plans and goals for children with behavioral or mental health needs; to maintain records; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a deep class with three tiers. Appointees are initially placed on the highest tier for which they qualify and are advanced as they meet the requirements for higher tiers. This is a specialized classification for positions organized to provide a variety of assistance within the Mental Health and Special Education areas of the CFS Programs operated and administered by SETA. Responsibilities may include: resource and referral; coaching; consultation to CFS staff and parents; implementation of the mental health program; maintenance of mental health and special education records; identification and development of education plans and goals for children with special education, behavioral and mental health needs.

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. Receives referrals for children with special education and/or mental health needs;
2. Assists in locating mental health and special education services or resources for children and families in need;
3. Ensures referrals are addressed in a timely manner;
4. Observes classrooms/ socializations and assists with evaluating services;
5. Provides training, coaching and consultation to staff;
6. Facilitates meetings with staff and parents to discuss services;
7. Assists parents in problem solving potential issues related to the referral, the health care system, financial or social barriers (e.g., request interpreters as appropriate, transportation services or prescription assistance);
8. Works with parents and parent groups;
9. Assists families in locating and using community resources;
10. Works closely with site staff from other components in the coordination and

- delivery of all CFS services;
11. Collaborates with Part C agencies and Local Education Agencies (LEA) and community service providers to ensure integrated service delivery;
 12. Maintains records on children receiving special education and/or mental health support enrolled in Head Start programs;
 13. Maintains ongoing tracking and appropriate documentation on referrals to promote team awareness and ensure child safety. This tracking may use an IT database;
 14. Schedules meetings for the development of Individual Education Plans (IEP), Individual Family Services Plans (IFSP) and Behavior Support Plans (BSP);
 15. Assists with the development of IEP components;
 16. Assists and supports teachers in the implementation of educational objectives as outlined in a child's Individual Education Plan (IEP), Individual Family Services Plan (IFSP) or Behavior Support Plan (BSP).

MINIMUM QUALIFICATIONS

Knowledge of:

- Child Development and classroom management techniques;
- Human services;
- Special Education needs of young children;
- Behavioral assessment methods;
- Techniques of family crisis intervention;
- Community, Part C and LEA resources in Sacramento County;
- Problems and needs of low income families;
- Culturally and linguistically diverse families;
- Coaching and supporting staff in effective behavior management strategies
- Some word processing software.

AND

Ability to:

- Develop and implement mental health and special education programs which meet the needs of young children and their parents;
- Participate in technical training regarding the needs of young children;
- Provide training programs and workshops for parents and staff;
- Speak and write effectively;
- Insure program compliance with mental health and disability regulations and standards;
- Maintain records and prepare reports;
- Perform intervention and short term consultation with families in need;
- Establish and maintain cooperative working relationships.

AND

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

- I. At least five (5) years of work experience in mental health, special education or social services fields, preferably dealing with the challenges of young children and their families;

AND

- II. Advanced educational training in a Social Services or Special Education discipline with an emphasis in family dynamics or related field. A Master's degree in Social Work (MSW) or equivalent is highly desirable.

Tier I

A minimum of an Associate's degree in Social Services, Special Education, Child Development or a related field such as, but not limited to, Sociology, Psychology, or Counseling.

Tier II

A minimum of a Bachelor's degree in Social Services, Special Education, Child Development or a related field such as, but not limited to Sociology, Psychology, or Counseling.

Tier III

A minimum of a Master's degree in Social Services, Special Education or a related field such as, but not limited to Sociology, Psychology, or Counseling.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain a valid Class C 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.

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-A – 2 - ACTION

APPROVAL TO RECLASSIFY HEAD START SOCIAL SERVICES SPECIALISTS (TIER II AND III) AND HEAD START SPECIAL EDUCATION FIELD TECHNICIANS TO HEAD START INTERVENTION SPECIALISTS (TIER I, II, III)

BACKGROUND:

Upon approval of the Intervention Specialist job classification, the Agency Executive Director is proposing the reclassification of two (2) incumbents in the classification of Head Start Social Services Specialist (Tier II and III) Non-Supervisory and four (4) incumbents in the Special Education Field Technician classification to Head Start Intervention Specialist.

Incumbents and their current classification include:

- ✓ Ronald Dent, Social Services Specialist (Tier II)
- ✓ Janice Edwards, Social Services Specialist (Tier III)
- ✓ Clarrissa Jenkins, Special Education Field Technician
- ✓ Shondell Pearson, Special Education Field Technician
- ✓ Ambar Valienta, Special Education Field Technician
- ✓ Sherri-Lee Tolbert, Special Education Field Technician

The Agency and the Union have discussed this item and have come to consensus.

The annual fiscal impact is \$16,556.80.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the reclassification of two Social Services Specialists and four Special Education Field Technicians to the Head Start Intervention Specialist classification as noted above.

STAFF PRESENTER: John Allen

ITEM III-B- 1- ACTION

APPROVAL TO SUBMIT AN APPLICATION FOR SPECIALIZED AMERICAN JOB CENTER SERVICES TO OFFENDERS AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT AND ANY REQUIRED DOCUMENTS PERTAINING TO THE AGREEMENT

BACKGROUND:

In February 2015, the U.S. Department of Labor (DOL) announced the availability of grants of up to \$500,000 to provide “Specialized American Job Centers” inside county, municipal or regional correctional facilities, where offenders will receive employment and job placement services, and upon release, be connected to community-based job centers for additional services and employment. The deadline for applications is April 3, 2015.

SETA will be the grant applicant and will be submitting a collaborative application to serve approximately 100 offenders incarcerated at the County’s Rio Cosumnes Correctional Center (RCCC) that includes the following partners:

- County Sheriff’s Department
- County Probation Department
- County District Attorney’s Office
- County Department of Child Support Services
- State of California Employment Development Department

RECOMMENDATION:

Approve the submission of an application for up to \$500,000 to DOL for a Specialized American Job Center at the RCCC, and authorize the Executive Director to sign the agreement and any required documents pertaining to the agreement.

STAFF PRESENTER: William Walker

ITEM III-B - 2- ACTION

APPROVAL TO SUBMIT AN APPLICATION TO THE CALIFORNIA WORKFORCE INVESTMENT BOARD (CWIB) FOR INITIAL LOCAL AREA DESIGNATION AND LOCAL BOARD CERTIFICATION UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

BACKGROUND:

On February 20, 2015, the Employment Development Department (EDD), acting under the authority of the Governor, released Workforce Services Directive WSD14-10, which communicates the policies and procedures regarding the initial designation of Local Workforce Development Areas and the initial certification of Local Workforce Development Boards under the Workforce Innovation and Opportunity Act (WIOA). The policies are intended to provide maximum flexibility to local areas to allow for sufficient time to prepare for and fully comply with the new WIOA requirements for subsequent local area designation and local board certification.

Initial local area designation shall be approved by the Governor for all local areas who, during PYs 2012-13 and 2013-14, were designated as a local area under the Workforce Investment Act (WIA), performed successfully, and sustained fiscal integrity. Initial designation is effective July 1, 2015 through June 30, 2017. Subsequent designation will be effective July 1, 2017.

The region's current Local Workforce Investment Area (LWIA) has met the eligibility criteria for initial designation and certification of its Local Workforce Investment Board (LWIB), therefore, staff seek approval to submit the application for Initial Local Area Designation (July 1, 2015- June 30, 2017) and Initial Board Certification (July 1, 2015- June 30, 2016) to CWIB by the deadline of March 31, 2015.

Staff will provide an oral report at the meeting.

RECOMMENDATION:

Approve the submission of the application for Initial Local Area Designation and Initial Board Certification under WIOA to the California Workforce Investment Board.

STAFF PRESENTER: Roy Kim

ITEM III-C - 1 - ACTION

APPROVAL OF ANNUAL SELF ASSESSMENT FOR 2014-2015
AND RESULTING PROGRAM IMPROVEMENT PLAN AND
GOVERNANCE, LEADERSHIP, AND OVERSIGHT CAPACITY SCREENER

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review and approve the results of the Head Start/Early Head Start Annual Self-Assessment.

In Fall 2014, a team of staff and parents were assembled for the 2014-2015 self-assessment process. Teams reviewed and analyzed all service areas, including Program Governance, Planning, Communication, Record-keeping/Reporting, On-going Monitoring, Human Resources, Fiscal, Prevention/Early Intervention, Tracking/Follow-up, Disabilities, Individualization, Family Community Engagement, Eligibility/Recruitment/Selection/Enrollment/Attendance, Safe Environments, Child Development and Education including child outcomes, curriculum and individualization. A summary report of strengths and areas of improvement are attached.

Additionally, a separate program governance summary report and a copy of the screener are attached for review. The Program Governance self-assessment team utilized the *Governance and Leadership Capacity Screener* to ensure all governance and board oversight requirements are being met. Board certification is required for this section of the self-assessment and will be submitted to the Office of Head Start in support of the EHS-Child Care Partnership grant.

While many positive outcomes and strengths were noted during the review, staff continues to strive for excellence. As part of the 2014-2015 Program Improvement Plan, staff will focus on a few areas of improvement, including staff development in CLASS and DRDP data application, family case management, internal file review and supervisory monitoring processes and record-keeping efficiencies.

A summary report and resulting Program Improvement Plan are attached for review and approval.

RECOMMENDATION:

Approve Program Year 2014-2015 Self-Assessment and resulting Program Improvement Plan and Governance, Leadership, and Oversight Capacity Screener.

STAFF PRESENTER: Denise Lee



Self-Assessment Summary of Results 2014-2015

Project Background:

During the fall of 2014, SETA Head Start/Early Head Start developed a self-assessment plan that included parents, administrative and field staff, as well as management. The self-assessment process resulted in a review of the quality and compliance of the SETA Head Start/Early Head Start program as well as a comprehensive safe environments review of all classrooms countywide.

To conduct the self-assessment, the teams utilized the *2015 Fiscal Integrity Monitoring and Environmental Health and Safety Protocols, Governance and Leadership Capacity Screener, 2014 OHS Monitoring Protocol, the Head Start Self-Assessment: Your Foundation for Building Program Excellence* tool, the *SETA Head Start/Early Head Start Monitoring and Quality Assurance Tool*, and *SETA's standard file checklist tool*. Each team developed a review plan and the team leaders trained all staff, parents and volunteers to ensure they were clear on the protocols. The teams conducted site visits in the winter. All Early Learning Centers were visited by at least the Safe Environments, Disabilities, Education and Mental Health teams. Team reviews included, but were not limited to the following: children's files, on-going monitoring (Quality Assurance) reports, program information reports, policies and procedures manuals, personnel and licensing files, enrollment applications, attendance reports, human resource and fiscal documents, monthly reports, *Childplus* reports, self-assessment results, goals and objectives, ECERS, ITERS, and CLASS results, DRDP data, home visit and classroom observations, etc. Results from the self-assessment were analyzed and resulted in a detailed Self-Assessment Program Improvement Plan (PIP).

Team Composition:

A total of eight teams were assembled for the Self-Assessment. Each team had an appointed team leader to facilitate the process and was composed of staff as well as parents in some cases. Some parents and staff may have served on more than one team. In addition to staff and parents, the Safe Environments team also included two outside consultants and staff from all Delegate Agencies. The teams were as follows:

Program Governance	Parent and Family Engagement
Screenings	Disabilities, Education and Mental Health
Fiscal	ERSEA
Human Resources	Health, Nutrition and Safe Environments

Summary of Program Strengths: SETA Head Start/Early Head Start has many notable strengths, including some of the following:

Education, Disabilities and Mental Health:

- The Home Visit packet system in both Head Start and Early Head Start is effective in providing guided meetings with parents.
- IDPs are clearly linked to assessment results and parent input is evident.
- Vast majority of child files were neat, organized, current and complete.
- Classrooms were well stocked and contained a variety of learning materials.
- There are partnerships with Race to the Top in 18 centers.
- Individualization is evident in the forms of modified schedules, adaptive materials and equipment in both preschool and Early Head Start classrooms.
- Strong communication between Special Education Field Technicians and teaching staff.
- Implementation of CSEFEL/ Teaching Pyramid in preschool classrooms
- PIWI training for teachers in Early Head Start.
- Visual schedules and classroom expectations are evident in most classrooms.
- Positive Behavior Support Plans for children are clear and provide ample supports.

Parent and Family Engagement:

- Relationships between staff and families are friendly, warm and comfortable.
- Resources for parents are current and available in multiple languages.
- Parent meetings are consistently occurring at the centers.
- Both parents and staff are very happy with the School Readiness Aides at the sites.

Screenings:

- High percentage of health screenings were done within required time frames.
- Good documentation in files on staff follow-up on dental exams.
- Family Service Workers are utilizing *ChildPlus* and enter data in a timely manner.
- All children's files had emergency cards.
- Lead assessments are consistently completed.

Program Design and Management (including Governance, ERSEA, Fiscal and Human Resources):

- Strong relationships between SETA and its delegate agencies and partners.
- Good fiscal checks and balances to ensure accuracy.
- Consistently meeting and exceeding the federal in-kind requirement.
- Close working relationship with site and administrative staff to ensure thorough in-kind documentation.
- Applications and enrollment documents completed by new (hired within past 12 months) Family Service Workers had minimal findings.
- The use of the EZ-ID system (classroom electronic sign-in and out system to track attendance).
- SETA's agency-wide wellness program continues to thrive.
- Staff receive ongoing trainings to increase competencies.
- Education collaboration with CSUS assists teaching staff obtains their college degrees.
- Ongoing tuition reimbursement program for all staff.

- Good documentation of PC and PAC agendas, minutes, and training materials.
- Training opportunities for PC and PAC members.
- Timely and useful monthly reports that contribute and support PC's decision-making.

Health, Nutrition and Safe Environments:

Overall, most centers and classrooms were furnished with safe and child appropriate equipment, materials and supplies. Unique strengths for each program are noted below:

- SCUSD: Organized medication storage procedure.
- SJUSD: Uniform and well-organized system for emergency contact information.
- TRUSD: Consistent diapering procedure with written plans and adequate supplies.
- WCIC: Implementation of daily health checks and well-maintained facility.
- EGUSD: Consistent implementation of Step Up SUPERvision protocol.
- SOP: Consistent procedures for first aid and sleeping arrangements.

Summary of Program Growth Opportunities: During the Self-Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsible is attached.

Education, Disabilities & Mental Health:

- Missed opportunities for Instructional Support during small group time.
- Concept development at higher CLASS levels is not occurring regularly in classrooms.
- DRDP results show math as an area needing increased support.
- Delayed response time from LEA when referrals are made from SETA staff.
- Speech screener requires an additional filter to avoid over-identification of referrals.
- IEP/ IFSP goals are not consistently integrated into lesson plans for children with disabilities.
- DECA's completed outside of timelines (before 30 days or after 45).

Parent and Family Engagement:

- Some Family Partnership Agreements are missing information (i.e. family strengths, strategies and timelines).
- Goals on FPAs are not always clear.
- Incomplete or missing follow up on emergency needs and goals.

Screenings:

- Some dental exams and body mass index (BMI) graphs not completed within required timeframes.
- Blood lead level results and Hgb/Hct results were not consistently received within required timeframes.
- Some emergency cards were missing dentist information.

Program Design and Management (including Governance, ERSEA, Fiscal and Human Resources):

- Increased staff time for input of increase parent volunteer hours.
- There has been a decrease in allowable space donation.
- Due to the highly structured nature of SETA's HR Department, simple seeming requests can require a long time for processing.
- Difficulty in recruiting enough qualified Teachers, Associate Teachers, Associate Teacher/Infant Toddler, and Site Supervisors.
- Some minor accuracy issues related to the income calculations on enrollment paperwork due to incorrect formulas (semi-monthly vs. bi-weekly).
- Some of the Enrollment Verification Forms were not completed or didn't completely match verification information on the application.
- Most classroom staff not following written procedures regarding attendance tracking.

Health, Nutrition and Safe Environments:

- Procedures for medication management (tracking of expirations and medication storage) were not consistently followed.
- Missing or inconsistent systems to verify if all centers were checked regularly for pesticide control or air pollutants or to verify if all outdoor and indoor plants were safe and non-poisonous.
- Some classrooms (including bathrooms) required better maintenance (i.e. hazardous or chemical supplies were out of reach of children, but not always in locked cabinets, cluttered classes, dirty bathrooms).
- Some outdoor play areas were not well-maintained.
- SETA-Operated Program (SOP) uses a 12:1 ratio.

Delegate agencies will be addressing concerns that came up during the countywide *Health, Nutrition, and Safe Environments* review in their individual Program Improvement Plans. Individual self-assessment reports are on file.

