



GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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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

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, June 4, 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

AGENDA

PAGE NUMBER

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
 - A. Minutes of the April 30, 2015 Special Board Meeting 1-7
 - B. Approval of Claims and Warrants 8
 - C. Ratification of the Submission of the Regional Industry Cluster of Opportunity (RICO) III Application to the California Workforce Investment Board and Authorize the Executive Director to Accept the Funds, Negotiate Agreements, Execute the Contracts and make any Modifications Necessary to the Agreements (Terri Carpenter) 9

D.	Ratification of the Submission of the Workforce Accelerator Application to the California Workforce Investment Board Authorize the Executive Director to Accept the Funds, Negotiate Agreements, Execute the Contracts and make any Modifications Necessary to the Agreements (Terri Carpenter)	10-11
E.	Ratification of the Submission of an Application in Response to the Department of Health & Human Services, Administration for Children and Families, Health Profession Opportunity Grant to Serve TANF Recipients and other Low-Income Individuals, and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source (Julie Davis-Jaffe)	12-13
III.	<u>Action Items</u>	
A.	GENERAL ADMINISTRATION/SETA	
1.	Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2015-2016 (Loretta Su)	14-16
2.	Approval of Use of Fund Balance (Loretta Su)	17-20
3.	Approval of the Sacramento Employment and Training Agency Record Retention and Destruction Policy (John Allen)	21
4.	Approval to Extend Janitorial Services Agreements for Fiscal Year Ending June 30, 2016 and Authorize the Executive Director to Sign the Agreements (Denise Lee)	22
B.	WORKFORCE DEVELOPMENT DEPARTMENT	
	<u>Refugee Services:</u> None.	
	<u>Community Services Block Grant</u>	
1.	Approval of the 2016-2017 Community Services Block Grant Community Action Plan (Julie Davis-Jaffe)	23-25
	<u>One Stop Services</u>	
2.	Concurrence with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act, Sacramento Works, Inc., Resource Allocation Plan for 2015-2016 (Roy Kim)	26-27
3.	Concurrence with the Sacramento Works, Inc. Board to Approve Funding Extension Recommendations for the Workforce Investment Act (WIA)/Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, for Program Year 2015-2016 (Terri Carpenter)	28-33

4.	Approval of Funding Extension Recommendations for the Workforce Investment Act/Workforce Innovation and Opportunity Act Adult/Dislocated Worker and CalWORKs Programs, PY2015-2016 (Roy Kim)	34-39
5.	Approval of One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2014-2015, Extend Subgrant Agreements with the Department of Human Assistance and the South County Services, and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement (Roy Kim)	40
C.	CHILDREN AND FAMILY SERVICES: None.	
IV.	<u>Information Items</u>	
A.	Community Services & Development Fiscal Monitoring Review Report (Loretta Su)	41-42
B.	Fiscal Monitoring Reports (Loretta Su) <ul style="list-style-type: none"> ➤ Bach Viet Association, Inc. ➤ California Indian Manpower Consort. ➤ Elk Grove Unified School District Adult & Community Education ➤ Folsom Cordova Community Partnership ➤ North State Building Industry Foundation ➤ Sacramento City Unified School District ➤ Sacramento County Department of Human Assistance 	43-57
C.	Employer Success Stories and Activity Report (William Walker)	58-68
D.	Dislocated Worker Update (William Walker)	69-70
E.	Unemployment Update/Press Release from the Employment Development Department (Roy Kim)	71-82
F.	Head Start Reports (Denise Lee)	83-102
V.	<u>Reports to the Board</u>	103
A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
F.	Public	

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9

One potential case

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, MAY 28, 2015

ITEM II-A - CONSENT

MINUTES OF THE APRIL 30, 2015 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 30, 2015 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

**SPECIAL 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, April 30, 2015
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:04 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
Allen Warren, Councilmember, City of Sacramento (arrived at 10:10 a.m.)

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the April 2, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- D. Ratification of the Submission of an Application to the Employment Development Department for the Supervised Population Workforce Training Grant Program and Authorize the Executive Director to Sign the Agreement and any other Required Documents Pertaining to the Agreement
- E. Ratification of the Submission of an Application to the Employment Development Department for Workforce Investment Act 15% and 25% funds for a Veteran's Employment-Related Assistance Program (VEAP) and Authorize the Executive Director to Execute the Agreement and Any Other Documents Required by the Funding Source

Mr. Thatch requested that IIC be moved to the action calendar.

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

- A. Approve the April 2, 2015 minutes.
- B. Approve the claims and warrants for the period 3/27/15 through 4/22/15.
- D. Ratify the submission of an application for up to \$200,000 to the California Workforce Investment Board and the Employment Development Department (EDD) for a Supervised Population Workforce Training Grant Program, and authorize the Executive Director to sign the agreement and any other required documents pertaining to the agreement.

- E. Ratify the submission of the Veterans Employment Assistance Program application to the California Employment Development Department requesting \$500,000 to provide services to 65 veterans, and authorize the SETA Executive Director to execute the agreements, modifications and any other documents required by the funding sources.
Roll call vote:
Aye: 4 (Kennedy, Nottoli, Scherman, Warren)
Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)
- C. Approval of Resolution and Ratification of the Submission of a Proposal for the Community Services Block Grant (CSBG) Discretionary Funding for Targeted Initiatives to the State of California Department of Community Services and Development, and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

There were no questions or comments on this item.

Moved/Scherman, second/Kennedy, to Approve the resolution and ratify the submission of a proposal for the Community Services Block Grant (CSBG) Discretionary Funding to the State of California, Department of Community Services and Development, and authorize SETA's Executive Director to execute the agreement and any other documents required by the funding source.

Roll call vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval to Adjust the Pay Ranges for the Classifications of Associate Teacher, Associate Teacher – Infant/Toddler, and Head Start Child Care Teacher Assistant

Ms. Denise Lee reviewed this item.