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2014-2015**

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>SCHOOL READINESS/CHILD OUTCOMES</i>				
<i>Goal: Continue to support teacher's growth and development regarding CLASS, DRDP and data analysis</i>				
Continuing training and/or apply coaching to increase concept development approaches in the classrooms.	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	August 2014		
Enhance approaches to small group time to support Instruction Support concepts.	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	September 2015		
Continuing training for number concepts and how to apply scientific method (process) in work with children	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	March 2016		
Assess currently used speech screening instrument to ensure appropriate referrals are being made. Enhance relations with LEA to ensure open and timely communication on referrals made. Re-train staff on integrating IEP/IFSP goals on lessons plans.	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	January 2016		

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2014-2015**

Revise policies and procedures to include 10:1 teacher-child ratios in all HS classrooms (not CDE). Re-train staff in changed expectations.	Karen Gonzales, Manager Program Officers (ED)	March 2015		
<i>FAMILY AND COMMUNITY OUTCOMES</i>				
<i>Goal: Continue to strengthen family case management and internal monitoring systems to ensure high quality family outcomes is documented</i>				
Provide ideas for goals and strategies for FPAs based on the Parent, Family, and Community Engagement framework.	Lisa Carr, Manager Program Officers (SS)	October 2015		
<i>RECORD-KEEPING AND REPORTING</i>				
<i>Goal: Improve efficiency and effectiveness of record-keeping and reporting systems</i>				
Develop written procedures to support systems regarding regular pesticide control and air pollutants. Develop a manual to verify safety of all indoor and outdoor plants at the centers.	Jose Diaz, Facilities Coordinator Brenda Campos, Manager	August 2015		
Provide refresher training to individual staff on classroom maintenance and repair, indoors and outdoors.	Karen Gonzales, Manager Program Officers (SS)	August 2015		
Re-train staff on updated medication management systems. Monitor to ensure procedures are being adhered to.	Brenda Campos, Manager	July 2015		

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2014-2015**

<i>HUMAN RESOURCES/STAFF TRAINING AND STAFF DEVELOPMENT</i>				
<i>Goal: Provide additional staff development and training sessions to enhance quality and systems delivery</i>				
Assess effectiveness of recruitment outreach and/or candidate success rates for landing on the eligibility list. Filling vacancies has been difficult.	Bonnie Bilger, Manager John Allen, HR Chief Karen Gonzales, Manager	March 2015		
Continue to provide annual Income Eligibility Training (including attendance tracking) to all enrollment staff to be sure everyone has the knowledge to complete and enroll families accurately.	Lisa Carr, Manager Monica Avila, Program Officer (SS)	March 2015		
Develop automated scanning and tracking system for in-kind to reduce staff time required on data entry.	D'et Patterson, Manager Donald Schmidt, IT	July 2015		
<i>ON-GOING MONITORING SYSTEMS</i>				
<i>Goal: Staff will enhance the Quality Assurance/on-going monitoring system to include supervisory and secondary level monitoring which will help ensure high quality services and programming</i>				
Ensure on-going monitoring of children's files by Supervisors to ensure all required services are provided in a timely manner	Lisa Carr, Manager Karen Gonzales, Manager Program Officers (ED and SS)	October 2015		

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2014-2015**

Develop an on-going monitoring system than ensures ChildPlus data is consistent with the contents in the child's file	Lisa Carr, Manager Karen Gonzales, Manager Brenda Campos, Manager	October 2015		
Continue and ensure consistent use of Daily/Weekly Safe Environments Checklist at all sites with periodic evaluation/review of outdoor/indoor areas to ensure checklists are used and necessary corrective actions are completed	Brenda Campos, Manager Karen Gonzales, Manager Program Officers (ED)	April 2015		
Conduct routine monitoring of enrollment applications to ensure all applications are error-free	Lisa Carr, Manager Monica Avila, Program Officer (SS)	October 2015		



Governance, Leadership, and Oversight Capacity Screener

Introduction

Organizations that accept federal funds to operate a Head Start and/or Early Head Start program must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program.

This screener organizes the Head Start requirements to help organizations to identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

Suggestions for Use

1. Print a copy of this screener.
2. Have your organization's governing body or Tribal Council chair, Policy Council chair, executive director, and Head Start program director work together to review the table beginning on page 3 and to identify (with a check mark or "X") the following items:
 - Required Head Start governance practices that your organization currently has in place
 - Required Head Start governance practices that your organization will implement within the first three months of funding
 - Required Head Start governance practices that your organization needs help understanding and implementing
3. At the top of page 10, list the governance practices and regulations that your organization needs assistance in understanding and implementing.
4. Enter any questions or concerns you have in the Comments Section on page 10.
5. Share this screener and your findings with your full governing body or Tribal Council, Policy Council, and Head Start program leadership. Assign people to begin implementation of the governance practices you have identified as not currently in place.

6. You can explore the [governance](#) page of the Program Management and Fiscal Operations (PMFO) section on Early Childhood Learning and Knowledge Center (ECLKC) to access other resources that can assist you as you move your governance system and practices forward.
7. At your next meeting with Regional Office staff, discuss those governance practices and regulations where your organization may benefit from technical assistance.

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations		Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
1. The governing body (or Tribal Council) has the required composition. ¹ Head Start Act Sec. 642(c)(1)(B) (i-iv)				
<ul style="list-style-type: none"> At least one member has fiscal/accounting background and expertise. 		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> At least one member has early childhood education and development background and expertise. 		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> At least one member is a licensed attorney. 		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs. 		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The Policy Council has the required composition. Head Start Act Sec. 642(c)(2)(B)(i) Sec. 642(c)(2)(B)(ii)(I-II)				
<ul style="list-style-type: none"> At least 51 percent of Policy Council members are parents of children who are currently enrolled in the Head Start program (including delegate agencies). 		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> The Policy Council includes at least one member of the at-large community served by the program or any delegate agency. 		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Members are elected by parents of children currently enrolled in the program. 		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

¹ If the composition of the governing body does not include individuals with the required qualifications, the governing body must use consultants or other individuals with relevant expertise and qualifications to meet the composition requirements [Head Start Act Sec. 642(c)(1)(B)(vi)].

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<p>3. Members of the governing body (or Tribal Council) receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p> <p style="text-align: right;">Head Start Act Sec. 642(d)(3)</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> The agency has a system for identifying the T/TA needs of the governing body (or Tribal Council) and using this information to develop a T/TA plan. 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>4. Members of the Policy Council receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p> <p style="text-align: right;">Head Start Act Sec. 642(d)(3)</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> The agency has a system for identifying the T/TA needs of the Policy Council and using this information to develop a T/TA plan. 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>5. The governing body (or Tribal Council) exercises the following responsibilities:</p> <p style="text-align: right;">Head Start Act Sec. 642(c)(1)(E)(i)-(iii) Sec. 642(c)(1)(E)(iv)(vi)</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Establishes procedures and criteria for recruiting, selecting, and enrolling children 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Selects delegate agencies, as appropriate 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Develops procedures for selecting Policy Council members 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Reviews applications for funding and amendments to applications for funding 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<p>6. The governing body (or Tribal Council) assumes responsibility for the following: Head Start Act Sec. 642(c)(1)(E)(iv)(VII)(aa)-(dd)</p> <ul style="list-style-type: none"> • All major financial expenditures of the agency • The operating budget of the agency • The selection (except when a financial auditor is assigned by the state under state law or is assigned under local law) of independent financial auditors to report all critical accounting policies and practices to the governing body (or Tribal Council) • The financial audit • The agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions • Monitoring of the agency's actions to correct any audit findings and other actions necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>7. The governing body (or Tribal Council) is engaged in reviewing and approving each of the following: Head Start Act Sec. 642(c)(1)(E)(iv)(V)(aa-cc) Sec. 642(c)(1)(E)(iv)(IX)</p> <ul style="list-style-type: none"> • The Self-Assessment • Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees • Results from monitoring conducted under section 641A(c), including appropriate follow-up activities 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

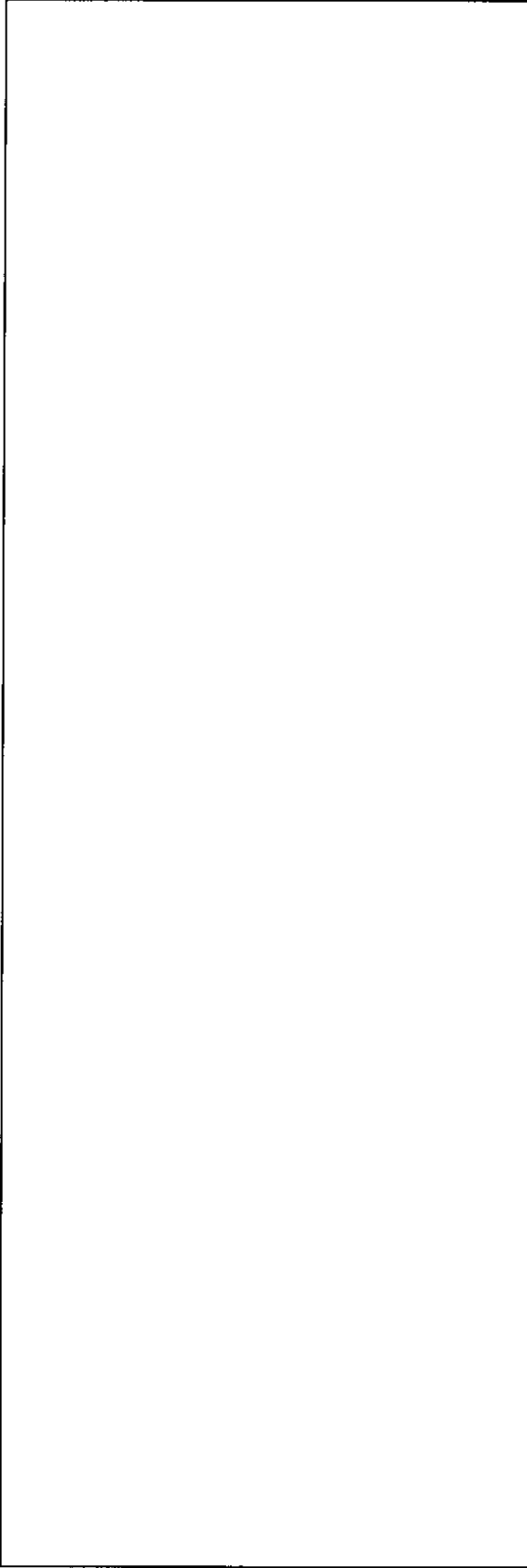
Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> Personnel policies and procedures, including those regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>8. The Policy Council engages in the oversight of program operations in each of the following decision-making areas: Head Start Act Sec. 642(c)(2)(D)(i-viii) Sec. 642(c)(2)(A)</p>			
<ul style="list-style-type: none"> Activities to support the active engagement of families in the program 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Program recruitment, selection, and enrollment priorities 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Applications for funding and amendments to applications for funding 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Budget planning for program expenditures, including policies for reimbursement related to participation in Policy Council activities 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Bylaws for the operation of the Policy Council 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Program personnel policies and decisions regarding the employment of program staff, consistent with 642(c)(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Developing procedures for how members of the Policy Council of the Head Start program are elected 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Recommendations on the selection of delegate agencies and the service areas for such agencies 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Program design and operation 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Planning program goals and objectives 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
9. The following reports are received by the Policy Council and members find them useful: Head Start Act Sec. 642(d)(2)(A-I)			
Annual reports:			
• The financial audit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The Self-Assessment, including any findings related to such assessment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Program Information Reports (PIRs)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monthly reports:			
• Financial statements, including credit card expenditures (if the program uses credit cards)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Program information summaries	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional reports:			
• Community Assessment, completed every three years with annual updates	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The strategic plan, including program goals, school readiness goals, and short-term programmatic and financial objectives	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

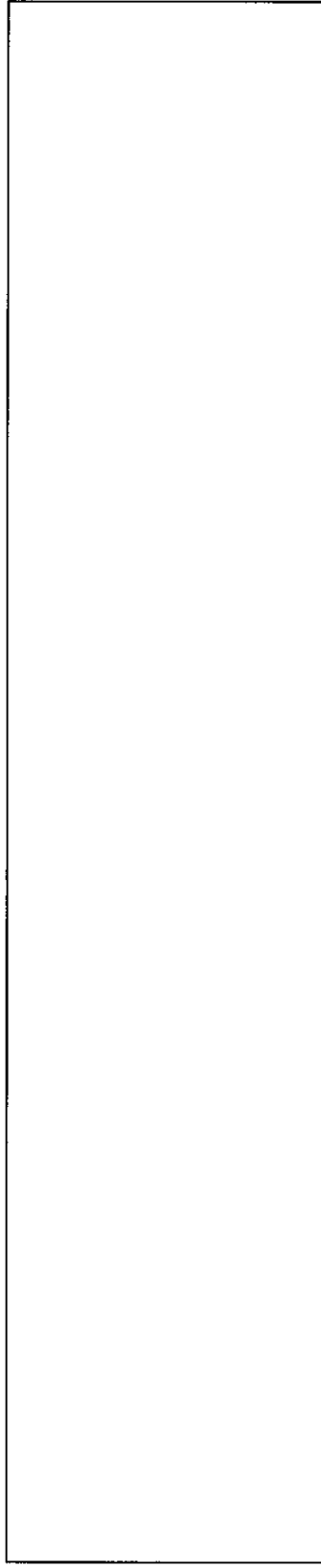
Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
10. The following reports are received by the governing body (or Tribal Council) and members find them useful: Head Start Act Sec. 642(d)(2)(A-I)			
Annual reports:			
• The financial audit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The Self-Assessment, including any findings related to such assessment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Program Information Reports (PIRs)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monthly reports:			
• Financial statements, including credit card expenditures (if the program uses credit cards)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Program information summaries	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional reports:			
• Community Assessment, completed every three years with annual updates	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The strategic plan, including program goals, school readiness goals, and short term programmatic and financial objectives	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
1. The Head Start agency works with the governing body (or Tribal Council) and Policy Council to make available to the public a report published at least once each year that discloses the following information from the most recently concluded fiscal year: Head Start Act Sec. 644 (a)(2)(A-H)			
<ul style="list-style-type: none"> The total amount of public and private funds received and the amount from each source 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> An explanation of budgetary expenditures and proposed budget for the fiscal year 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> The results of the most recent review by the Secretary and the financial audit 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> The percentage of enrolled children that received medical and dental exams 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Information about family engagement activities 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> The agency's efforts to prepare children for kindergarten 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Any other information required by the Secretary 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Our Organization Needs Assistance in Understanding and Implementing the Following Governance Regulations:



Additional Comments, Questions, or Concerns:





Certification of Governance and Leadership Capacity Screening

Grant Number: _____
Grantee Name: _____

The signatures below attest that, consistent with the terms and conditions of the Notice of Award (NoA), our agency completed a screening of the governance and leadership capacity and developed a plan to address identified training needs.

_____	_____
Board Chair/Tribal Chair	Date
_____	_____
Policy Council Chair	Date
_____	_____
Head Start Director	Date
_____	_____
Early Head Start Director	Date

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

Program Operator: California Human Development, Corp.

Findings and General Observations:

- 1) The total costs as reported to SETA from February 1, 2014 to December 31, 2014 for the Sacramento Works Training Center programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

Program Operator: Legal Services of Northern California

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Becky Bryant **DATE:** March 13, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 7,935,460	8/1/13-7/31/14	5/1/14-7/31/14
Head Start	T & TA	\$ 20,000	8/1/13-7/31/14	5/1/14-7/31/14
Early HS	Basic	\$ 1,437,354	8/1/13-7/31/14	5/1/14-7/31/14
Early HS	T & TA	\$ 27,564	8/1/13-7/31/14	5/1/14-7/31/14

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: January 26-30, 2014 and February 4, 2014

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from May 1 to July 31, 2014 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

From previous review's finding: SCUSD submitted a written corrective action plan documenting the internal controls that have been put into place to ensure that only costs resulting from obligations of the funding period are charged to the correct funding period.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Suzi Dotson **DATE:** February 13, 2015

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WIND Youth Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 20,381	1/1/14-12/31/14	1/1/14-10/31/14

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Nov 13, 2014

COMMENTS/

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

Program Operator: WIND Youth Services

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-B - INFORMATION

FINAL PY 2013-14 WORKFORCE INVESTMENT ACT PERFORMANCE RESULTS

BACKGROUND:

The performance results for program year 2013-2014 are attached.

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

ADULT	ADULT FINAL LWIA PERFORMANCE RESULTS 2013-14								
	ENTERED EMPLOYMENT			RETENTION			AVERAGE EARNINGS		
07/2013-06/2014	Actual Perf Rate	Current Neg Goal	Success Rate	Actual Perf Rate	Current Neg Goal	Success Rate	Actual Perf Rate	Current Neg Goal	Success Rate
California	64.7%	63.4%	102.7%	82.5%	83.0%	99.4%	\$14,610.	\$14,200	102.8%
Alameda	57.8%	58.5%	98.8%	83.8%	81.8%	102.4%	\$19,180	\$15,900	120.6%
Anaheim	88.8%	77.0%	115.3%	90.0%	84.0%	107.1%	\$15,169	\$13,500	112.4%
Contra Costa	80.6%	79.2%	101.8%	91.1%	84.0%	108.4%	\$14,719	\$14,581	100.9%
Foothill	77.6%	76.7%	101.2%	90.3%	83.0%	108.8%	\$17,698	\$13,408	132.0%
Fresno	66.1%	70.1%	94.3%	82.9%	80.8%	102.6%	\$13,767	\$12,726	108.2%
Golden Sierra	77.3%	72.5%	106.6%	85.7%	85.0%	100.8%	\$18,442	\$16,750	110.1%
Humboldt	52.3%	63.4%	82.6%	79.8%	81.0%	98.5%	\$12,277	\$14,400	85.3%
Imperial	73.3%	73.6%	99.6%	87.6%	80.0%	109.5%	\$10,835	\$10,000	108.4%
Kern/Inyo/Mono	73.3%	72.0%	101.7%	86.9%	82.0%	105.9%	\$13,360	\$12,700	105.2%
Kings	79.8%	61.0%	130.8%	79.1%	83.3%	94.9%	\$13,642	\$12,700	107.4%
Los Angeles City	84.5%	77.0%	109.8%	85.2%	79.0%	107.8%	\$14,420	\$12,500	115.4%
Los Angeles Co.	80.8%	55.0%	146.9%	84.8%	67.0%	126.5%	\$13,904	\$12,800	108.6%
Long Beach	55.6%	50.8%	109.5%	80.5%	76.9%	104.7%	\$13,935	\$13,324	104.6%
Madera	54.3%	55.0%	98.6%	74.4%	72.0%	103.4%	\$12,019	\$11,500	104.5%
Marin	58.3%	74.6%	78.2%	88.0%	81.8%	107.6%	\$14,646	\$16,427	89.2%
Mendocino	100.0%	80.0%	125.0%	100.0%	85.0%	117.6%	\$12,536	\$15,500	80.9%
Merced	76.7%	76.0%	100.9%	83.8%	81.9%	102.3%	\$11,850	\$14,200	83.4%
Mother Lode	78.5%	69.5%	112.9%	85.1%	81.0%	105.1%	\$13,362	\$12,000	111.4%
Monterey	74.4%	62.1%	119.8%	75.2%	74.0%	101.6%	\$10,581	\$10,129	104.5%
Napa	72.7%	73.6%	98.8%	90.9%	81.2%	112.0%	\$19,085	\$16,411	116.3%
North Central Con.	82.3%	67.2%	122.4%	88.4%	78.0%	113.3%	\$16,974	\$13,500	125.7%
NORTEC	87.2%	76.6%	113.9%	87.4%	78.9%	110.8%	\$19,821	\$13,700	144.7%
NOVA	54.8%	51.0%	107.5%	83.7%	78.5%	106.6%	\$23,180	\$18,000	128.8%
Oakland	67.3%	68.0%	99.0%	81.3%	78.0%	104.3%	\$11,087	\$11,800	94.0%
Orange	80.7%	78.2%	103.2%	84.9%	82.3%	103.1%	\$16,040	\$15,841	101.3%
Richmond	86.1%	73.4%	117.2%	84.6%	87.5%	96.7%	\$15,872	\$15,100	105.1%
Riverside	51.1%	50.7%	100.7%	78.4%	74.0%	105.9%	\$12,444	\$10,776	115.5%
Sacramento	64.6%	51.0%	126.6%	81.5%	78.0%	104.4%	\$14,336	\$12,177	117.7%
Santa Ana	77.6%	64.0%	121.2%	78.9%	82.0%	96.2%	\$12,164	\$12,000	101.4%
Santa Barbara	80.5%	68.0%	118.4%	85.3%	83.7%	101.9%	\$11,954	\$12,000	99.6%
San Benito	85.7%	80.0%	107.1%	81.8%	85.0%	96.3%	\$15,305	\$13,500	113.4%
San Bernardino City	85.0%	77.0%	110.4%	95.0%	86.0%	110.5%	\$17,946	\$11,300	158.8%
San Bernardino Co.	51.8%	50.7%	102.1%	80.9%	74.7%	108.3%	\$13,135	\$12,780	102.8%
South Bay	94.0%	80.0%	117.6%	82.7%	85.0%	97.3%	\$11,851	\$11,450	103.5%
Santa Cruz	87.0%	74.7%	116.5%	87.2%	83.0%	105.1%	\$16,449	\$15,000	109.7%
San Diego	67.1%	51.6%	130.0%	83.7%	78.5%	106.7%	\$15,087	\$12,500	120.7%
SELACO	75.5%	76.8%	98.3%	90.8%	81.7%	111.2%	\$23,169	\$14,500	159.8%
San Francisco	74.3%	73.2%	101.5%	85.4%	80.0%	106.8%	\$11,574	\$12,950	89.4%
San Joaquin	73.5%	66.0%	111.3%	81.5%	80.0%	101.9%	\$13,054	\$14,500	90.0%
San Jose City	53.3%	50.7%	105.1%	82.1%	78.7%	104.3%	\$15,042	\$13,724	109.6%
San Luis Obispo	58.6%	76.5%	76.6%	77.2%	80.9%	95.4%	\$13,012	\$12,950	100.5%
San Mateo	70.1%	65.0%	107.8%	80.4%	82.0%	98.0%	\$14,760	\$14,122	104.5%
Solano	78.2%	73.6%	106.3%	86.4%	80.0%	108.1%	\$15,885	\$14,382	110.5%
Sonoma	59.1%	53.9%	109.6%	83.6%	78.3%	106.7%	\$16,647	\$12,600	132.1%
Stanislaus	74.0%	69.5%	106.4%	81.6%	75.7%	107.8%	\$12,998	\$11,133	116.7%
Tulare	52.9%	50.8%	104.2%	79.5%	77.4%	102.8%	\$11,128	\$9,950	111.8%
Ventura	79.2%	72.0%	110.0%	85.9%	81.0%	106.0%	\$14,369	\$13,251	108.4%
Verdugo	75.4%	53.0%	142.3%	83.5%	82.0%	101.8%	\$14,331	\$14,033	102.1%
Yolo	81.0%	75.8%	106.8%	71.4%	82.4%	86.7%	\$11,083	\$14,000	79.2%

DISLOCATED WORKER	DISLOCATED WORKER FINAL LWIA PERFORMANCE RESULTS 2013-14								
	ENTERED EMPLOYMENT			RETENTION			AVERAGE EARNINGS		
	Actual Perf Rate	Current Neg Goal	Success Rate	Actual Perf Rate	Current Neg Goal	Success Rate	Actual Perf Rate	Current Neg Goal	Success Rate
07/2013-06/2014									
California	72.0%	72.0%	100.0%	86.1%	89.5%	96.2%	\$19,178	\$18,842	98.2%
Alameda	70.6%	67.8%	104.1%	86.0%	87.0%	98.9%	\$20,621	\$19,500	105.7%
Anaheim	90.5%	82.5%	109.7%	92.6%	88.1%	105.1%	\$16,897	\$17,000	99.4%
Contra Costa	83.5%	80.4%	103.9%	91.3%	89.3%	102.2%	\$20,493	\$19,500	105.1%
Foothill	82.5%	71.9%	114.7%	83.8%	87.5%	95.8%	\$21,694	\$19,200	113.0%
Fresno	76.1%	78.5%	97.0%	84.7%	84.7%	100.0%	\$16,432	\$13,467	122.0%
Golden Sierra	78.1%	67.0%	116.5%	88.2%	87.5%	100.8%	\$25,652	\$17,900	143.3%
Humboldt	71.7%	68.0%	105.4%	88.5%	84.5%	104.7%	\$14,658	\$15,500	94.6%
Imperial	79.6%	73.1%	108.9%	90.5%	83.0%	109.0%	\$14,211	\$10,500	135.3%
Kern/Inyo/Mono	75.8%	76.0%	99.8%	82.8%	84.5%	98.0%	\$15,662	\$15,000	104.4%
Kings	71.1%	65.0%	109.3%	83.0%	83.0%	100.0%	\$15,385	\$16,350	94.1%
Los Angeles City	84.6%	78.5%	107.8%	86.0%	84.0%	102.4%	\$16,718	\$15,000	111.5%
Los Angeles Co.	84.4%	60.0%	140.6%	86.0%	71.6%	120.0%	\$16,540	\$15,119	109.4%
Long Beach	64.6%	59.2%	109.1%	86.3%	82.0%	105.2%	\$19,164	\$16,500	116.1%
Madera	73.0%	64.5%	113.2%	76.5%	82.1%	93.2%	\$14,249	\$12,500	114.0%
Marin	46.7%	67.1%	69.6%	100.0%	82.3%	121.5%	\$15,458	\$18,500	83.6%
Mendocino	93.8%	82.5%	113.6%	90.3%	85.0%	106.3%	\$18,331	\$16,000	114.6%
Merced	77.8%	79.0%	98.5%	84.9%	83.5%	101.7%	\$15,609	\$15,600	100.1%
Mother Lode	81.0%	77.0%	105.1%	87.2%	81.0%	107.6%	\$16,611	\$15,000	110.7%
Monterey	74.5%	61.8%	120.5%	83.5%	75.6%	110.5%	\$19,518	\$13,122	148.7%
Napa	78.6%	75.0%	104.8%	85.7%	85.0%	100.8%	\$17,966	\$16,430	109.3%
North Central Con.	82.9%	68.7%	120.7%	90.3%	78.5%	115.1%	\$17,389	\$13,863	125.4%
NORTEC	83.4%	77.6%	107.5%	88.2%	79.4%	111.1%	\$15,660	\$14,759	106.1%
NOVA	63.4%	58.0%	109.3%	85.4%	80.0%	106.8%	\$31,655	\$24,500	129.2%
Oakland	76.3%	68.1%	112.0%	85.0%	82.6%	103.0%	\$16,084	\$16,370	98.3%
Orange	86.9%	80.0%	108.6%	90.3%	86.0%	105.0%	\$21,500	\$19,581	109.8%
Richmond	91.7%	76.6%	119.7%	86.4%	87.3%	99.0%	\$19,988	\$18,200	109.8%
Riverside	60.6%	57.6%	105.1%	83.9%	75.0%	111.9%	\$15,208	\$13,748	110.6%
Sacramento	76.4%	57.6%	132.6%	87.5%	79.7%	109.8%	\$19,446	\$15,500	125.5%
Santa Ana	70.8%	65.0%	108.8%	85.5%	85.0%	100.5%	\$14,376	\$14,750	97.5%
Santa Barbara	92.7%	76.0%	121.9%	91.8%	83.1%	110.5%	\$14,207	\$14,070	101.0%
San Benito	75.0%	82.5%	90.9%	96.6%	89.5%	107.9%	\$15,198	\$15,570	97.6%
San Bernardino City	96.3%	82.5%	116.7%	86.7%	85.0%	102.0%	\$16,299	\$13,500	120.7%
San Bernardino Co.	57.2%	57.6%	99.4%	84.6%	79.9%	105.8%	\$15,958	\$12,500	127.7%
South Bay	88.9%	82.5%	107.8%	87.3%	87.0%	100.3%	\$19,402	\$15,500	125.2%
Santa Cruz	73.6%	72.7%	101.2%	86.8%	86.0%	100.9%	\$17,177	\$14,500	118.5%
San Diego	75.4%	61.0%	123.6%	87.3%	79.7%	109.6%	\$19,244	\$16,700	115.2%
SELACO	72.2%	76.7%	94.2%	95.6%	86.9%	110.0%	\$15,009	\$16,500	91.0%
San Francisco	74.0%	75.0%	98.7%	87.6%	88.0%	99.5%	\$18,697	\$16,500	113.3%
San Joaquin	78.2%	71.9%	108.8%	85.1%	82.8%	102.8%	\$16,898	\$17,225	98.1%
San Jose City	60.6%	57.6%	105.2%	84.7%	82.4%	102.8%	\$22,193	\$19,460	114.0%
San Luis Obispo	64.0%	82.5%	77.5%	87.1%	89.6%	97.2%	\$14,805	\$15,975	92.7%
San Mateo	76.1%	70.5%	107.9%	81.2%	85.0%	95.5%	\$18,500	\$17,528	105.5%
Solano	82.5%	82.1%	99.5%	88.7%	87.0%	102.0%	\$19,546	\$18,500	105.7%
Sonoma	68.8%	57.6%	119.4%	87.6%	81.9%	107.0%	\$15,471	\$16,615	93.1%
Stanislaus	86.0%	76.9%	111.9%	89.3%	80.0%	111.7%	\$16,511	\$14,700	112.3%
Tulare	65.2%	57.6%	113.2%	80.9%	78.0%	103.7%	\$13,543	\$11,900	113.8%
Ventura	80.2%	75.0%	107.0%	92.8%	84.0%	110.5%	\$18,772	\$16,000	117.3%
Verdugo	75.8%	60.0%	126.3%	80.8%	82.5%	98.0%	\$20,314	\$17,000	119.5%
Yolo	79.4%	77.1%	103.0%	88.5%	89.3%	99.1%	\$21,598	\$16,900	127.8%

YOUTH	YOUTH FINAL LWIA PERFORMANCE RESULTS 2013-14								
	PLACEMENT			ATTAINMENT			LITERACY/NUMERACY		
	Actual Perf Rate	Current Neg Goal	Success Rate	Actual Perf Rate	Current Neg Goal	Success Rate	Actual Perf Rate	Current Neg Goal	Success Rate
07/2013-06/2014									
California	66.2%	74.0%	89.4%	67.7%	60.0%	112.8%	61.6%	60.5%	101.7%
Alameda	58.3%	59.2%	98.5%	44.6%	40.0%	111.6%	28.4%	25.0%	113.5%
Anaheim	86.0%	72.0%	119.5%	95.4%	70.0%	136.2%	87.9%	61.9%	142.0%
Contra Costa	77.2%	65.2%	118.5%	74.6%	43.6%	171.2%	55.0%	34.3%	160.3%
Foothill	58.4%	71.5%	81.7%	53.5%	57.3%	93.4%	71.4%	55.0%	129.9%
Fresno	62.9%	70.0%	89.8%	65.1%	59.6%	109.2%	50.7%	76.2%	66.6%
Golden Sierra	73.9%	57.0%	129.6%	77.1%	48.0%	160.5%	57.5%	30.0%	191.7%
Humboldt	53.8%	64.0%	84.0%	71.3%	68.0%	104.8%	0.0%	60.5%	0.0%
Imperial	50.4%	55.0%	91.6%	76.4%	55.0%	138.8%	33.3%	55.0%	60.6%
Kern/Inyo/Mono	62.8%	64.6%	97.2%	82.4%	60.0%	137.3%	45.7%	25.0%	182.6%
Kings	72.6%	72.0%	100.8%	90.0%	67.0%	134.3%	83.3%	60.5%	137.7%
Los Angeles City	65.5%	72.0%	90.9%	59.3%	60.0%	98.8%	59.8%	60.5%	98.9%
Los Angeles Co.	66.4%	65.9%	100.7%	69.0%	60.0%	115.1%	62.5%	57.1%	109.4%
Long Beach	85.9%	72.0%	119.3%	95.4%	60.0%	159.0%	94.9%	80.0%	118.7%
Madera	53.0%	52.3%	101.4%	66.1%	54.5%	121.3%	78.8%	51.6%	152.7%
Marin	48.7%	55.0%	88.6%	75.0%	60.0%	125.0%	0.0%	60.5%	0.0%
Mendocino	100.0%	67.0%	149.3%	50.0%	61.0%	82.0%	50.0%	47.0%	106.4%
Merced	69.6%	74.0%	94.0%	84.0%	70.0%	120.0%	36.7%	46.8%	78.4%
Mother Lode	76.9%	74.0%	103.9%	70.0%	62.0%	112.9%	50.0%	55.0%	90.9%
Monterey	72.4%	70.1%	103.2%	83.1%	64.3%	129.2%	81.3%	61.0%	133.2%
Napa	83.3%	74.0%	112.6%	68.0%	60.0%	113.3%	31.8%	48.4%	65.7%
North Central Con.									
	87.1%	74.0%	117.7%	77.2%	70.0%	110.3%	55.9%	54.0%	103.6%
NORTEC	76.2%	62.1%	122.6%	55.7%	75.0%	134.6%	69.9%	59.4%	117.7%
NOVA	83.3%	59.2%	140.8%	79.0%	48.0%	164.6%	66.7%	48.4%	137.7%
Oakland	46.3%	59.2%	78.3%	24.3%	55.0%	44.1%	7.4%	25.0%	29.7%
Orange	75.8%	70.8%	107.0%	80.4%	51.7%	155.5%	77.3%	68.2%	113.3%
Richmond	59.1%	70.0%	84.4%	34.8%	42.7%	81.5%	20.0%	33.0%	60.6%
Riverside	66.4%	45.0%	147.5%	81.7%	54.8%	149.0%	77.2%	65.0%	118.8%
Sacramento	78.0%	64.3%	121.4%	81.3%	60.5%	134.3%	66.9%	55.0%	121.7%
Santa Ana	72.0%	74.0%	97.4%	86.0%	65.0%	132.3%	83.1%	67.0%	124.0%
Santa Barbara	88.6%	62.0%	142.9%	89.5%	55.0%	162.7%	60.9%	52.5%	115.9%
San Benito	66.7%	74.0%	90.1%	71.4%	69.0%	103.5%	25.0%	48.4%	51.7%
San Bernardino City									
	79.7%	74.0%	107.7%	98.5%	60.0%	164.2%	78.3%	63.0%	124.2%
San Bernardino Co.									
	58.0%	68.0%	85.4%	80.6%	53.5%	150.7%	57.1%	60.5%	94.4%
South Bay	89.4%	72.0%	124.2%	87.6%	65.0%	134.8%	71.6%	48.0%	149.1%
Santa Cruz	79.3%	70.5%	112.4%	81.2%	70.0%	115.9%	94.3%	75.0%	125.7%
San Diego	58.6%	72.0%	81.4%	66.2%	60.0%	110.3%	73.3%	54.5%	134.6%
SELACO	57.7%	67.7%	85.2%	51.6%	34.3%	150.3%	47.4%	50.5%	93.8%
San Francisco	49.1%	50.0%	98.1%	48.1%	40.0%	120.3%	23.1%	35.0%	65.9%
San Joaquin	70.3%	67.9%	103.6%	83.9%	67.0%	125.2%	59.0%	53.0%	111.4%
San Jose City	65.1%	67.0%	97.2%	79.0%	41.4%	190.9%	63.3%	60.5%	104.7%
San Luis Obispo	61.2%	67.1%	91.2%	74.5%	68.7%	108.5%	95.0%	78.7%	120.7%
San Mateo	71.6%	68.0%	105.3%	78.0%	62.7%	124.4%	14.3%	40.0%	35.7%
Solano	61.0%	70.0%	87.2%	84.4%	70.0%	120.6%	58.1%	60.5%	96.1%
Sonoma	69.2%	59.2%	116.9%	41.0%	41.8%	98.0%	29.6%	22.0%	134.3%
Stanislaus	60.1%	70.5%	85.3%	49.5%	62.0%	79.8%	66.0%	60.5%	109.1%
Tulare	65.0%	67.5%	96.3%	56.3%	46.1%	122.2%	67.1%	48.4%	138.7%
Ventura	71.3%	70.0%	101.9%	80.7%	60.0%	134.5%	78.5%	60.5%	129.8%
Verdugo	74.0%	70.5%	105.0%	68.8%	52.1%	132.1%	83.1%	65.0%	127.8%
Yolo	94.4%	72.0%	131.2%	78.1%	70.0%	111.5%	0.0%	75.0%	0.0%