Mr. Warren arrived at 10:10 a.m.

Ms. Lee stated that the recruitment of teaching staff has been challenging and the pay increase will allow for better recruitment. The minimum wage recently increased and this allows for a greater separation.

This board item affects around 145 employees. Some of the teaching staff are working their way to earning their AA degree. A lot of the employees are making great strides and management is providing several pathways to ensure their success in achieving their AA degree.

Mr. Nottoli opened a public hearing.

Moved/Kennedy, second/Scherman, to close the public hearing and approve the proposed pay range as listed above for the classifications of Associate Teacher (Tier I, II and III), Associate Teacher – Infant/Toddler, and Head Start Child Care Teacher Assistant.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval of the Submission of the Capital Region SlingShot Compact Development Plan/ Proposal to the California Workforce Investment Board and Authorization for the Executive Director to Execute the Funding Agreement, any Modifications, or other Documents Required by the Funding Source

Mr. Roy Kim stated that in October, 2014 an initial proposal was submitted to receive \$20,000 to develop a SlingShot initiative proposal. The funds can reach up to a million dollars for an out-of-the-box proposal. Regional partners include SETA, NCCT, Golden Sierra, and Yolo County and the proposal focuses on entrepreneurs. The Compact development plan agreement is expected by the end of June and will launch the implementation phase. Valley Vision worked on the initial development of the design phase and the partners wish to continue working with Valley Vision. Mr. Kim read a non-competitive procurement finding into the record.

Moved/Scherman, second/Warren, that the board finds that noncompetitive procurement of the services of Valley Vision is appropriate for the reasons set forth in the Background and approve the submission of the Capital Region Slingshot Compact Development Plan/Proposal to the CWIB, and authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source.

Roll Call Vote:
Aye: 4 (Kennedy, Nottoli, Scherman, Warren)
Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)

C. CHILDREN AND FAMILY SERVICES

1. Approval to Submit a Head Start Budget Modification Request for Program Year 2014-2015

Ms. Denise Lee stated that this item is brought forward due to expected underspent funds in the personnel area. It is the intent to move underspent funds from personnel to equipment, supplies, and deferred maintenance at the centers. The list of deferred maintenance was distributed and many of the maintenance items will be mostly performed after hours when children are not present.

Mr. Nottoli suggested perhaps upgrading the outdoor watering systems to meet goals for water savings. Ms. Lee replied that the majority of our sites are leased so the landlords manage water conservation efforts. Parents have been notified that there will be less green grass due to the severe drought. This is important to conserve water. Staff is looking at artificial grass in areas where it is difficult to grow grass. This will help with long-term conservation as well.

Ms. Lee stated that there is a lot of play yard rubber surface replacement due to very dry grounds from natural water shortages as well as outlived life span of the rubber surface.

Moved/Scherman, second/Kennedy, to approve the submission of a Head Start budget modification to the Administration for Children and Families (ACF) in the amount of \$600,000.

Roll Call Vote:
Aye: 4 (Kennedy, Nottoli, Scherman, Warren)
Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)

Ms. Lee asked to review items 2-5 together.

2. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Budget
3. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application
4. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Five-Year Goals

5. Approval of Fiscal 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies

Ms. Denise Lee introduced Robyn Caruso and D'et Patterson and thanked them for their work on the grant documents.

The grant application is just over \$51 million and the funds will serve 4,700 preschoolers and 673 infants/ toddlers. Staff is requesting to covert 58 preschool slots to 8 center based slots at Mather ELC and 12 home base infant/toddler slots. Mather is connected to the Mather Transitional Housing and there is a wait list for services. There are over 400 families on the home base wait list. The Parker Avenue Early Learning Center has been renovated and it now accommodates 20 children so an additional 25 slots will be offered there.

Staff is negotiating with ACF on the change of services from preschool to infant/ toddler. The federal government has really pushed quality of services rather than quantity of services. Staff is requesting to move \$350,000 from Head Start to Early Head Start in conjunction with the conversion of preschool to EHS.

There are 100 locations with 231 classrooms serving children across the county. The locations have not changed significantly. ACF is asking that we align our goals from three years to five years to match the new 5-year grant cycle. The goals include school readiness, mental health and marketing/recruitment.

Ms. Lee reviewed the variety of options available to families. Options available range from three and half to ten hours per day, full year and year round. Mr. Nottoli asked why checks cost \$205; he thinks this is way too high for checks. Loretta Su provided feedback.

Moved/Scherman, second/Warren, to approve the following:

2. Approve the Fiscal Year 2015-2016 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic and Training/Technical Assistance.
3. Approve the Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application.
4. Approve the Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical grant application as aligned with established five-year goals and objectives.
5. Approve Fiscal Year 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

IV. Information Items

- A. Review of Fiscal Monitoring Report from the Employment Development Department

Ms. Kossick stated that this is the first time we have had a monitor respond within five days of the monitoring visit.