ITEM IV-C - INFORMATION

UPDATE ON PRIORITY APPRENTICESHIP PROGRAM

BACKGROUND:

SETA/Sacramento Works as a partner in the Community Workforce Pipeline has conducted an outreach recruitment and screening campaign through the Sacramento Works Job and Training Center System for “Priority Workers” to enroll in pre-apprenticeship programs in preparation for upcoming Sacramento Kings’s Project and other construction jobs in the region.

Mr. William Walker, Workforce Development Manager, will share information with the Governing Board.

ITEM IV-D - 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

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A Plus Construction	3	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 Building Maintenance	1	Janitor/Porter	70
Able Force	1	Customer Service Representative	11
	1	Intake Rep III	10
Acorn Aboricultural Services, Inc.	10	Tree Climber/Trainee	2
Action Military Surplus	1	eBay Technician	1
	10	Retail Clerk	1
Active Network LLC	1	Seasonal Reservation Agent	50
Adams and Associates	1	Administrative Assistant	1
Adecco Employment Services	9	Almond Sorter	50
	9	Certified Forklift Driver	25
	1	Call Center Customer Service Representative	20
	4	Clinical Coordinator Coverage Determination	1
	1	Customer Service Representative	1
	9	Factory Laborer	10
	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
Alpha Des Security	1	Security Patrol Driver	2
ALSCO, INC	7	Maintenance Worker	1
Area 4 Agency on Aging	1	Office Specialist II	1
Asian Resources, Inc.	1	Youth Employment Service Specialist	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
Big O Tires	7	Tire/Lube Technician	1
Breathe California	1	Communications Associate	1
BrightStar Care	4	Caregiver/CNAs/CHHAs	50
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
Butte County Office-Education	1	Family Support Paraprofessional	1
Caballo Bronco Barber Styling	10	Barber/Styling Salon Cosmetologist	1
Cal Pac Gutters	7	Gutter Installer	1

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California Custom Coatings	7	Installer	2
California CareGivers	4	Caregiver	50
California Fairs Financing Authority	1	Accounting Assistant	1
California Learning Center	1	Tutor	1
California Retail Management	1	Entry-Level Administrative Assistant	1
California Special Districts Association	1	Member Services Representative	1
California Workforce Association	1	Program Manager	1
Capital Social Services	1	ILS Instructor	2
Capitol Area Indian Resources	1	Tutor	6
Carillos Tax, Inc..	1	Bilingual Receptionist	1
Center for Employment Training	1	Industrial Relations Specialist	1
Certified Property Rescue	7	Property Damage Restoration Production Team Leader or Technician	1
CEVA Logistics US INC	1	Customer Service Representative II	1
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
Clean World	9	Material Handler	2
ClearPlex Corporation	9	Film Molder and Packer	50
Cokeva, Inc.	3	Associate Engineer	1
Colbert/Ball Tax Service	1	Tax Professional	1
Combined Insurance Company	1	Territory Manager	2
Community Link Capital Region	6	Database Program Manager	1
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
	1	Employment Specialist I	1
	1	Janitor Custodian	1
	1	Job Developer - Citrus Heights- Full Time with Benefits	1
	10	Landscape Crew Lead	1
	1	Landscape Supervisor	1
	1	On Call Job Coach	1
	1	On-Call Janitor	1
	1	Payroll Specialist	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
E&E Foods, LLC	9	Seafood Processor	30
Eastman Building Products	9	Driver/Yardman--Lumber Yard	1
	1	Lumber Sales	1
Elevate Learning	1	Tutor	31
Elica Health Center	4	Medical Assistant	8
Elite Air Interiors	7	Aircraft/Auto/Boat Upholstery Repair Technician	2
Engineered Monitoring Systems	2	Technician Apprentice	2
	2	Journeyman / Lead Tech	2
Excel Managed Care & Disability Services, Inc.	1	Intake/Bookkeeping Support	1
	1	Office Clerk	1
Eventus Solutions Group	1	Call Center Representative	2
EverRae Association Services, Inc.	7	General Maintenance	1

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Express Employment Professionals	9	Class A Flatbed Driver Local Routes	1
	9	Production Worker	150
	10	Registered Veterinary Technician	1
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
Fortune Energy, Inc.	10	Sales Representative	10
Frito-Lay	9	Detailer	1
	10	Merchandiser	1
	1	Route Sales Representative	1
G&K Services	9	Route Relief	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
Glass One Windows & Doors	10	Flyer Distributor	2
Global Touchpoints Inc.	1	HR Assistant	1
Gourmet Demo Svc	10	Demo Associate	6
GroundWorks Campaigns	1	Canvasser	50
GSI	10	Telemarketing Fundraiser	10
H.O.P.E Consulting, LLC	4	Behavior Therapist	5
Harris Miller & Hanson	10	Aviation Environmental Services Consultant	2
Hedy Holmes Staffing Services	9	Winery Worker	10
Hialeah Terrace	4	Caregiver	2
Horizon Personnel Services	9	Class A Driver	10
	9	Class C Driver	50
	7	Maintenance Mechanic	2
	9	Order Picker	10
	9	Receiving Lead	1
	9	Warehouse Worker	10
HP Hood	9	Dairy Manufacturing	3
	9	Aseptic Control Room Operator	2
	2	Controls Engineer	1
	9	ESL Filler Operator	3
	7	Maintenance Engineer	1
	1	Parts/Purchasing Assistant	1
	9	Warehouse/Forklift Operator	1
	1	Yard Jockey	2
	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
In-Shape Health Clubs	1	Housekeeping Lead	1
	1	Membership Counselor	3
Infinity Energy	10	Canvasser	4
Ingenuity Films LLC	10	Editor/Film Maker	2

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Innovative Maintenance Solutions, Inc.	1	Custodial Quality Control	1
	7	Facility and Roofing Technician	1
	7	General Maintenance & Lighting Technician	1
	7	General Maintenance & Lighting Technician	1
	1	Janitor	1
	1	Janitorial Manager	1
	3	Licensed Roofing Contractor	1
	7	Lighting/Electrical Technician	1
	7	Roofing Technician	2
	1	Special Service Manager (Natomas)	1
	7	Utility Worker: Carpet & Floor Cleaner	1
	7	Utility/Carpet & Floor Lead	3
InSync Consulting Services LLC	1	Customer Service Professional	100
IUOE NTF	1	Heavy Equipment Operator Instructor	1
Kirkland's	1	Senior Assistant Manager	1
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
	1	Janitor Custodian	10
	10	Merchandise Seller	7
	10	Parking Attendant	10
	10	Security Officer	25
Kirkland's	1	Senior Assistant Manager	1
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	1	Call Screener - Inside Sales	4
	1	Inside Sales Advisor	4
Los Rios Community College District	1	Account Clerk II	1
	1	Administrative Assistant I	2
	1	Admissions/Records Clerk II	1
	1	Admissions/Records Clerk III	2
	1	Admissions/Records Evaluator I	3
	1	Admissions/Records Evaluator II	1
	1	Admissions/Records Evaluator/Degree Auditor	1
	1	Anthropology Adjunct Assistant Professor Pool	1
	1	Architectural Design Technology Assistant Professor	1
	1	Associate Vice Chancellor, Instruction	1
	1	Athletic Counselor	1
	1	Athletic Trainer	1
	7	Audio/Visual Production and Maintenance Technician II	1
	1	Bookstore Stock Clerk	1
	10	Buyer III	1
	1	CalWORKs District-Wide Coordinator	1
	1	Certified Nurse Assistant/Aide and Home Health Aide - Assistant Professor	1
	1	Chemistry Assistant Professor	3
	1	Child Development Center Supervisor	1
	1	Clerk II	1
	1	Clerk III	7
	1	College Information Technology Systems Supervisor	1
	1	College Receiving Clerk/Storekeeper	2

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Los Rios Community College District	1	Computer Information Science Adjunct Assistant Professor Pool	1
	1	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 Mathematics	1
	1	Dean of Science, Mathematics and Engineering	1
	1	Dean of Student Services	1
	1	Dean of Technical Education	1
	1	Diesel Technology Assistant Professor	1
	1	Director of Institutional Research	1
	1	Director of Technical Services Information Technology	1
	1	Director, Administrative Services	1
	1	Disabled Students Programs & Services Coordinator	1
	1	Disabled Students Programs and Services (DSP&S) Counselor	1
	1	Educational Center Supervisor	1
	1	Electronics Technology Assistant Professor	1
	1	Extended Opportunity Programs and Services (EOPS) Counselor	2
	1	Facilities Projects Supervisor	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	Horticulture Assistant Professor	1
	1	Hospitality Management/Culinary Arts 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	Information Technology Technical Services Supervisor	1
	1	Instructional Assistant - Aeronautics	1
	1	Instructional Assistant - Chemistry	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	4
	1	Lead Library Media Technical Assistant	1
	1	Librarian (Technical Services) Adjunct Pool	1
1	Library Area - Special Project - Instructional Assistant - Library	1	
1	Library Media Technical Assistant	1	

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Los Rios Community College District	1	Mathematics Adjunct Assistant Professor Pool	1
	1	Nursing (RN/LVN) Assistant Professor	1
	1	Outreach Clerk	1
	1	Police Officer	1
	1	President, Cosumnes River College	1
	6	Programmer I	1
	6	Programmer II	1
	1	Real Estate/Management (Business) Assistant Professor	1
	1	Research Analyst	1
	1	Senior Information Technology Systems/Database Administrator	1
	6	Senior Information Technology Technician - Lab/Area Microcomputer Support	4
	1	Sign Language Assistant Professor	1
	1	Speech Communication Assistant Professor	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 - Disabled Student Programs and Services	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	
1	Welding Technology Assistant Professor	1	
MACY'S	1	Cosmetic Beauty Advisor	6
	1	Retail Cosmetics Sales - Counter Manager	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
	10	Sales Trainee	1
McConnell Jones Lanier & Murphy LP	1	Accountant	1
	1	Bookkeeper	1
	1	Bookkeeper and Clerk	1
	1	Cook	
	1	Inventory	1
	1	On-Call Safety/Security Advisor	6
	1	Substitute Academic Instructor	3
	10	Substitute Cook	1
1	Substitute Vocational 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
Northern Landscape Management, Inc.	1	Crew Leader and Laborer	2
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

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Opening Doors, Inc.	1	Accounting Clerk/Office Associate	1	
	1	Anti-Trafficking Coalition Manager	1	
	1	Director of Operations	1	
	1	Prosperity Economic Development Coordinator	1	
	1	Prosperity Program Assistant	1	
	1	Prosperity Project Coordinator	1	
	1	Survivors of Human Trafficking Case Coordinator	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	Manager	1	
Ready-Set-Go Children's Center	1	Preschool Teacher	4	
	1	Sales Associate	1	
Resource Staffing Group	1	Accounts Payable Administrator	1	
	10	Incoming/Outgoing Mail Courier	1	
	1	Team Leader		
Ryder Transportation	9	Class A Driver	15	
Sacramento Children's Home	1	Youth Peer Mentor	1	
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	Consultant: Head Start Mentor Coach	1	
	1	Early Head Start Educator	1	
	1	Family Services Worker Range III	1	
	1	Head Start Teacher	1	
	1	Head Start/Early Head Start Coordinator	1	
	1	Personnel Analyst	1	
	1	Personnel/Human Resources Department Chief - Exempt	1	
	1	Senior Accountant	1	
	1	Site Supervisor	1	
	1	Workforce Development Analyst Supervisor	1	
	1	Workforce Development Professional	1	
	Sacramento Regional Transit District	1	Administrative Technician	1
		10	Attorney I/Attorney II/Attorney III	1
9		Bus Operator - Community Bus Services (CBS) and Fixed Route (FR)	1	
7		Facilities Maintenance Mechanic	1	
9		Light Rail Vehicle Technician	1	
1		Maintenance Supervisor - Light Rail	1	
1		Pension and Retirement Administrator	1	
1		Senior Human Resources Analyst	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	

Employment Recruitment Activity Report
July 1 - March 13, 2015

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			
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 Care Provider	10
	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
Solar City	3	Site Surveyor	4
	1	Solar Sales - Energy Specialist	50
Solution Soft Systems Inc.	1	International Sales Executive	2
South Side Art Center	1	Community Skills Trainer	1
Spartan Staffing	9	Electro-Mechanical Assembler	30
SSP America	10	Food Preparation Worker	4
	10	Food Service Worker	12
	10	Line Cook	4
Stans Auto & Towing	9	Tow Operator	2
Starbucks Corporation	1	Barista	10
	1	Shift Supervisor	1
Strategies To Empower People STEP	1	Job Coach	10
Subway #25628	1	Sandwich Artist	1
Sullivan Learning Systems	1	Tutor	20
Supply Hardware & Building	1	Assistant Manager Retail	1
	1	Sales Team Associate Hardware	2
Tahoe Lodging	1	Night Clerk	1
Teledyne Microwave Solutions	9	Assembler I	1
	9	Assembler 2	1
	1	Assistant Controller	1
	2	Drafter/CAD Operator 2	1
	2	Electronic Engineer	2
	9	Machinist 3	1
	9	Product Finisher	1
	9	Stockroom Clerk	1
	4	Technical Support 2	1
	9	Technician/Brazing Furnace Operator	1
The Spanish Immersion Program	1	Office Assistant (Bilingual)	1
	1	Preschool Teacher	2
The Staffing Solutions Group	6	CNC Programmer I, II, III	1
	9	Machinist I, II	1
	1	Planner/Scheduler I, II	1
	1	Precision Inspector I, II, III	1
	3	Welder I - III	1
THR Cleaning Services	1	House Cleaning Specialist/Housekeeping Associate	2
Tony's Fine Foods, Inc.	1	Accounts Receivable Specialist	1
	9	Class A Route Driver - West Sacramento	5
	9	Class C Delivery Driver	1
	9	Crane Support	3
	1	Dispatcher	1
	9	Forklift Operator	2
	1	Human Resources Generalist	1
	1	Inventory Clerk	1
	6	IT Support Specialist II	1
	9	Loader	1
	9	Night Shipping Supervisor	1
	9	Order Selector	18
	1	Pricing Analyst	1
	1	Pricing Specialist	1
	9	Regional Route Driver	1
10	Retail Support Specialist	1	
10	Sales Account Manager	1	