- B. Sacramento Works Quarterly Dashboard: No comments.
- C. Employer Success Stories and Activity Report: No comments.
- D. Dislocated Worker Update: Mr. William Walker spoke of layoffs at Health Net that has a potential of impacting 950 employees. Staff has been working with Health Net staff. Bank of America is thinking of closing their Rancho Cordova call center; 800 employees will be impacted.
- E. Unemployment Update/Press Release from the Employment Development Department: Mr. George Marley has been promoted to another position and staff will be reaching out to his replacement.
- F. Head Start Reports: No comments.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick: announced that Bill Walker has been selected Professional of the Year by the California Workforce Association (CWA). He will be recognized and honored on May 14 in Anaheim. Ms. Kossick thanked the board for accommodating staff to have the Board meeting a week early to approve the Head Start grant submission.
- C. Deputy Directors: No comments.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

- VI. Adjournment:** The meeting was adjourned at 10:47 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/23/15 through 5/28/15, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 4/23/15 through 5/28/15.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

RATIFICATION OF THE SUBMISSION OF THE REGIONAL INDUSTRY CLUSTER OF OPPORTUNITY (RICO) III APPLICATION TO THE CALIFORNIA WORKFORCE INVESTMENT BOARD AND AUTHORIZE THE EXECUTIVE DIRECTOR TO ACCEPT THE FUNDS, NEGOTIATE AGREEMENTS, EXECUTE THE CONTRACTS AND MAKE ANY MODIFICATIONS NECESSARY TO THE AGREEMENTS

BACKGROUND:

The California Workforce Investment Board (State Board), Employment Development Department(EDD) and the California Energy Commission (Energy Commission), in coordination with the California Labor and Workforce Development Agency (LWDA), announced the availability of up to \$605,000 in AB 118 (Chapter 750, Statutes of 2007) Alternative Renewable Fuels and Vehicle Technology Program (ARFVTP) funds to further develop and implement Regional Industry Clusters of Opportunity (RICO) career pathways and/or talent pipeline strategies for K-12 students; and to involve regional partners to advance the competitive position of targeted RICOs resulting in economic prosperity.

SETA, on behalf of the RICO partners, submitted a proposal in response to the RICO III solicitation focusing on the leveraged partnerships with local educational institutions and employers to result in expanded opportunities for 300 students to take classes, gain certification and gain awareness of the Alternative Renewable Fuels and Vehicle Technology Program (ARFVTP) cluster through existing Energy and Infrastructure and System Diagnostic Service and Repair pathways (SDSR).

High school and community college students will be provided hands on experience in Energy and Infrastructure or SDSR pathways, or other Green Job/Engineering programs who may be considering Energy and infrastructure or SDSR pathway and/or careers in ARFVTP cluster.

SETA requested funding for \$155,000.

The RICO III partnership includes Valley Vision, Sacramento Clean Cities Coalition, Los Rios Community College District and the Sacramento Regional Technology Alliance (SARTA).

RECOMMENDATION:

Ratify the submission of the RICO III grant application requesting \$155,000 to the California Workforce Investment Board and authorize the Executive Director to accept the funds, negotiate agreements, execute the contracts and make any necessary modifications to the agreements.

STAFF PRESENTER: Terri Carpenter

ITEM II-D - CONSENT

RATIFICATION OF THE SUBMISSION OF THE WORKFORCE ACCELERATOR APPLICATION TO THE CALIFORNIA WORKFORCE INVESTMENT BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO ACCEPT THE FUNDS, NEGOTIATE AGREEMENTS, EXECUTE THE CONTRACTS AND MAKE ANY MODIFICATIONS NECESSARY TO THE AGREEMENTS

BACKGROUND:

The California Workforce Investment Board (CWIB) and the Employment Development Department (EDD) announced the availability of up to \$3 million in Workforce Investment Act (WIA) funds to design, develop, and implement projects that accelerate employment and re-employment strategies for California job seekers. The State Board and EDD will award grants to Project Teams that create and prototype innovative strategies to accelerate skill development, employment, and reemployment for one or more of the target populations.

SETA, on behalf of the Regional Workforce Investment Boards, has submitted two proposals in response to the Workforce Accelerator solicitation.

The Capital Region Workforce Accelerator project will “move the needle” to reduce the unemployment rate among long-term unemployed and low-income individuals by 25%; implement new programs that will assist the long-term unemployed and low income workers to improve their employability through short-term training opportunities including On-the-Job Training, accelerate veterans’ completion of nursing school by providing credit for military training, and accelerate entry into ‘earn and learn’ activities for classroom training graduates.

The partnership includes the Sacramento Sierra Building & Construction Trades Council, Unite Here Local 49, Los Rios Community College District, and California State University, Sacramento.

The Capital Region ‘Learn and Earn’ Accelerator project will ‘move the needle’ in career pathway opportunities offering high-wage, high-growth jobs for the long-term unemployed and low-income workers through the development of innovative ‘learn and earn’ models in pre-apprenticeship, apprenticeship and On-the-Job Training opportunities. The project will coordinate the convening of a regional WIOA - AB 86 workgroup focusing on the development of a regional service strategy for adult education and training; work with the Community Health Worker stakeholder group to develop pre-apprenticeship and apprenticeship programs supported by On-the-Job training programs; and design a Workforce Development Professional Apprenticeship program in partnership with CWA and the CSU system.

STAFF PRESENTER: Terri Carpenter

ITEM II-D – CONSENT (continued)
Page 2

The partnership includes California Community Colleges, Los Rios Community College District, California State University system, Sierra Health Foundation, California Workforce Association, State Division of Apprenticeship standards.

SETA is requesting funding for:

The Capital Region Accelerator \$100,000

The Capital Region ‘Learn and Earn’ Accelerator \$150,000

RECOMMENDATION:

Ratify the submission of the Workforce Accelerator grant applications requesting \$250,000 to the California Workforce Investment Board and authorize the Executive Director to accept the funds, negotiate the agreements, execute the contract and make any necessary modification to the agreement.

STAFF PRESENTER: Terri Carpenter

ITEM II- E - CONSENT

RATIFICATION OF THE SUBMISSION OF AN APPLICATION IN RESPONSE TO THE DEPARTMENT OF HEALTH & HUMAN SERVICES, ADMINISTRATION FOR CHILDREN AND FAMILIES, HEALTH PROFESSION OPPORTUNITY GRANT TO SERVE TANF RECIPIENTS AND OTHER LOW-INCOME INDIVIDUALS, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The Department of Health & Human Services (HHS), Administration for Children and Families (ACF), recently released a solicitation for grant applications to provide eligible TANF recipients and other low-income individuals the opportunity to obtain education and training for occupations in the healthcare field that pay well and are expected to either experience labor shortages or be in high demand.