Employment Recruitment Activity Report
July 1 - March 13, 2015

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			
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
West Coast Frame & Collision	7	Journeyman Bodyman	1
Western States Fire Protection	10	Design and Project Management Internship	1
	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
Woodmack Products, Inc.	1	Accountant	1
	9	Entry-Level Production Machine Operator	1
	3	Entry Level Production Welder	1
	9	Janitor & Machine Operator	1
Yellow Cab of Sacramento	1	Dispatcher	4
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
Total			2726

ITEM IV-E – 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 March 17, 2015 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	6/6/2014	North Sacramento Chrysler Jeep Dodge, LLC 3610 Fulton Blvd. Sacramento, CA 95821	8/3/2014	66	No Job Loss
Official	7/15/2014	Intuit Inc. 620 Coolidge Dr. Suite 200 Folsom, CA 95630	9/15/2014	15	7/30/2014
Official	7/16/2014	Video Products Distributors Inc. 150 Parkshore Dr. Folsom, CA 95630	10/12/2014	90	8/19/2014 8/20/2014
Unofficial	7/16/2014	Orchard Supply Hardware 3350 Arden Way Sacramento, CA 95825	10/10/2014	50	8/26/2014 8/27/2014
Official	8/27/2014	Verizon Wireless 295 Pakshore Dr. Folsom, CA 95630-4716	1/27/2014	372	Relocated
Official	10/6/2014	Prometheus 2345 Northrop Ave. Sacramento, CA 95825	12/31/2014	2	Declined
Official	10/14/2014	Harrold Ford 1535 Howe Avenue Sacramento, CA 95825	12/16/2014	120	No Job Loss
Official	10/15/2014	Volcano 2870 Kilgore Rd Rancho Cordova, CA 95670	12/16/2014	170	12/3/2014 1-7-2015
Official	2/23/2015	Albertsons Safeway 2935 West Ramco West Sacramento, CA	4/25/2015	213	Partnering with Yolo County
Official	3/11/2015	United Airlines, Inc. Sacramento Airport 6900 Airport Blvd Sacramento, CA 95837	5/17/2015	54	3/6/15 3/16/15
Official	3/11/2015	eHealth Insurance Services, Inc. 11919 Foundation Place, Ste.100 Gold River, CA 95670	3/10/2015	72	Pending
Official	3/16/2015	Scarborough Management Corporation Fairway Dr. 526 Galt, CA 95632	5/1/2015	22	Pending
			Total # of Affected Workers	1,246	

ITEM IV-F – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of February was 6.3%.

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.

Also attached is information breaking down the fastest growing job classifications and regional highlights.

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA
(MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**
Educational and health services leads year-over job growth with a gain of 6,000 jobs

The unemployment rate in the Sacramento-Roseville-Arden Arcade MSA was 6.3 percent in February 2015, down from a revised 6.7 percent in January 2015, and below the year-ago estimate of 8.1 percent. This compares with an unadjusted unemployment rate of 6.8 percent for California and 5.8 percent for the nation during the same period. The unemployment rate was 6.1 percent in El Dorado County, 5.4 percent in Placer County, 6.4 percent in Sacramento County, and 7.5 percent in Yolo County.

Between January 2015 and February 2015, combined employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 4,700 to total 909,000 jobs.

- Government led all industries with a 2,000-job month-over gain. Local government added 1,300 jobs with 900 of these jobs coming from public education. State government grew by 700 jobs, while federal government remained unchanged from last month.
- Educational and health services improved by 1,800 jobs, its largest January to February gain going back to 1990. Healthcare and social assistance edged up 1,100 jobs. Private education added 700 jobs.
- Leisure and hospitality expanded by 1,000 jobs. Food services and drinking places accounted for a bulk of the gains, adding 800 jobs. Arts, entertainment, and recreation ticked up by 100 jobs.
- Trade, transportation, and utilities led the month-over decrease with a 700-job loss. Retail trade was down 1,100 jobs for the month, which was lower than average for this time of year. Transportation, warehousing, and utilities dipped by 100 jobs, while wholesale trade added 500 jobs.

Between February 2014 and February 2015, total jobs in the region increased by 25,900 or 2.9 percent.

- Educational and health services maintained its robust year-over growth with an upswing of 6,000 jobs. Healthcare and social assistance dominated the industry's year-over gain, adding 4,800 jobs. Private education expanded by 1,200 jobs for the year.
- Government added 4,000 jobs year over. State government increased by 3,200 jobs. Local government improved by 800 jobs, while federal government saw no change.
- Professional and business services rose by 3,700 jobs. Administrative and support and waste services increased by 2,600 jobs. Professional, scientific, and technical services added 800 jobs, and management of companies and enterprises edged up by 300 jobs.
- Two industries saw job declines year over. Total farm and information each lost 100 jobs for the year.

REPORT 400 C
Monthly Labor Force Data for Counties
February 2015 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,910,200	17,618,700	1,291,500	6.8%
ALAMEDA	7	811,800	771,400	40,400	5.0%
ALPINE	22	560	530	40	6.7%
AMADOR	27	14,440	13,370	1,070	7.4%
BUTTE	30	101,200	93,200	8,100	8.0%
CALAVERAS	26	20,100	18,660	1,430	7.1%
COLUSA	58	10,960	8,470	2,490	22.7%
CONTRA COSTA	10	544,200	515,400	28,800	5.3%
DEL NORTE	37	9,910	8,950	960	9.7%
EL DORADO	17	89,000	83,500	5,500	6.1%
FRESNO	49	443,200	391,800	51,400	11.6%
GLENN	42	12,710	11,400	1,320	10.4%
HUMBOLDT	18	62,200	58,300	3,900	6.2%
IMPERIAL	57	78,800	63,000	15,800	20.0%
INYO	22	9,010	8,400	610	6.7%
KERN	46	392,100	348,900	43,200	11.0%
KINGS	51	57,400	50,400	7,000	12.2%
LAKE	32	30,140	27,640	2,500	8.3%
LASSEN	36	10,570	9,580	990	9.4%
LOS ANGELES	29	5,061,700	4,672,500	389,200	7.7%
MADERA	48	64,000	56,900	7,200	11.2%
MARIN	2	140,700	135,500	5,100	3.7%
MARIPOSA	40	7,430	6,670	760	10.2%
MENDOCINO	20	40,740	38,050	2,690	6.6%
MERCED	55	116,500	100,800	15,700	13.5%
MODOC	47	3,170	2,810	350	11.1%
MONO	12	8,750	8,270	480	5.4%
MONTEREY	49	212,300	187,700	24,600	11.6%
NAPA	7	73,000	69,400	3,700	5.0%
NEVADA	15	48,740	45,890	2,850	5.9%
ORANGE	5	1,589,200	1,515,800	73,400	4.6%
PLACER	12	176,900	167,400	9,500	5.4%
PLUMAS	56	7,480	6,430	1,050	14.1%
RIVERSIDE	25	1,021,400	950,700	70,700	6.9%
SACRAMENTO	19	683,400	639,800	43,600	6.4%
SAN BENITO	33	29,800	27,100	2,600	8.9%
SAN BERNARDINO	22	919,100	857,600	61,600	6.7%
SAN DIEGO	10	1,551,600	1,468,600	83,000	5.3%
SAN FRANCISCO	3	540,900	520,500	20,400	3.8%
SAN JOAQUIN	39	309,800	278,600	31,200	10.1%
SAN LUIS OBISPO	7	141,100	134,100	7,000	5.0%
SAN MATEO	1	437,000	421,500	15,500	3.5%
SANTA BARBARA	15	219,100	206,100	13,000	5.9%
SANTA CLARA	4	1,017,500	973,500	44,000	4.3%
SANTA CRUZ	38	141,000	127,100	13,800	9.8%
SHASTA	33	74,300	67,700	6,600	8.9%
SIERRA	45	1,480	1,320	160	10.9%
SISKIYOU	52	17,510	15,330	2,170	12.4%
SOLANO	20	203,900	190,400	13,400	6.6%
SONOMA	6	256,400	243,900	12,500	4.9%
STANISLAUS	44	240,300	214,500	25,800	10.7%
SUTTER	53	44,200	38,300	5,900	13.3%
TEHAMA	35	25,150	22,890	2,250	9.0%
TRINITY	40	4,810	4,320	490	10.2%
TULARE	54	198,500	172,000	26,600	13.4%
TUOLUMNE	30	21,670	19,940	1,730	8.0%
VENTURA	14	431,300	406,300	25,000	5.8%
YOLO	28	102,200	94,500	7,700	7.5%
YUBA	43	28,000	25,100	3,000	10.6%

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 2014 benchmark and Census 2010 population controls at the state level.

REPORT 400 M
Monthly Labor Force Data for California
Counties and Metropolitan Statistical Areas
February 2015 - Preliminary
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,910,200	17,618,700	1,291,500	6.8%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	7	1,589,200	1,515,800	73,400	4.6%
BAKERSFIELD MSA (Kern Co.)	51	392,100	348,900	43,200	11.0%
CHICO MSA (Butte Co.)	35	101,200	93,200	8,100	8.0%
EL CENTRO MSA (Imperial Co.)	63	78,800	63,000	15,800	20.0%
FRESNO MSA (Fresno Co.)	54	443,200	391,800	51,400	11.6%
HANFORD CORCORAN MSA (Kings Co.)	56	57,400	50,400	7,000	12.2%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	34	5,061,700	4,672,500	389,200	7.7%
MADERA MSA (Madera Co.)	53	64,000	56,900	7,200	11.2%
MERCED MSA (Merced Co.)	61	116,500	100,800	15,700	13.5%
MODESTO MSA (Stanislaus Co.)	49	240,300	214,500	25,800	10.7%
NAPA MSA (Napa Co.)	9	73,000	69,400	3,700	5.0%
OAKLAND HAYWARD BERKELEY MD	12	1,356,000	1,286,700	69,300	5.1%
Alameda Co.	9	811,800	771,400	40,400	5.0%
Contra Costa Co.	13	544,200	515,400	28,800	5.3%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	17	431,300	406,300	25,000	5.8%
REDDING MSA (Shasta Co.)	38	74,300	67,700	6,600	8.9%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	29	1,940,500	1,808,300	132,200	6.8%
Riverside Co.	30	1,021,400	950,700	70,700	6.9%
San Bernardino Co.	26	919,100	857,600	61,600	6.7%
SACRAMENTO ROSEVILLE ARDEN ARCADE MSA	22	1,051,500	985,300	66,200	6.3%
El Dorado Co.	20	89,000	83,500	5,500	6.1%
Placer Co.	15	176,900	167,400	9,500	5.4%
Sacramento Co.	23	683,400	639,800	43,600	6.4%
Yolo Co.	33	102,200	94,500	7,700	7.5%
SALINAS MSA (Monterey Co.)	54	212,300	187,700	24,600	11.6%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	13	1,551,600	1,468,600	83,000	5.3%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	977,900	942,100	35,900	3.7%
San Francisco Co.	4	540,900	520,500	20,400	3.8%
San Mateo Co.	1	437,000	421,500	15,500	3.5%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,047,300	1,000,600	46,700	4.5%
San Benito Co.	38	29,800	27,100	2,600	8.9%
Santa Clara Co.	5	1,017,500	973,500	44,000	4.3%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	9	141,100	134,100	7,000	5.0%
SAN RAFAEL MSA (Marin Co.)	2	140,700	135,500	5,100	3.7%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	43	141,000	127,100	13,800	9.8%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	18	219,100	206,100	13,000	5.9%
SANTA ROSA MSA (Sonoma Co.)	8	256,400	243,900	12,500	4.9%
STOCKTON LODI MSA (San Joaquin Co.)	44	309,800	278,600	31,200	10.1%
VALLEJO FAIRFIELD MSA (Solano Co.)	24	203,900	190,400	13,400	6.6%
VISALIA PORTERVILLE MSA (Tulare Co.)	60	198,500	172,000	26,600	13.4%
YUBA CITY MSA	56	72,200	63,400	8,800	12.2%
Sutter Co.	59	44,200	38,300	5,900	13.3%
Yuba Co.	48	28,000	25,100	3,000	10.6%
Alpine Co.	26	560	530	40	6.7%
Amador Co.	32	14,440	13,370	1,070	7.4%
Calaveras Co.	31	20,100	18,660	1,430	7.1%
Colusa Co.	64	10,960	8,470	2,490	22.7%
Del Norte Co.	42	9,910	8,950	960	9.7%
Glenn Co.	47	12,710	11,400	1,320	10.4%
Humboldt Co.	21	62,200	58,300	3,900	6.2%
Inyo Co.	26	9,010	8,400	610	6.7%
Lake Co.	37	30,140	27,640	2,500	8.3%
Lassen Co.	41	10,570	9,580	990	9.4%
Mariposa Co.	45	7,430	6,670	760	10.2%
Mendocino Co.	24	40,740	38,050	2,690	6.6%
Modoc Co.	52	3,170	2,810	350	11.1%
Mono Co.	15	8,750	8,270	480	5.4%
Nevada Co.	18	48,740	45,890	2,850	5.9%
Plumas Co.	62	7,480	6,430	1,050	14.1%
Sierra Co.	50	1,480	1,320	160	10.9%
Siskiyou Co.	58	17,510	15,330	2,170	12.4%
Tehama Co.	40	25,150	22,890	2,250	9.0%
Trinity Co.	45	4,810	4,320	490	10.2%
Tuolumne Co.	35	21,670	19,940	1,730	8.0%

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 2014 benchmark and Census 2010 population controls at the state level.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 February 2015 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Rate	Census Ratios Emp	Unemp
El Dorado County	89,000	83,500	5,500	6.1%	1.000000	1.000000
Cameron Park CDP	8,800	8,300	500	5.3%	0.099797	0.085585
Diamond Springs CDP	5,000	4,600	400	7.7%	0.055621	0.070626
El Dorado Hills CDP	21,400	20,500	900	4.3%	0.245026	0.169084
Georgetown CDP	1,000	900	100	10.6%	0.010742	0.019402
Placerville city	4,600	4,200	400	8.3%	0.050742	0.070172
Pollock Pines CDP	3,100	2,900	200	4.9%	0.034801	0.027652
Shingle Springs CDP	2,600	2,400	100	5.1%	0.029098	0.024025
South Lake Tahoe city	11,700	10,900	800	6.8%	0.130188	0.145059

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2013 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 2013 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 2013, 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)
 February 2015 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Placer County	176,900	167,400	9,500	5.4%	1.000000	1.000000
Auburn city	6,900	6,500	400	6.3%	0.038529	0.045307
Colfax city	1,200	1,100	100	10.1%	0.006640	0.013181
Dollar Point CDP	500	500	0	1.3%	0.003152	0.000685
Foresthill CDP	900	900	0	4.6%	0.005264	0.004451
Granite Bay CDP	11,300	10,700	600	4.9%	0.064164	0.058659
Kings Beach CDP	2,500	2,300	200	7.0%	0.013845	0.018260
Lincoln city	18,200	17,100	1,100	5.9%	0.102185	0.112183
Loomis town	3,100	3,000	100	3.6%	0.017866	0.011926
Meadow Vista CDP	1,400	1,300	100	4.2%	0.008042	0.006163
North Auburn CDP	5,600	5,300	300	5.3%	0.031381	0.031155
Rocklin city	30,100	28,500	1,600	5.4%	0.170128	0.172268
Roseville city	63,200	60,000	3,200	5.1%	0.358148	0.336890
Sunnyside Tahoe City CDP	1,100	1,000	100	5.8%	0.006069	0.006676
Tahoe Vista CDP	1,000	900	0	4.9%	0.005670	0.005136

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2013 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 2013 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 2013, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area

Data Not Seasonally Adjusted

Area Name	Labor Force	Employ- ment	Unemployment Number	Rate	Census Ratios Emp	Unemp
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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)
 February 2015 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	683,400	639,800	43,600	6.4%	1.000000	1.000000
Arden Arcade CDP	44,000	40,800	3,200	7.3%	0.063708	0.073225
Carmichael CDP	29,600	27,400	2,100	7.3%	0.042896	0.049253
Citrus Heights city	43,300	40,400	2,900	6.7%	0.063202	0.066743
Elk Grove CDP	76,200	72,400	3,700	4.9%	0.113216	0.085809
Fair Oaks CDP	16,300	15,400	900	5.5%	0.024089	0.020444
Florin CDP	19,600	17,700	1,900	9.7%	0.027683	0.043810
Folsom city	35,000	33,600	1,400	4.1%	0.052468	0.033253
Foothill Farms CDP	15,800	14,700	1,000	6.5%	0.023006	0.023675
Galt city	10,900	10,100	800	7.5%	0.015711	0.018695
Gold River CDP	4,100	4,000	100	2.7%	0.006200	0.002541
Isleton city	300	300	0	11.1%	0.000411	0.000751
La Riviera CDP	5,700	5,300	400	6.8%	0.008235	0.008869
North Highlands CDP	17,400	16,400	1,000	5.7%	0.025707	0.022985
Orangevale CDP	17,100	16,000	1,100	6.5%	0.024970	0.025527
Rancho Cordova City	32,500	30,200	2,300	7.1%	0.047165	0.052545
Rancho Murieta CDP	2,700	2,600	100	4.0%	0.004112	0.002552
Rio Linda CDP	6,600	6,200	400	6.2%	0.009698	0.009363
Rosemont CDP	11,400	10,700	700	6.1%	0.016685	0.015989
Sacramento city	227,200	211,900	15,300	6.7%	0.331159	0.351507
Vineyard CDP	12,400	11,800	600	4.9%	0.018491	0.013869
Walnut Grove CDP	600	600	100	11.2%	0.000889	0.001656
Wilton CDP	1,700	1,700	100	3.1%	0.002610	0.001224

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2013 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 2013 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.