Due to the short application timeframe, SETA submitted an application by the May 29, 2015 deadline, requesting approximately \$1.8 million per year. The project's timeframe would begin September 30, 2015. The length of the project would be 60 months, with five 12-month budget periods.

The goals of the project are to:

- Provide opportunities for eligible TANF and low-income Sacramento County residents to prepare for high-demand healthcare occupations by creating career pathways;
- Increase opportunities for eligible special target populations, including refugees/immigrants, victims of human trafficking (VOTs), individuals with disabilities, persons affected by domestic violence, incumbent healthcare employees, veterans, and youth aging out of foster care;
- Provide wrap-around supportive services to address participant barriers, by leveraging SETA and partner resources. Barriers may include lack of access to housing, food, transportation, counseling, as well as the need for adult basic education including English language skills; and
- Develop career pathways including employment opportunities in the healthcare industry for program participants.

Partners in the grant include the Sacramento Works Job Center (SWJC) system, the Sacramento Works, Inc., Workforce Investment Board (SWI), California State Workforce

ITEM II-E - CONSENT (continued)
Page 2

Investment Board (CWIB), state and local TANF agencies (CDSS, DHA), Refugee/VOT service and employment providers, Disability Employment Initiative (DEI) and Ticket-to-Work (TTW) programs, WEAVE, California State University, Sacramento (CSUS) Continuing Education/Nursing programs, Los Rios Community College, Adult Basic Education programs, Head Start and private employers.

RECOMMENDATION:

Ratify the submission of a proposal for the Health Profession Opportunity Grant to serve TANF recipients and other low-income individuals and authorize SETA's Executive Director to execute the agreement and any other documents required by the funding source.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM III-A – 1 - ACTION

APPROVAL OF SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
RECOMMENDED BUDGET FOR FISCAL YEAR 2015-2016

BACKGROUND:

Under applicable procedures set forth in the California Government Code, the SETA Governing Board is required to approve a Recommended Budget prior to June 30th of each year, with the adoption of the Final Agency Budget occurring no later than October 2nd of each Fiscal Year. The Recommended Budget, as approved by the Governing Board, provides authority to operate in the new fiscal year until adoption of a Final Budget for that fiscal year.

As funding becomes more definite in several programs, the Final Budget presented at the August Governing Board meeting will reflect actual available funding. A public hearing on the Final Budget should commence on August 6, 2015 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California and staff should cause to be posted and published notice of that meeting. The final budget will be submitted to the County and City after SETA Governing Board approval.

A copy of the Recommended Budget will be sent under separate cover.

RECOMMENDATION:

Approve the Recommended Budget and attached Resolution and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 6, 2015 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California.

STAFF PRESENTER: Loretta Su

RESOLUTION NUMBER: 15-02

BUDGET ADOPTION RESOLUTION
BEFORE THE GOVERNING BOARD OF

Sacramento Employment & Training Agency
Joint Powers Agency of the City & County of Sacramento
State of California

RESOLUTION ADOPTING RECOMMENDED BUDGET

WHEREAS, the SETA recommended budget has been presented to the Governing Board for review and adoption

THEREFORE, IT IS HEREBY RESOLVED in accordance with Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), the recommended budget for the Fiscal Year 2015-16 be and is hereby adopted in accordance with the followings:

(1) Salaries and employees benefits	\$ 38,140,608
(2) Services and Supplies	8,584,983
(3) Other charges	39,933,398
(4) Fixed Assets	
(A) Land	0
(B) Structures and improvements	0
(C) Equipment	232,000
(5) Expenditure transfers	0
(6) Contingencies	0
(7) Provision for reserve increases	0
TOTAL BUDGET REQUIREMENTS	<u>\$86,890,989</u>

BE IT FURTHER RESOLVED that means of financing the expenditures program will be by monies derived from Current Financing and Fund Balance.

BE IT FURTHER RESOLVED that the recommended budget be and is hereby adopted which shows in detail the approved appropriations, revenues and methods of financing, appropriations limit, total annual appropriations subject to limitations attached hereto and by reference made a part hereof.

On a motion by _____, seconded by
_____, the foregoing resolution is passed and adopted by the
Sacramento Employment and Training Agency Governing Board of the County of
Sacramento, State of California, this fourth day of June, 2015 by the following vote, to
wit:

Ayes:

Noes:

Absent:

Abstain:

Don Nottoli, Chair
SETA Governing Board
Sacramento County, California

ATTEST: _____
Nancy L. Hogan, Clerk of the Boards

ITEM III-A - 2 – ACTION

APPROVAL OF USE OF FUND BALANCE

BACKGROUND:

On October 27, 2014, the County of Sacramento Department of Finance (The County) informed SETA that they had discovered the pooled interest allocation was lower than anticipated for fiscal year 2013-2014. As a result, the County conducted a review of the methodology for calculating the interest earned and of their year-end processes. Upon completion of their review, the County determined that from fiscal year 2009-2010 through 2013-2014, they did not fully amortize bond premiums and accredit bond discounts for those years. Consequently, interest earnings were overstated, causing an over allocation of \$14,931 to SETA. Since the over allocation of interest income was for prior fiscal years, SETA's external auditors recommended SETA use the Agency fund balance to repay the County.

RECOMMENDATION:

Approve of use of fund balance to cover the interest allocation error of \$14,931.

STAFF PRESENTER: Loretta Su

Internal Services
Department of Finance
Treasury Division

Peggy Marti,
Assistant Treasurer



Bradley J. Hudson,
County Executive

David Villanueva,
Chief Deputy County Executive

Julie Valverde,
Director of Finance

County of Sacramento

October 27, 2014

Ms. Kathy Kossick, Executive Director
Sacramento Employment and Training Agency
925 Del Paso Boulevard, Ste 100
Sacramento, CA 95815

Dear Ms. Kossick:

For the fiscal year 2013-2014 it was discovered that the pooled interest allocation was lower than anticipated. As a result, the Department of Finance conducted a review of the methodology for calculating the interest earned and of our year-end processes.

We have completed our review of the methodology and the year-end processes for the pooled interest allocation. The County's external auditors have reviewed our analysis and agreed with our conclusions. Our review prompted us to go back to calculations starting in fiscal year 2009-2010 through fiscal year 2013-2014. We determined that from fiscal year 2009-2010 forward the County did not fully amortized bond premiums and accreted bond discounts for those fiscal years. Consequently, interest earnings were overstated causing an over allocation of \$14,931.

Attached is a schedule detailing the over allocation by fund and fiscal year. To not affect fiscal year 2014-2015 budgets we are looking for repayment in fiscal year 2015-2016. The difference between actual posted interest and the corrected interest allocation is represented either as a negative number (amount owed to County) or a positive number (amount due from County). Each of the pooled fund participants will receive their fiscal year 2014-2015 interest allocation as planned at a rate of approximately .25%.

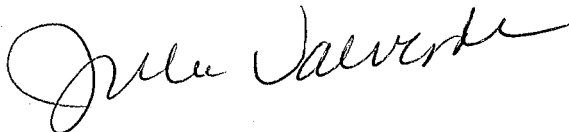
We have modified our year-end processes and methodology to ensure that this error does not occur going forward and are in the process of evaluating and testing accounting structure changes on the pool fund in COMPASS to record amortization and accretion on a more frequent basis allowing us to carry accumulated amortization and accretion in the accounting records rather than a year end entry based on investment portfolio reports in the allocation workpapers.

We have restated investment fund interest rates for the fiscal years 2009-2010 forward as shown below:

Year	Pooled Interest Rates	Pooled Interest Rates Restated
2009-10	0.9978%	0.8832%
2010-11	0.5128%	0.5064%
2011-12	0.3901%	0.2763%
2012-13	0.5900%	0.2819%
2013-14	0.0973%	0.2388%

Should you have any questions regarding this matter, please contact Peggy Marti, Assistant Treasurer at 874-6368

Sincerely,



Julie Valverde
Director of Finance

County of Sacramento

Interest Adjustment

Agency or District

Fund	Fund Name	Fiscal Year	Original Distribution	Adjusted Distribution	Adjustment
095A	SACRAMENTO EMPLOYMEN	2010	\$41,209	\$36,905	(\$4,304)
		2011	\$19,666	\$19,421	(\$245)
		2012	\$13,172	\$9,330	(\$3,842)
		2013	\$21,198	\$10,109	(\$11,089)
		2014	\$3,128	\$7,677	\$4,549
Total Fund		<input type="text" value="095A"/>			<input type="text" value="(\$14,931)"/>
Total	<input type="text" value="SETA"/>				<input type="text" value="(\$14,931)"/>

ITEM III-A – 3 – ACTION

APPROVAL OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
RECORD RETENTION AND DESTRUCTION POLICY

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the SETA Record Retention and Destruction policy. At present the Agency does not have a single condensed policy. Management and legal counsel reviewed the policies of the City and County in developing the Agency's policy.

The goals for the policy are:

1. To create a streamlined and consistent policy that makes it clear to staff what items need to be retained and for how long.
2. To identify documents which no longer need to be retained and the appropriate manner to dispose of them.
3. To identify how to handle documentation and records in the event of a hold notice.

RECCOMENDATION

Approve the SETA Record Retention and Destruction Policy.

STAFF PRESENTER: John Allen

ITEM III-A – 4 - ACTION

APPROVAL TO EXTEND JANITORIAL SERVICES AGREEMENTS FOR
FISCAL YEAR ENDING JUNE 30, 2016 AND AUTHORIZE THE EXECUTIVE
DIRECTOR TO SIGN THE AGREEMENTS

BACKGROUND:

On January 5, 2012 the Governing Board released a Request for Proposals to provide janitorial services for Early Learning Centers operated by the Agency.

On April 5, 2012, the Governing Board authorized the Executive Director and staff to enter into negotiations with seven janitorial service providers (RFP proposers) and execute signed contracts.

On July 1, 2012, SETA entered into contracts with five vendors to provide janitorial services for three years with the option of extending the agreement for three additional one-year terms. Since contract execution, one contract has been terminated. The four current contractors include:

Contractor	Amount
Custom Hi Tech Maintenance	\$14,975
MCH Janitorial Services	\$52,000
New Generation Building Services	\$127,161
TEE Janitorial and Maintenance	\$67,080

Based on the janitorial services provided in the past year, staff is recommending the extension of each agreement for an additional year.

RECOMMENDATION:

Approve the extension of the agreement with Custom Hi Tech Maintenance, MCH Janitorial Services, New Generation Building Services, and TEE Janitorial and Maintenance for janitorial services for an additional year, ending on June 30, 2016, and authorize the Executive Director to negotiate and sign the agreements.

STAFF PRESENTER: Denise Lee

ITEM III-B - 1 – ACTION

APPROVAL OF 2016-2017 COMMUNITY SERVICES BLOCK
GRANT COMMUNITY ACTION PLAN

BACKGROUND:

Enclosed (under separate cover) for your approval is the draft 2016-2017 Community Services Block Grant (CSBG) Community Action Plan. A locally determined plan for the use of CSBG funding is required by the State Department of Community Services and Development (CSD). This two-year draft Community Action Plan represents CSBG service priorities for the period of January 1, 2016 through December 31, 2017. SETA's contract with CSD will continue to be on a single calendar year basis. The funding level for the year 2016 is not known at this time. Copies of the draft Community Action Plan have been made available to the public for their comments.