Data Not Seasonally Adjusted

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

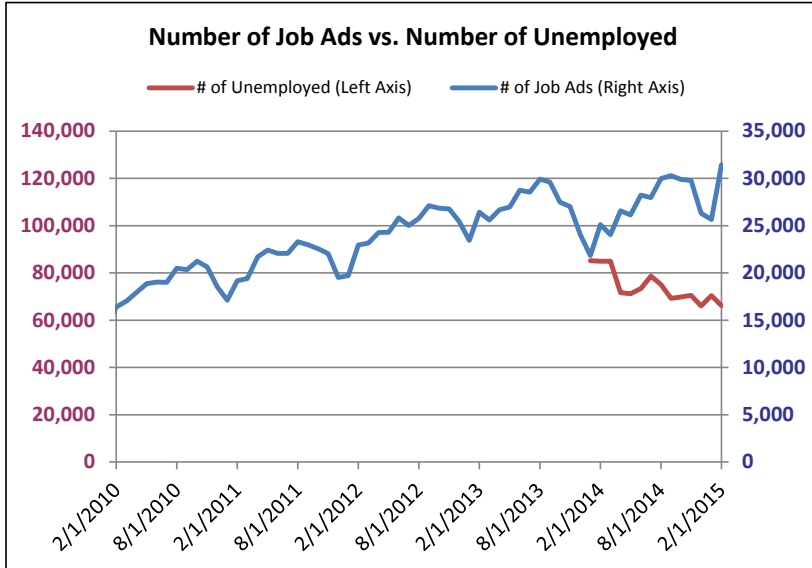
City and CDP unrounded employment and unemployment are summed to get the labor force. The unemployment rate is calculated by dividing unemployment by the labor force. Then the labor force, employment, and unemployment are rounded.

This method assumes that the rates of change in employment and unemployment, since 2013, 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 Roseville Arden Arcade MSA

February 2015

“Unemployment data for the years 2010–2013 are unavailable due to Bureau of Labor Statistics (BLS) processing issues. Data will be added as it is released by the BLS.”

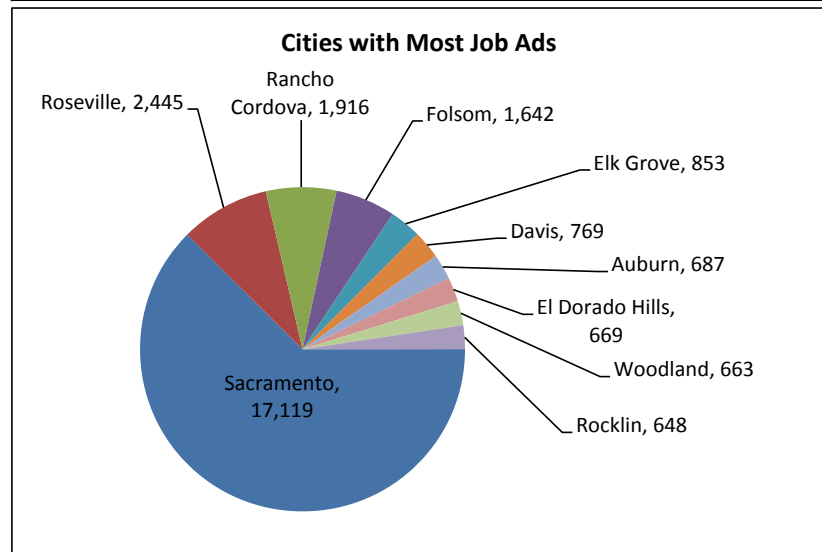


Employers with Most Job Ads

Sutter Health	614
Kaiser Permanente	585
Dignity Health	528
Intel	310
Randstad	299
Anthem, Inc.	298
Robert Half International	285
University of California, Davis	248
Blue Shield of California	230
Wells Fargo	168

Occupations with Most Job Ads

Registered Nurses	1771
Heavy and Tractor-Trailer Truck Drivers	632
Customer Service Representatives	613
First-Line Supervisors of Office & Administrative Support	568
Retail Salespersons	520
Computer Systems Analysts	511
Computer User Support Specialists	511
First-Line Supervisors of Retail Sales Workers	509
Medical and Health Services Managers	501
Software Developers, Applications	441



Sacramento Roseville Arden Arcade MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2014 Benchmark

Data Not Seasonally Adjusted

	Feb 14	Dec 14	Jan 15 Revised	Feb 15 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,048,000	1,046,700	1,052,300	1,051,500	-0.1%	0.3%
Civilian Employment	963,100	980,600	981,900	985,300	0.3%	2.3%
Civilian Unemployment	84,900	66,100	70,400	66,200	-6.0%	-22.0%
Civilian Unemployment Rate (CA Unemployment Rate)	8.1%	6.3%	6.7%	6.3%		
(U.S. Unemployment Rate)	8.3%	6.8%	7.3%	6.8%		
	7.0%	5.4%	6.1%	5.8%		
Total, All Industries (2)	883,100	912,100	904,300	909,000	0.5%	2.9%
Total Farm	7,500	7,600	7,200	7,400	2.8%	-1.3%
Total Nonfarm	875,600	904,500	897,100	901,600	0.5%	3.0%
Total Private	648,100	676,100	667,600	670,100	0.4%	3.4%
Goods Producing	76,500	80,800	80,000	80,400	0.5%	5.1%
Mining and Logging	400	500	500	500	0.0%	25.0%
Construction	42,100	45,300	44,600	44,700	0.2%	6.2%
Construction of Buildings	9,700	10,200	9,900	10,000	1.0%	3.1%
Specialty Trade Contractors	28,000	29,800	29,700	29,400	-1.0%	5.0%
Building Foundation & Exterior Contractors	7,200	8,000	7,700	7,800	1.3%	8.3%
Building Equipment Contractors	11,100	11,600	11,500	11,600	0.9%	4.5%
Building Finishing Contractors	6,700	7,000	6,800	6,900	1.5%	3.0%
Manufacturing	34,000	35,000	34,900	35,200	0.9%	3.5%
Durable Goods	24,200	25,200	25,200	25,400	0.8%	5.0%
Computer & Electronic Product Manufacturing	6,700	6,700	6,700	6,800	1.5%	1.5%
Nondurable Goods	9,800	9,800	9,700	9,800	1.0%	0.0%
Food Manufacturing	3,500	3,300	3,300	3,300	0.0%	-5.7%
Service Providing	799,100	823,700	817,100	821,200	0.5%	2.8%
Private Service Providing	571,600	595,300	587,600	589,700	0.4%	3.2%
Trade, Transportation & Utilities	140,700	151,700	144,000	143,300	-0.5%	1.8%
Wholesale Trade	24,900	24,600	24,300	24,800	2.1%	-0.4%
Merchant Wholesalers, Durable Goods	13,200	13,000	12,800	13,100	2.3%	-0.8%
Merchant Wholesalers, Nondurable Goods	9,200	9,200	9,100	9,100	0.0%	-1.1%
Retail Trade	93,100	102,700	97,000	95,900	-1.1%	3.0%
Motor Vehicle & Parts Dealer	12,600	12,600	12,600	12,600	0.0%	0.0%
Building Material & Garden Equipment Stores	7,500	7,700	7,500	7,600	1.3%	1.3%
Grocery Stores	17,700	18,600	18,500	18,500	0.0%	4.5%
Health & Personal Care Stores	5,300	5,400	5,200	5,200	0.0%	-1.9%
Clothing & Clothing Accessories Stores	7,000	7,800	6,900	6,700	-2.9%	-4.3%
Sporting Goods, Hobby, Book & Music Stores	4,000	4,700	4,400	4,200	-4.5%	5.0%
General Merchandise Stores	19,400	23,000	20,600	20,200	-1.9%	4.1%
Transportation, Warehousing & Utilities	22,700	24,400	22,700	22,600	-0.4%	-0.4%
Information	13,700	13,700	13,500	13,600	0.7%	-0.7%
Publishing Industries (except Internet)	2,500	2,400	2,400	2,400	0.0%	-4.0%
Telecommunications	6,600	6,500	6,500	6,500	0.0%	-1.5%
Financial Activities	48,400	49,400	49,500	49,500	0.0%	2.3%
Finance & Insurance	35,300	35,800	36,000	35,900	-0.3%	1.7%
Credit Intermediation & Related Activities	12,200	12,100	12,200	12,100	-0.8%	-0.8%
Depository Credit Intermediation	7,600	7,200	7,300	7,200	-1.4%	-5.3%
Nondepository Credit Intermediation	2,500	2,700	2,700	2,700	0.0%	8.0%
Insurance Carriers & Related	19,200	19,300	19,400	19,400	0.0%	1.0%
Real Estate & Rental & Leasing	13,100	13,600	13,500	13,600	0.7%	3.8%
Real Estate	10,200	10,400	10,300	10,300	0.0%	1.0%
Professional & Business Services	116,600	121,600	120,300	120,300	0.0%	3.2%
Professional, Scientific & Technical Services	53,300	54,600	54,300	54,100	-0.4%	1.5%
Architectural, Engineering & Related Services	8,700	9,100	9,100	9,200	1.1%	5.7%
Management of Companies & Enterprises	10,200	10,500	10,600	10,500	-0.9%	2.9%
Administrative & Support & Waste Services	53,100	56,500	55,400	55,700	0.5%	4.9%
Administrative & Support Services	50,500	53,500	52,400	52,700	0.6%	4.4%
Employment Services	20,400	20,800	19,400	20,200	4.1%	-1.0%
Services to Buildings & Dwellings	10,200	11,300	11,100	11,000	-0.9%	7.8%

Data Not Seasonally Adjusted

	Feb 14	Dec 14	Jan 15 Revised	Feb 15 Prelim	Percent Change	
					Month	Year
Educational & Health Services	132,400	137,000	136,600	138,400	1.3%	4.5%
Education Services	13,200	13,600	13,700	14,400	5.1%	9.1%
Health Care & Social Assistance	119,200	123,400	122,900	124,000	0.9%	4.0%
Ambulatory Health Care Services	41,600	42,500	42,700	43,600	2.1%	4.8%
Hospitals	23,300	23,700	23,600	23,500	-0.4%	0.9%
Nursing & Residential Care Facilities	15,700	16,300	16,200	16,300	0.6%	3.8%
Leisure & Hospitality	90,400	91,200	92,400	93,400	1.1%	3.3%
Arts, Entertainment & Recreation	15,400	14,000	14,100	14,200	0.7%	-7.8%
Accommodation & Food Services	75,000	77,200	78,300	79,200	1.1%	5.6%
Accommodation	8,700	8,200	8,200	8,300	1.2%	-4.6%
Food Services & Drinking Places	66,300	69,000	70,100	70,900	1.1%	6.9%
Full-Service Restaurants	30,400	32,600	33,600	33,000	-1.8%	8.6%
Limited-Service Eating Places	32,400	33,000	33,300	34,500	3.6%	6.5%
Other Services	29,400	30,700	31,300	31,200	-0.3%	6.1%
Repair & Maintenance	8,400	8,500	8,500	8,600	1.2%	2.4%
Government	227,500	228,400	229,500	231,500	0.9%	1.8%
Federal Government	13,200	13,700	13,200	13,200	0.0%	0.0%
Department of Defense	1,600	1,700	1,700	1,700	0.0%	6.3%
State & Local Government	214,300	214,700	216,300	218,300	0.9%	1.9%
State Government	113,000	115,100	115,500	116,200	0.6%	2.8%
State Government Education	28,700	29,400	29,500	29,900	1.4%	4.2%
State Government Excluding Education	84,300	85,700	86,000	86,300	0.3%	2.4%
Local Government	101,300	99,600	100,800	102,100	1.3%	0.8%
Local Government Education	57,700	55,000	56,400	57,300	1.6%	-0.7%
Local Government Excluding Education	43,600	44,600	44,400	44,800	0.9%	2.8%
County	18,200	18,200	18,200	18,200	0.0%	0.0%
City	9,600	9,700	9,600	9,900	3.1%	3.1%
Special Districts plus Indian Tribes	15,800	16,700	16,600	16,700	0.6%	5.7%

Notes:

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

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

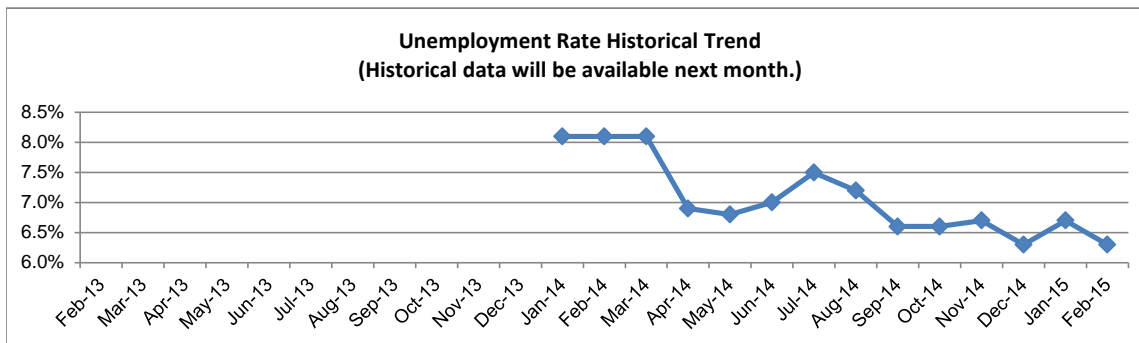
These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: George Marley 916/227-0298 or Nati Martinez 209/941-6551

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

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

The unemployment rate in the Sacramento-Roseville-Arden Arcade MSA was 6.3 percent in February 2015, down from a revised 6.7 percent in January 2015, and below the year-ago estimate of 8.1 percent. This compares with an unadjusted unemployment rate of 6.8 percent for California and 5.8 percent for the nation during the same period. The unemployment rate was 6.1 percent in El Dorado County, 5.4 percent in Placer County, 6.4 percent in Sacramento County, and 7.5 percent in Yolo County.



Industry	Jan-2015	Feb-2015	Change		Feb-2014	Feb-2015	Change
	Revised	Prelim				Prelim	

Total, All Industries	904,300	909,000	4,700		883,100	909,000	25,900
Total Farm	7,200	7,400	200		7,500	7,400	(100)
Total Nonfarm	897,100	901,600	4,500		875,600	901,600	26,000
Mining and Logging	500	500	0		400	500	100
Construction	44,600	44,700	100		42,100	44,700	2,600
Manufacturing	34,900	35,200	300		34,000	35,200	1,200
Trade, Transportation & Utilities	144,000	143,300	(700)		140,700	143,300	2,600
Information	13,500	13,600	100		13,700	13,600	(100)
Financial Activities	49,500	49,500	0		48,400	49,500	1,100
Professional & Business Services	120,300	120,300	0		116,600	120,300	3,700
Educational & Health Services	136,600	138,400	1,800		132,400	138,400	6,000
Leisure & Hospitality	92,400	93,400	1,000		90,400	93,400	3,000
Other Services	31,300	31,200	(100)		29,400	31,200	1,800
Government	229,500	231,500	2,000		227,500	231,500	4,000

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month
 Additional data are available on line at www.labormarketinfo.edd.ca.gov
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**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 February 2015 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	102,200	94,500	7,700	7.5%	1.000000	1.000000
Davis city	34,600	32,600	2,000	5.8%	0.345390	0.261124
Esparto CDP	1,300	1,200	100	8.4%	0.012881	0.014454
West Sacramento city	24,400	22,300	2,100	8.7%	0.235558	0.276712
Winters city	3,700	3,500	200	6.7%	0.036611	0.032404
Woodland city	28,800	26,500	2,300	8.0%	0.280544	0.298914

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2013 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 2013 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 2013, 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-G – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

SPECIAL 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

Thursday, December 18, 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 9:12 a.m. and read the thought of the day. Ms. Linda Litka was appointed Secretary; Mr. Kenneth Tate was asked to serve as Parliamentarian.