The draft Community Action Plan was developed as a result of an extensive needs assessment process using public testimony from two public hearings, a survey on service needs from current and past clients, an analysis of the latest available demographic data and studies, a review of publications on trends and issues in Sacramento County, a community forum with homeless youth, and other sources of information depicting the most recent conditions affecting the low-income population in this region.

Based on the needs assessment, SETA will plan its focus of CSBG services on vulnerable youth and seniors, single parent and Head Start eligible families with children 0-5, refugees and asylees, parenting grandparents, persons who are unemployed or under-employed, veterans and persons who are homeless, and other susceptible populations with an emphasis on comprehensive services that will likely lead to self-sufficiency. Activities planned include Safety-Net or one-time emergency services and outcome-based, case managed, Self-Sufficiency services designed to move clients toward economic security. CSBG services will continue to be linked to the Sacramento Works Job Centers as a support for clients seeking employment, and will be an important resource to assist community-based organizations in building capacity, developing collaborations, and networking.

A summary of the Community Information Profile is attached.
The Community Action Plan will be presented to the Community Action Board (CAB) for approval on June 3, 2015.

RECOMMENDATION:

Review and approve the 2016-2017 Community Services Block Grant Community Action Plan.

SUMMARY OF COMMUNITY SERVICES BLOCK GRANT 2016-2017
COMMUNITY ACTION PLAN (CAP) COMMUNITY
INFORMATION PROFILE

The Community Information Profile and Needs Assessment describe the problems and causes of poverty in SETA's service area based on public testimony, verifiable data and information. For the 2016-2017 CAP, the most recent statistical data used was the 2013 American Community Survey, a product of the U.S. Census Bureau, which was released in the fall of 2014. The profile shows the most recent indicators of poverty in Sacramento County.

Poverty Rate

The current poverty rate has risen to 18.7%, up from 17.7% in 2011, or 267,494 persons living in poverty, a 15.6 increase in the number of Sacramento County residents who were living below federal poverty income guidelines just two years earlier. Of particular concern is the dramatic rise in the number of persons living in extreme poverty, or less than 50% of Federal Poverty Income Guidelines. That number has risen by over 11,000 since 2011 and by over 50,000 since 2007.

Single Parents

Approximately 36% of single parent families are living in poverty. The rate increases to 50.6% for female-headed families with children 0-5 years of age.

Seniors

Thirty-seven percent of the persons 65+ live alone, most of who were women. The rate is higher for African American and Hispanic/Latino seniors. The senior poverty rate remains relatively low at 10%, but is up from 9% in 2011.

Youth

Children age 0-17 years comprise over 25% of Sacramento County's total population. Among this age group, the poverty rate is over 26.1%, about 5% higher than the rate in 2011. Teen birth rates continue a downward trend from 2007, but are consistently higher than the state of California for all race and ethnic groups. Poverty rates for children 0-5 are up in Arden Arcade, Citrus Heights, Elk Grove, Florin, Galt and Rancho Cordova. The number of youth in foster care has decreased dramatically over the last 5 years. Four foster youth were exited into a condition of homelessness or an emergency shelter in Sacramento County in 2014. In 2013, 1,029 juveniles were arrested with felony charges. The high school dropout rate in Sacramento County was 11%.

Labor Force and Unemployment Data

The Sacramento County unemployment rate was 5.7% in April 2015. The rates are the highest in Walnut Grove (10.6%), Isleton (10.5%), Florin (9.2%), Galt (7.1%), Arden Arcade (6.9%), Carmichael (6.9%), Rancho Cordova (6.7%), LaRiviera (6.5%), Citrus Heights (6.4%), Sacramento (6.4%), Orangevale (6.2%), and Foothill Farms (6.2%).

Homelessness

A report documenting the January 2015 Homeless Count report had not been released in time for inclusion into the Community Action Plan draft. This section will be updated with 2015 Homeless Count data if it becomes available prior to the June 30, 2015 CAP submission deadline. However, Sacramento Steps Forward reported in 2013, that there were approximately 2,538 adults and children from 1,846 households living in shelters, transitional housing or places not fit for human habitation.

Hunger

The Sacramento County Department of Health and Human Services reports that a monthly average of 101,325 adults and children participated in the CalFresh programs in 2014.

CAP Target Populations: Based upon the needs assessment, CSBG services will be prioritized for the following target groups:

- Single parent families, especially single parent female families with children 0-5
- Low-income families, including victims of domestic violence, immigrants, asylees, ex-offenders, single parents, parenting grandparents, disabled individuals, persons who are unemployed or under-employed, veterans,
- Youth, including emancipating foster youth, probationary youth, homeless youth, teen parents, and youth at risk of gang involvement, dropping out of school and truancy
- Seniors
- Homeless individuals and families

ITEM III-B - 2 - ACTION

CONCURRENCE WITH THE SACRAMENTO WORKS, INC. BOARD TO APPROVE
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), SACRAMENTO
WORKS, INC., RESOURCE ALLOCATION PLAN FOR 2015-2016

BACKGROUND:

The Resource Allocation Plan (RAP) establishes how the funding, allocated to Sacramento County through the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker programs, and the CalWORKs funds allocated to SETA by the Sacramento County Department of Human Assistance (DHA), will support services, activities and functions within the Job Center System. Funds that are allocated provide activities and services that assist unemployed and underemployed individuals gain the skills necessary to enter high demand careers in the region and offer employers the services they need to hire qualified candidates. On an annual basis, Sacramento Works, Inc. (SWI) reviews the plan and approves the percentage of funds that will be allocated to each activity for the next fiscal year.

The allocation for Fiscal Year 2015-2016 for the WIA Adult, Dislocated Worker, and CalWORKs programs is projected to be \$11,790,905, consistent with 2014-15 funding levels. If final allocations are different from projections, then the RAP allocations will be adjusted proportionately.