Members Present:

Robin Blanks, Elk Grove Unified School District
Jill Julian, Sacramento City Unified School District
Calvin Sheppard, Sacramento City Unified School District
Lynda Williams, San Juan Unified School District
Linda Litka, San Juan Unified School District
Tulani Simpson, Twin Rivers Unified School District
Dawnna Paniagua, SETA-Operated Program
Destini Shepherd, SETA-Operated Program
Amanda Self, Home Base Option
Kenneth Tate, Past Parent Representative

Members Absent:

Yajaria Martinez, alternate, Sacramento Food Bank & Family Services (excused)
Kenny Williams, Men's Activities Affecting Children Committee (excused)
Toni Espinoza, Past Parent Representative (unexcused)
Maria Carranza, WCIC/Playmate Child Development Center (excused)
Madiline George, Twin Rivers Unified School District (excused)

New Members to be Seated:

Todd Woods, SETA-Operated Program
Natalie Craig, SETA-Operated Program
Lenda Wheeler, Grandparent Representative
Josh Shurtz, Sacramento City Unified School District

New members to be Seated but Absent:

Gabriela Alarcon, WCIC/Playmate Child Development Center (unexcused)
Susana Hernandez, SETA-Operated Program; Ms. Williams reported that Ms. Hernandez has resigned from the board
Michelle McCarter, KVIE Public Television, Community Rep. (excused)
Alofalusy Baty, SETA-Operated Program (excused)

Mr. Steven Wormley was present but excused since Mr. Josh Shurtz was seated on the board.

II. Consent Item

A. Approval of the Minutes of the November 25, 2014 Regular Meeting

Minutes were reviewed. Ms. Robin Blanks cited a correction to the minutes which was noted by the Clerk.

Moved/Blanks, second/Wheeler, to approve the minutes of the November 25, 2014 meeting as corrected.

Show of hands vote:

Aye: 13 (Blanks, Craig, Julian, Litka, Paniagua, Self, Shepherd, Sheppard, Shurtz, Simpson, Tate, Wheeler, Woods)

Nay: 0

Abstention: 1 (Williams)

III. Action Items

A. Approval to Delegate Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

The item was reviewed; no questions or comments.

Moved/Shurtz, second/Self, to approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Show of hands votes:

Aye: 13 (Blanks, Craig, Julian, Litka, Paniagua, Self, Shepherd, Sheppard, Shurtz, Simpson, Tate, Wheeler, Woods)

Nay: 0

Abstention: 1 (Williams)

B. Election of Policy Council Officers for Program Year 2014-2015

Ms. Williams reviewed this item. The officer positions were reviewed. Those elected into officer positions will receive training in January.

Moved/Tate, second/Self, to elect Policy Council officers for Program Year 2014-2015.

Show of hands votes:

Aye: 13 (Blanks, Craig, Julian, Litka, Paniagua, Self, Shepherd, Sheppard, Shurtz, Simpson, Tate, Wheeler, Woods)

Nay: 0

Abstention: 1 (Williams)

Those interested in serving as **Chair**: Dawnna Paniagua, Lenda Wheeler, Lynda Williams. Nominees spoke of their interest in serving as Chair.

Votes:

Dawnna: 2

Lenda: 1

Lynda: 10

Those interested in serving as **Vice Chair**: Amanda Self, Todd Woods, Dawnna Paniagua, Kenneth Tate

Votes:

Amanda: 1

Todd: 2

Dawnna: 2

Kenneth: 8

Those interested in serving as **Secretary**: Dawnna Paniagua, Amanda Self, Robin Blanks

Votes:

Dawnna: 6

Amanda: 4

Robin: 3

Those interested in serving as **Treasurer**: Josh Shurtz, Robin Blanks

Votes:

Josh: 6

Robin: 7

Those interested in serving as **Parliamentarian**: Josh Shurtz

Vote:

Josh: 13

Policy Council officers for Program Year 2014-2015:

Chair: Lynda Williams

Vice Chair: Kenneth Tate

Secretary: Dawnna Paniagua

Treasurer: Robin Blanks

Parliamentarian: Josh Shurtz

C. Selection of Representatives and Alternates to Attend the Annual California Head Start Association (CHSA) Parent Training Conference

Ms. Williams reviewed the conference attendance guidelines. Ms. Desha reviewed the conference details and reimbursement process. Those elected to attend the conference will be asked to attend a travel meeting in January.

Moved/Self, second/Tate, to elect three (3) Representatives and three (3) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference.

Show of hands votes:

Aye: 13 (Blanks, Craig, Julian, Litka, Paniagua, Self, Shepherd, Sheppard, Shurtz, Simpson, Tate, Wheeler, Woods)

Nay: 0

Abstention: 1 (Williams)

Ms. Desha reported that there will be three PC representatives to be sent to the conference in Los Angeles.

Ms. Simpson was excused at 10:05 a.m.

Those interested in attending the conference: Linda Litka, Lynda Williams, Robin Blanks, Josh Shurtz, Destini Shepherd

Votes:

Linda: 3

Lynda: 3

Robin: 1

Josh: 2

Destini: 3

Representatives will be: Linda Litka, Lynda Williams, Destini Shepherd
Alternates: Josh Shurtz and Robin Blanks

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Williams reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Community Resources-Parents/Staff: Sacramento Food Bank information was distributed.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson was not present; no report provided.

B. Governing Board Minutes of November 6, 2014: No comments.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Williams reviewed the critique of the last meeting.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: No report.
- C. Head Start Managers' Reports
 - Brenda Campos: Ms. Campos reported that she oversees the Quality Assurance Unit and supervises health and safety for the program. Ms. Campos and her staff work on any findings or concerns at the centers. She oversees technical support to delegate agencies as it relates to health and safety. Performance standards require a self-assessment where each program self-evaluates on the content areas to ensure they are meeting standards. Results are submitted to SETA as part of the grant and areas needing attention are reported and monitored. This year, in the area of safe environments, a decision was made to do a safe environments check list of every classroom in the county (219 classrooms); the review will be done January 13-Feb 13 with 20-22 people. If parents are interested in participating, can attend the training on January 6; parents will be accompanied by. It is important that you have transportation. School has been in session more than 45 days and there are various screenings that children should already have had: height/weight, sight/hearing and these reports should have already been provided to parents.
 - Lisa Carr: No report.
 - Karen Gonzales: Ms. Gonzales distributed assessment results for first period of the school year. This chart is based on county-wide data. The green is 4-5 year olds going to kindergarten next year; red is the 3-4 year olds. Children are assessed three times per year at the beginning, middle and end of the program to measure children's' growth over the year. The two highest is creative arts and physical development which is typical of this age group. Math and literacy is generally the lowest but does grow over the year. Each child receives this report three times per year.

Ms. Lenda Wheeler excused at 10:37 a.m.

- D. Chair's Report: Ms. Williams inquired whether rosters could be distributed. All board members agreed.
- E. Open Discussion and Comments: All newly elected officers are asked to see Ms. Desha immediately after the meeting.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:41 a.m.



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

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, April 2, 2015

TIME: 10:00 a.m.

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

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

A G E N D A

I. Call to Order/Roll Call/Pledge of Allegiance

→ **Recognition of Long-term Employees:** Reta Keirseay, CFS
Program Officer (25 years)

→ **Gerry Gomez: Head Start Presentation**

II. Consent Items

- A. Minutes of the February 5, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2015 and Authorize the Executive Director to Sign the Agreement (Loretta Su)
- D. Approval of Private Sector Member to the Sacramento Works, Inc. Board
- E. Appointment of Member to the Community Action Board
- F. Approval of Staff Recommendation for the Adult Vendor Services (VS) List (Marianne Sphar

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Classification of Head Start Intervention Specialist and Establish the Salary Ranges for the Classifications (John Allen)
2. Approval to Reclassify Head Start Social Services Specialists (Tier II and III) and Head Start Special Education Field Technicians to Head Start Intervention Specialists (Tier I, II, III) (John Allen)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval to Submit an Application for Specialized American Job Center Services to Offenders and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement (Bill Walker)
2. Approval to Submit an Application to the California Workforce Investment Board for Initial Local Area Designation and Local Board Certification Under the Workforce Innovation and Opportunity Act (WIOA) (Roy Kim)

C. CHILDREN AND FAMILY SERVICES

1. Approval of Annual Self-Assessment for 2014-2015 and Resulting Program Improvement Plan SETA-Operated Program (Denise Lee)

IV. Information Items

- A. Fiscal Monitoring Reports (Loretta Su)
 - ✓ California Human Development Corp.
 - ✓ Legal Services of Northern California
 - ✓ Sacramento City Unified School District
 - ✓ WIND Youth Services
- B. Final PY 2013-14 Workforce Investment Act Performance Results
- C. Update on the Priority Apprenticeship Program (Bill Walker)
- D. Employer Success Stories and Activity Report (William Walker)
- E. Dislocated Worker Update (William Walker)

F. Unemployment Update/Press Release from the Employment Development Department (Roy Kim)

G. Head Start Reports (Denise Lee)

V. Reports to the Board

A. Chair

B. Executive Director

C. Deputy Directors

D. Counsel

E. Members of the Board

F. Public

VI. Adjournment

DISTRIBUTION DATE: _____, 2015



Head Start Monthly Report March 2015

SETA-Operated Program

Program Support Services Unit

Quality Assurance and Monitoring. Quality Assurance Unit staff, Education Coordinators, Program Support Services Manager and Program Officer joined a countywide team to conduct a comprehensive Health, Nutrition and Safe Environments Self-Assessment Review . All 210 (HS/EHS) classes countywide received an onsite visit from internal reviewers. Review period was from January 13-February 13, 2015. Summary reports have been submitted to SETA Head Start Management and individual Delegates.

Countywide Training on Disability Awareness and Reflective Practice. On February 19, 2015 SETA Head Start hosted an all-day training event attended by various content area staff from Delegate Agencies, EHS Partners, EHS Home Base staff and parents from PAC/PC. A Touch of Understanding (ATOU) presented a 3-hour training on disability awareness by sharing insightful and moving personal testimonies from speakers with disabilities. An interactive, experiential training followed by having participants move to 3 different stations (Mobility, Vision and Invisible Disability Stations) to experience the use of accommodations such as wheelchairs, mobility canes, use of speech software for cell phones and others. In the afternoon, participants had the opportunity to reflect on the morning's experience through a structured Reflective Practice exercise facilitated by Carl Mack, Ph.D.

Program Operations Unit

It is an exciting time for integrating STEM into the classrooms! STEM stands for Science, Technology, Engineering and Mathematics. Educators are finding new and interesting ways to bring these concepts into the classroom for younger children. STEM activities tie into children's natural curiosity and interest in the world around them and also promote critical thinking and problem solving. SETA has partnered with Lakeshore Learning to product test new materials that are aimed at increasing these concepts in the classroom.

We also find that increasing STEM in the classroom also leads to higher CLASS scores for our teachers. This is because these activities lend themselves to rich questions and conversations as well as advanced language modeling. The SETA Education team is working on resources and products that will continue to support teachers as we encourage these little scientists in our classrooms.

Family Support Services Unit

With spring approaching, community fairs are heating up. Family Service Workers will be at the North Sacramento Family Resource Center, and at the Sutter Children's Wellness Fair , both being held in March. We are always looking for ways to get Head Start and Early Head Start's name out to let parents know the type of services we provide. If you know of an event

that Head Start should have a booth, please call Lisa Carr at 263-8123 or email Lacarr@headstart.seta.net and let us know.

We have been working with EMRL, a marketing firm, to help design and update the Head Start website. One of the exciting bits of information they were able to provide for us was our new inquiry form that over 20% of the people who come to our website end up filling out asking for more information. Last year, 2,800 people asked for additional information on Head Start/Early Head Start services. According to EMRL, 20% is an extremely high number, and we see that we average 6-8 inquiry forms a day

Program Governance Update

Eight PC/PAC Representatives attended the CHSA Parent Conference February 2-3, 2015. The conference was hosted at the Los Angeles Airport Marriott. Conference theme: 50 Years of Opportunity. Parent conference attendees are responsible for submitting a report on workshops attended. Reports are included in the March PC/PAC agenda packet.

Parents have been very busy screening applications and participating on oral exam panels (Human Resource Department). "THANK YOU PC/PAC" for taking time out of your busy schedules to participate in agency's hiring practice.

Parents teamed with Quality Assurance Unit staff in the Self-Assessment of Health & Safe Environment by monitoring SETA-Operated and delegate agency centers. Again, "THANK YOU, PC/PAC." Parents and staff partnering together to ensure HS/EHS children and families continue to receive high quality service delivery.

On February 24, 2015 PC/PAC was provided AB 1234 Ethics training by Mr. Victor Bonanno, Workforce Development Analyst Supervisor. Board members learned the importance of valuing what's morally right (the right thing to do) as elected representatives, Ethics laws and penalties for violation. Mr. Bonanno set the tone by exhibiting high energy and welcoming parent participation. He began training by asking "What is Ethics?" The training was excellent; many good examples/scenarios, feedback and clear responses to parent questions. This was Mr. Victor Bonanno's best ethics training ever; he always does an awesome job. "THANK YOU, Mr. Bonanno for your unwavering support to parents."

Elk Grove Unified School District

Enrollment

The Elk Grove Unified School District is funded to serve 480 students and is fully enrolled. The average daily attendance (ADA) was 85%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Kate Barbero, PreK social worker and with Alicia Valero-Kerrick, PreK psychologist, to place students with an active IEP into the Head Start program. There are 44 students with active IEPs being served which is nine percent (9%) of our Head Start student population.

Health Services Update

Representatives from "Smile Keepers" are continuing their second round of visits to our Head Start classrooms this year. The representatives provide fluoride treatments and discuss dental health with our students.

Program Educators assessed students for their height and weight. Data collected was reported to parents whose children are underweight, overweight or obese. Information about healthy eating and physical activity was provided to parents. Additionally, a referral to a registered dietician or their personal physician was offered.

USDA Meals/Snacks

Head Start students were served 11,320 meals during the month of February.

Family and Community Partnerships Update

Family education opportunities 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. Every opportunity is utilized to inform parents of upcoming parent meetings and to encourage their attendance. Parents are informed of education opportunities during monthly classroom parent meetings, by publication of a monthly parent calendar, by their child's classroom teacher, and by the Academic Program Coordinator at their school site.

The following classes or workshops were held in February:

“Positive Parenting” classes were held in Spanish at Charles Mack Elementary on February 3, 10, and 17 and in English at David Reese Elementary on February 3, 10, and 17, 2015. These classes teach parents positive approaches to discipline, stress management techniques, communication skills, and developmental milestones. An average of three (3) parents attended the classes at Charles Mack Elementary and an average of two (2) parents attended the classes at David Reese Elementary.

“Latino Family Literacy” workshops were held on February 4, and 11, at Herman Leimbach Elementary and on February 5, and 12, 2015 at David Reese Elementary. These classes provide Spanish speaking parents with strategies for working with their children in the area of literacy and ways to establish a reading routine in their home. An average of eight (8) families attended the workshops at Herman Leimbach Elementary. An average of seven (7) families attended the workshops at David Reese Elementary.

“Supporting Positive Behavior in Children” workshops were held on February 6, 12, 19, and 26, 2015 at Prairie Elementary. The “Supporting Positive Behavior in Children” workshop provides information and support to families to promote their child's social/emotional development. An average of six (6) parents attended these workshops.

“Financial Fitness” was presented in partnership with KVIE, Sacramento at Samuel Kennedy Elementary School on February 25. Four (4) parents attended this class. “Financial Fitness” is a workshop designed to help parents develop their children's knowledge about spending, saving, and giving money away. In addition, parents learned strategies that can be applied to their money management.

Recruitment

Individual registrations are taking place and twelve (12) students are on the wait list for the Head Start program.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2015 - 2016 school year.