The RAP continues to reflect 2013-14 changes necessitated by state legislation and policy interpretations on the definition of "Training" costs". For 2015-16, and the program transition to, and implementation of, the WIOA, staff is recommending extending the RAP categories and the following percentages:

24.4%	Job Center Career Services
61.8%	Training Services
6.7%	Job Center Support
5.6%	Administration
<u>1.5%</u>	<u>Board Initiatives</u>
100%	Total

The transition to the WIOA will involve an extensive planning process at the State and local level, and it is anticipated that the process will result in programmatic changes requiring revisions to the current RAP categories and percentages. The proposed RAP chart and definitions are attached for your review.

The Sacramento Works board met on May 27 and approved this allocation.

RECOMMENDATION:

Concur with the Sacramento Works, Inc. board to approve the Resource Allocation Plan for 2015-16.

Job Center Services Activities and Functions	Allocation % for Fiscal Year 2014-2015	Proposed Allocation % for Fiscal Year 2015-2016	WIA Adult/CalWORKs and Dislocated Worker Funding 2014-2015	Proposed WIA Adult/CalWORKs and Dislocated Worker Funding 2015-2016	Increase/Decrease from last year
Job Center Career Services: Costs associated with welcoming customers, providing orientation, registration and eligibility determination, skill review, initial/vocational assessments, career planning and coaching, counseling, referral to social services, information workshops, and labor market information. This activity also includes on-going casemanagement services provided by one-stop staff for customers enrolled in training activities and costs associated with providing employer services.	24.4%	24.4%	\$ 2,883,983	\$ 2,883,983	\$ -
Training Services: Costs associated with customers enrolled in training, including Scholarships/Individual Training Accounts, Standard On-the-Job Training/Subsidized Employment (OJT/SE), Expanded Subsidized Employment (ESE), Sacramento Works Training Centers (Work Preparedness Training including Adult Basic Education (ABE), Vocational ESL, GED Preparation/High School Completion and Job Readiness Training and Functional Training including occupational skills training, cohort occupational skills training, customized training and entrepreneurial training.	61.8%	61.8%	\$ 7,290,099	\$ 7,290,099	\$ -
Job Center Support: Program Monitoring, SacWorks support, Client tracking, reporting and follow-up.	6.7%	6.7%	\$ 786,562	\$ 786,562	\$ -
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff.	5.6%	5.6%	\$ 655,469	\$ 655,469	\$ -
Board Initiatives: Funds are approved for Sacramento Works, Inc. Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives.	1.5%	1.5%	\$ 174,792	\$ 174,792	\$ -
Total	100.00%	100.00%	\$ 11,790,905	\$ 11,790,905	\$ -

ITEM III-B - 3 - ACTION

CONCURRENCE WITH THE SACRAMENTO WORKS, INC. BOARD TO APPROVE
FUNDING EXTENSION RECOMMENDATIONS FOR
THE WORKFORCE INVESTMENT ACT (WIA)/WORKFORCE INNOVATION
AND OPPORTUNITY ACT (WIOA), TITLE I, YOUTH PROGRAM, FOR
PROGRAM YEAR 2015-2016

BACKGROUND:

The Sacramento Works for Youth WIA/WIOA program is designed to provide high quality services for youth and young adults to prepare them to succeed in the workforce. Over the next program year 2015-2016, the Youth program will transition to new WIOA requirements and fully implement the WIOA program by July 1, 2016.

The Sacramento WIA/WIOA youth funds are allocated in three categories: Universal Services and Individualized Services for In-School Youth and Out-of-School Youth.

Universal Services:

The Universal Youth Services are delivered by Universal Youth Specialists stationed at the Sacramento Works Centers. The services focus on providing youth with a variety of “youth” friendly services and the Youth Specialists are the liaisons between the Sacramento Works Centers, neighborhood resources, academic institutions and the WIA/WIOA youth services providing outreach and recruitment services, “universal” employment services and information sessions geared to the needs of local youth. Youth Advocates, who are former youth program participants, are assigned to provide assistance to the Youth Specialists. All youth ages 16-24 are eligible to receive Universal Services.

Individualized Services:

The In-School and Out-of-School Sacramento Works for Youth WIA/WIOA programs incorporate the following required elements:

- Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential (In-School Youth)
- Alternative secondary school services, or dropout recovery services (Out-of-School Youth)
- Paid and unpaid work experience / On-the-Job Training/summer employment opportunities that have academic and occupational education as a component of the work experience.
- Career Pathways and/or Service Learning.
- Occupational Skills Training

ITEM III-B - 3 – ACTION (continued)

Page 2

- Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors
- Supportive Services
- Adult mentoring
- Follow-up services for one year
- Comprehensive guidance and counseling including alcohol and drug abuse
- Career awareness, career counseling and career exploration services

Evaluation Process:

SETA staff routinely monitors and evaluates the Youth program services and performance and provides technical assistance in service delivery, case management and documentation. The current WIA program year ends June 30, 2015, and annual performance reports will be completed and ready for review in late Fall 2015. Staff has conducted an initial review of performance through 4/21/15 and all programs are on track to successfully meet planned goals.

Areas that are reviewed and addressed include:

- Demonstrated ability to attain WIA Common Measures, enrollment, training completion and placement goals as outlined below:

Placement in Employment or Education

Defined as employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.

2013-2014 Actual Performance Rate: 78% Goal: 64.3% Success Rate: 121.4%

Attainment of Degree or Certificate

Defined as attaining a diploma, GED or certificate.

2013-2014 Actual Performance Rate: 81.3% Goal: 60.5% Success Rate: 134.3%

Literacy or Numeracy Gains

Defined as advancing one or more Adult Basic Education (ABE) or English as a Second Language (ESL) functioning levels.