Sacramento City Unified School District

Health and Nutrition

Preschool Nurses Lori Souza, Lisa Stevens and Victoria Benson worked collaboratively on the Head Start Health and Nutrition Program Improvement Plan (PIP) Goals for this year. Preschool program strengths were identified by the preschool nurses and a written narrative of these strengths were delineated by Nurse Benson and submitted as part of the overall Program Improvement Plan.

Nurse Souza and Licensing Specialist, Patti Lewkowitz, presented their Countywide Self - Assessment report to members of the Health, Nutrition and Safe Environments (HNSE) Committee on February 26th. Various members of the committee felt that this information was useful in discovering how other preschool programs in Sacramento County handle medical issues and concerns such as special diets and medications in the classroom.

Hurst Philpot and Melissa Peacock, Supervisors 1, Food Service Area, Nutrition Services, joined the Health, Nutrition and Safe Environments Committee (HNSE) to review current Early Head Start and Head Start menus. The children's food likes and dislikes were shared by various committee members and presented to Nutrition Services for consideration. Committee members also discussed nutritional concerns in the area of Special Diets and made suggestions for changes to the Diet Prescription form. After the meeting, several members of the HNSE committee commended Nutrition Services staff for always being receptive and responsive to feedback from children, staff and parents, and for making nutritional changes to meet the needs of our young children.

Nurses Souza and Benson, Health/Nutrition Coordinator, Tammy Sanchez, and Facilities Specialist, Patti Lewkowitz, attended SETA's Countywide Combined Content Meeting on Disability Awareness February 19. Conference participants were able to use a variety of assisted living devices and discover firsthand how challenging activities of daily living can be when one has a medical disability.

Mental Health

EHS social worker attended CSEFEL Teaching Pyramid Coaching Training through West Ed at SETA.

Selected EHS home visitors continue to attend the monthly Family Development Credentialing Training and have expressed how they are really enjoying and learning from the class.

EHS staff has completed their first FPA goals with families and moving towards second goal setting. Social workers provide mental health support to referred children and families in EHS through consultation with families via joint home visitors

Social workers continue to monitor, provide support and consultation/case management to staff.

Social workers presented a parent workshop at the EHS School Readiness Day/ socialization on the topic: Making a Connection, which focused on social emotional development for young children and relationship building between parent and child (CA CSEFEL materials)

Family Engagement

Home visits and parent conferences were held February 17-20. During the meeting, the second goal setting process was completed with families. The parents are able to share about the progress on original goals and decide whether to continue with the goal or to establish a new goal.

Social workers began presenting an evening parenting workshop: Positive Solutions for Families which is a four week series. The social workers also continue to provide parent meetings in the class on a number of topics.

The Family Development Credential Training continues with a chapter on diversity.

Special Education

SCUSD Child Development Program currently served 141 HS Preschool students with disabilities and served 15 EHS students with IFSPs.

The Special Education Teachers collaborated with HS teachers at Common Planning Time, after school hours, to look at child data and plan individualized student goals as well as classroom enhancements to meet the students' current needs. The teachers also collaborated at HS parent conferences.

Education

Two resource teachers and one social worker attended the Safety Curriculum Planning Meeting at SETA. The delegates are meeting to create a 6-week Safety Curriculum to be implemented in the Head Start classrooms next fall. CLASS observations were conducted in the classrooms by SETA and SCUSD reliable observers.

Balanced Literacy Cohorts 1 & 2 met with the resource teachers and consultant, Andy Hess, to discuss curriculum planning and implementation. Professional Learning focused on the topics of Supervision and Safety Policy updates and CSEFEL: Going Deeper into Environments and Super Friends.

Early Head Start and Home-Based

The EHS Socialization went well. Janet Love, Social Worker, presented on positive solutions for families, which the parents found very helpful. Janet assigned homework for the parents to work on at home with their babies, which can be captured as in-kind.

Child Development learned about the organization, Safe Kids, who will be presenting for the EHS socialization on April 24. The parents are encouraged to provide car seats for families.

Patti Lewkowitz, Facilities Manager, Sally Evey, Jennifer Osalbo, and resource teachers, are working on converting a classroom at Elder Creek for EHS. The room was measured, along with observing the outdoor environment, to ensure it can accommodate 8 toddlers beginning on July 1.

The resource teachers have started to meet regarding creating a safety curriculum for the delegates. The activities have been grouped together and hope the curriculum can be year-long for both Head Start and Early Head Start, and are working on the parent component as well.

San Juan Unified School District

Education Services Update

In February, teachers finished the theme of *Construction Zone* and moved into the study on *Boxes*. Teachers considered the interest expressed by their class during this theme and worked to extend this child interest as they explored different aspects of boxes. Their letter focus this month was Cc, Qq, and Vv. The math concept for this month was *Creating Linear Patterns*. Teachers completed their second DRDP assessments in early February. The *Best Practices* monitoring tool was due a second and final time on February 27.

Disabilities Services Update

The Disabilities Specialist has obtained the upcoming schedule from the Registration Coordinator and is preparing for the upcoming registration season. Screening continued one day a week for the month of February, and though it is traditionally a slow time of the year, over 25 children were screened. A few changes were made to the current Summary forms that the Care Management Team uses when processing screening results. These will be printed and ready for the upcoming year. More IEPs were held for children already enrolled and there are now 89 children enrolled in the HS programs who have IEPs. The Content Specialist along with other Leads attended the very informative and enlightening countywide content meeting at SETA on the 19th of February. The Touch of Understanding Group presented the topic of Disabilities Awareness in an entertaining and thought-provoking way.

Mental Health Services Update

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

Health & Nutrition Services Update

As one of the mandated Professional Learning Communities, teachers selected gardening as a topic. Seven teachers attended this collaboration, sharing websites, resources, grants and personal experiences. Staff took this opportunity to assess gardens conducive to each classroom. Hopefully, gardens will be springing up all over! Health continued screening in the centralized screening room one day a week. Health continues to review students' health, nutrition, and immunization status, complete health screenings, and counsel families in various health areas as needed. The School Nurse completed Individualized Student Health Plans for those who have health concerns. Smile Keepers' second round screenings continue through the end of March.

Family and Community Partnerships Update

The Grant/Budget subcommittee was acknowledged for their work on carefully examining the current program structure and making recommendations for changes for 2015-2016. The Policy Committee received the recommendation of the Grant/Budget subcommittee and approved the grant application for 2015-2016 on February 27, 2015.

Transition Services Update

Family Partnership and Involvement continues to be an essential component of successful transitions. One of the many activities during the month of February was Friendship parties.

Many families participated in this activity by volunteering in the classroom and assisting teachers with small group activities. The children loved seeing their family members in the classroom and helping out the classroom staff. On any given day, parents can be seen in the

classrooms assisting staff, helping with breakfast and lunch, participating in field trips, and attending parent meetings. All of these activities help staff and parents work in harmony for the success of their child's transition.

Program Support/Staff Training Update

Professional Learning Communities occurred during February, and various topics were chosen by teachers. Some of the topics included were the DRDP Portfolio online system, work with Cindy Pitts on the Preschool Learning Foundations alignment to Common Core, strategies for initiating and maintaining class lending libraries, and with spring learning just around the corner, there was a gardening topic offered as well! Dr. Anne Kress from American River College presented on the topic of *Creative Expression*. This topic was linked to problem solving and logic and reasoning when children are truly creating their own vision for an art project. The links to math, language and literacy were highlighted as well. Common Core funds allowed for the purchase of art materials for this training, which included jewelry loupes, small sized clip boards, black ink pens, water color pencils and water color pads of paper.

Fiscal Update

This was a very busy month for the fiscal team. They completed 2nd interims and worked on numerous calculations for the redesign team, as well as possible budget saving measures for ECE. All resources were reconciled, and SETA reports were submitted. A great deal of work has been done for the Head Start and Early Head Start grant applications for 2015-16, which will be completed in March. Teamwork continued to be a crucial factor in completing the many necessary fiscal tasks on time.

Early Head Start Update

Early this month, the EHS program support staff and selected teacher leaders attended either the California Head Start Association Family Engagement or CHSA Education conference, gathering valuable resources and learning various new strategies to support families and staff. The conferences gave the support staff a chance to network with other Early Head Start programs and to discuss new initiatives and best practices in various content areas and across EHS and HS programs.

Also this month, classroom teachers did Parent Conferences, developing Individualized Development Plans in partnership with parents. They also received and reflected on their aggregate class data from the most recent DRDP results, incorporating the new data into their regular lesson planning and reflection. In addition, the classroom teachers received a full day CSEFEL training and follow up action planning visits from the CSEFEL trainer. The training was well received, with new information discussed as to how it related to familiar best practices and strategies. The action planning visits gave each site a chance to individualize their follow up plans and focus on what their group considered to be necessary next steps.

Twin Rivers Unified School District

Events

All students celebrated Black History Month as a part of our February parent involvement event. Students entertained staff and their families with singing and dancing at their respective sites. Planning is underway for our annual Dr. Seuss Reading Day in March 2015.

Oakdale site also welcomed their new teacher, Maryam Khatami on February 11th! Mrs. Khatami comes with tremendous preschool experience and a wide array of work experience in various preschool programs!

Challenges

The sites continue to have a contract with Bright Therapies to assist with screening and testing the students for speech. The speech screenings and testing are still delayed but the team is working hard to get the rest of the students screened, tested and provided services.

Professional Development

The latest workshop was held on February 11. The Head Start staff joined the rest of the ECE Department at the District Office for training related to the CLASS assessment. Medical and child abuse training were also held in February for all new staff. The next workshop is tentatively scheduled for March 26 to develop action plans and discuss Practice Based Coaching.

Components

Each Community Liaison continues working with their respective Complexes including meeting individually with parents to complete the Family Partnership Agreements and following up on the families' goals. The FPAs will permit the families to identify their goals and develop strategies to accomplish their goals. 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 as well as coordinating the parent involvement events.

Our School Social Worker/Counselor is still on maternity leave so the programs are in search of a substitute as the Social Workers will not return until August 2015. In the meantime, the school sites have a CSUS Graduate Intern assisting with the Mental Health component. The Intern is on-site two days per week and assists with friendship and social skills groups with the students. He is participating in classroom support for behavioral concerns.

Head Start programs continue with a contracted SLP to assist with the speech screenings and testing while the district still looks for permanent staff. The SLP has started speech services for the students with IEPs and continues the testing process for students with failed screenings.

The Education Component Leader continues completing the classroom observations to assist with classroom 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.

ERSEA Team continues to be busy ensuring all sites maintain full enrollment. Planning is underway for enrollment for 2015-2016 to begin on March 16 for returning students and new enrollment on April 7.

Policy and Parent Committees

The monthly meeting was held on February 12 and then rescheduled for February 26 at Morey Avenue. The agenda included the re-approval of the last meeting minutes and minutes from the October 2014 meetings, along with the election of the Secretary and Community Representative. Parent Committee meeting was held at Rio Linda on February 25, 2015 with a great turnout of parents, however, the Oakdale Parent Committee Meeting on February 26, 2015 did not yield any participants.

Fiscal

The ordering of appropriate materials and supplies to support the Head Start programs continues as results of the action plans from CLASS observations, DRDP Fall assessments and ECERS have been provided.

Women's Civic Improvement Club (WCIC)

Enrollment

During the month of February 2015, WCIC's Enrollment was maintained at 100%.

Health

WCIC/Playmate Head Start Program children received second dental screening and fluoride varnishes from Sacramento County Smile Keeper Dental Health Program on February 10 and 11, 2015.

WCIC/Playmate Head Start Program staff received Epi-Pen Training by Garnett Volkens, Health Coordinator from Sacramento Employment and Training Agency on February 13, 2015. Ms. Volkens addressed the staff on "Epi-Pen". She stated Epi-Pen is an anaphylaxis. Ms. Volkens stated anaphylaxis is a severe allergic reaction that can involve several body systems and can even lead to death if left untreated. The most common food triggers of anaphylaxis are peanut, tree nut, shellfish, fish, milk, eggs, wheat, soy, and sesame. Staff needs to be familiar with the three A's, which are: Awareness, Avoidance, and Action. Awareness is to know what to do in an emergency; Avoidance: Read labels each and every time and clean counters, tables and utensils well to avoid cross contamination; and Action: Carry emergency medication at all times and have the child's care plan posted in the classroom at all times. Epi-pens must be stored at room temperature. If a child were to go into shock, the staff must make sure another staff calls 911 in order for the child to get help. Ms. Volkens demonstrated where to inject the intramuscular area using the Epi-Pen. If this pen is used, it can be used on the child's thigh and through the pants he/she is wearing. The sign of an allergic reaction is swelling of the mouth, eyes, itching, nausea, vomiting, cold skin, rash, and swelling of the tongue.

Trainings

WCIC/Playmate Head Start Program Board of Directors, Policy Committee, Executive Director/Head Start, and Head Teacher received Ethics Training by Victor Bonanno, WD Analyst Supervisor, from Sacramento Employment and Training Agency on February 18, 2015. Mr. Bonanno's presentation was on AB 1234, 2015 Ethics Training. State law requires certain local officials to receive specified ethics training every two years. The requirement applies to elected and appointed officials that receive either compensation for their public service or reimbursement for their expenses. Mr. Bonanno discussed Lesson One: Principles of Public Service Ethics; Lesson Two: Scope of Public Service Ethics Laws; Lesson Three: Personal Financial Gain; Lesson Four: "No Perks" Rule; Lesson Five: Governmental Transparency Laws; Lesson Six: Fair Process Laws; and Lesson Seven: Good Ethics is Good Politics. Proof-of-participation certificates were received by participants for having reviewed the content of the AB 1234 2015 Ethics Training. By signing the certificates, participants certified that they have reviewed the entire course. The original signed certificate by each participant was given to the custodian of records for WCIC. Ms. Davis, Executive Director/Head Start thanked all WCIC Board Members, Policy Committee Members, and Head Teacher for attending the AB 1234 2015 Ethics Training.

WCIC/Playmate Head Start Program staff received Math Training by Kim Bonnema, Education Coordinator from Sacramento Employment and Training Agency on February 20, 2015. Ms.

Bonnema addressed the staff on Mathematics Training. Ms. Bonnema passed out the Mathematics California Preschool Curriculum Framework Guiding Principles. Mathematics should build on children's natural interest in math, intuition and informal knowledge. DRDP-PS Measure 32: Number Sense of Quality and Counting; Measure 33: Number Sense of Mathematical Operations; Measure 34: Classification; and Measure 35: Measurement was addressed and are aligned with the DRDP-PS. Teachers need to introduce math concepts through intentionally planned activities and introduce language of mathematics by numbers, shapes, comparing words, quantity, size and position. Teachers need to observe and listen to children to identify thought and provoke moments throughout the day. Teachers need to respond to each child individually and with disabilities children who benefit multiple opportunities to experience hands on math activities. By supporting dual language learners, math is acquired through English simplified terms and use of words and model actions. Staff needs to provide a rich environment of math material in the classroom.

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

ACF-IM-HS-15-01 Real Property Reporting and Request Requirements

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
February 2015**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/27/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Elk Grove USD	480	480	100	85
Sacramento City USD	1,312	1,312	100	97
SETA	2,002	2,067	103	78
San Juan USD	700	718	103	99*
Twin Rivers USD	243	243	100	93
WCIC/Playmate	120	120	100	79
Total	4,857	4,940		

* SJUSD average daily attendance is for January 2015

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/27/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Sacramento City USD	144	144	100	73
SETA	349	359	103	72
San Juan USD	160	179	112	100*
Total	653	682		

* SJUSD average daily attendance is for January 2015

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 day allowable period.
- (b) If enrollment is less than 100%, agency includes corrective plan of action.
- (c) Average Daily Attendance for month, excluding Home Based.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(February 28, 2015)

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)	23 (9.5 %)	N/A
Elk Grove USD (480)	44 (9 %)	N/A
Sacramento City USD (1312)(144)	141 (10.7 %)	15 (10%)
San Juan USD (700) (160)	89 (12.7%)	20 (12.5 %)
WCIC (120)	7 (6 %)	N/A
SETA (2002) (349)	206 (10.2 %)	62 (17.8%)
County (4857)* (653)**	510 (10.5%)	97 (14.8%)

*AFE = Annual Funded Enrollment

**% AFE = Percentage of Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *February 2015

February 6th - Minimum Day Preschool and EHS Full Day Classes..

February 16th - Holiday, President's Day.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
37,174	22,048	23,752	320

Total Amount of Meals and Snacks Prepared 83,294

Purchases:

Food \$70,100.25

Non - Food \$13,870.72

Building Maintenance and Repair: \$4,422.90

Janitorial & Restroom Supplies: \$85.84

Kitchen Small Wares and Equipment: \$2,575.40

Vehicle Maintenance and Repair : \$2,641.31

Vehicle Gas / Fuel: \$1,060.68

Normal Delivery Days 19

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.