2013-2014 Actual Performance Rate: 66.9% Goal: 55% Success Rate: 121.7%

- Sacramento Works case management system documentation of services and progress toward goal attainment
- Understanding and adhering to the Youth Council's program design and performance requirements
- Ensuring that targeted challenged communities are served
- Commitment to youth development and a collaborative service delivery

- Staffing infrastructure – ensuring that funded agencies have an adequate staff to participant ratio
- Ability to implement all required program elements.

Recommendations based on available funding and WIOA program transition requirements

Over the next year, the Youth Council will be conducting a comprehensive planning and procurement process to implement all the requirements of the WIOA Youth Program by July 2016. Some of the major programmatic changes include:

- WIOA requires the youth formula program spend at least 75 percent of funds on Out-of-School youth. At a minimum, programs are required to increase expenditures for Out-of-School Youth by at least 10% over the PY2015-16 transition year.
- New program elements – Financial Literacy; Entrepreneurial skills training;
- Emphasis on Work-Experience – At least 20 percent of local Youth formula funds must be used for work experiences, such as summer and year-round employment, pre-apprenticeship, on-the-job training, or internships and job shadowing

SETA has not received Program Year (PY) 2015-16 funding allocations, but is estimating that the following funds will be available for allocation:

\$2,131,728	Individualized Services
\$ 522,650	Universal Services
\$ 25,000	Youth Council Initiatives

The WIA/WIOA funding recommendations include:

Universal Services: Youth Specialists and Youth Advocates at the Sacramento Works Centers

Individualized Services: The attached chart reflects the funding recommendation to provide In-School and Out-of-School WIA/WIOA youth services.

Career Pathways: SETA/Sacramento Works is a partner in the California Career Pathways Trust funded Capital Academies and Pathways program with the Elk Grove Unified School District and Sacramento City Unified School District and supports the efforts of the CRANE Consortium. In leveraging WIA/WIOA funding, staff is

recommending two providers focus a portion of their funding on career pathway youth enrolled in career pathway programs. These providers, the City of Sacramento and Sacramento Chinese Community Center, along with SETA staff, will collaborate with school district staff as members of the district's career pathway partnership team.

Wages for Youth in Sacramento Works programs: WIOA emphasis on Work-Experience / On-the-Job Training –these funds will support paid work experience programs such as summer and year-round employment.

Vendor Services: These funds are set aside to ensure that specialized services are available to fill any service delivery gaps, and that the Youth Program complies with the requirement to provide all of the WIOA Program elements, including Financial Literacy and Entrepreneurial Skills Training. SETA will be soliciting applications from prospective vendors to provide these services.

Youth Council Initiatives: The Youth Council is reserving \$25,000 for other Youth Initiatives including: youth event sponsorships, youth job fair sponsorships, community outreach, community college support of Sacramento Works for Youth initiatives, supporting youth workforce readiness events and youth leadership training.

The Sacramento Works, Inc. Board reviewed and approved this item at their May 27 meeting. Funding recommendations are attached. Additional youth performance data is provided under separate cover.

RECOMMENDATION:

Review and concur with the Sacramento Works, Inc. Board to approve the extension funding recommendations for the WIA/WIOA Title I, Youth Program, PY 2015-2016.

In addition, approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in Fall 2015 and funds may be deobligated.

STAFF PRESENTER: Terri Carpenter

OUT OF SCHOOL YOUTH	2014 Allocation		2015 Recommendation			
Provider Name	Amount	# served	Cost per	Amount	# served	Area/Location
Asian Resources, Inc.	\$ 245,728	56	\$ 4,388	\$ 245,728	56	Citrus Heights, Central & South Sacramento
Crossroads Diversified Services, Inc.	-	0	3,600	180,000	50	Rancho Cordova & Citrus Heights
Elk Grove Unified School District	190,000	50	3,800	190,000	50	Elk Grove & South Sacramento
La Familia Counseling Center, Inc.	293,940	60	4,899	293,940	60	South & Central Sacramento
North State Building Industry Foundation	160,380	35	4,582	160,380	35	All county - focused on north
Sacramento City Unified School District	150,800	40	3,770	150,800	40	South and East Sacramento
Vendor Services - Secondary school completion (GED prep, ABE, etc), counseling, mentoring, financial literacy, entrepreneurial skills training, etc.	12,500	n/a	Group Hourly rate	50,000	n/a	Sacramento County
WAGES for youth in Sacramento Works	125,000	25	5,000	250,000	50	Sacramento County
Subtotal - Out of School	\$ 1,178,348	241		\$ 1,520,848	341	
IN SCHOOL YOUTH	2014 Allocation		2015 Recommendation			Area/Location
Provider Name	Amount		Cost per	Amount	# served	
City of Sacramento – Dept. of Parks & Rec.	\$ 228,000	60	\$ 3,800	\$ 228,000	60	City of Sacramento
Sacramento Chinese Community Service Center	362,880	80	4,536	362,880	80	South & North Sacramento
Crossroads Diversified Services, Inc.	194,250	50	-	20,000	20	Rancho Cordova & Citrus Heights
Vendor Services - Secondary school completion (GED prep, ABE, etc), counseling, mentoring, financial literacy, entrepreneurial	12,500	n/a	Group Hourly rate	0	n/a	Sacramento County
WAGES for youth in SacWorks youth programs	125,000	30		0	0	Sacramento County
Subtotal - In School	\$ 922,630	220		\$ 610,880	160	

Universal Services	\$522,650
Out-of-School Services	1,520,848
In-School Services	610,880
Youth Council Initiatives	25,000
Grand Total	\$2,679,378

Universal Services Provider	# Served	Location	
Asian Resources, Inc.	400	Midtown	\$61,000
Crossroads Diversified Services, Inc.	400	Citrus Heights	61,000
Crossroads Diversified Services, Inc.	440	Rancho Cordova**	71,000
Elk Grove Unified School District	400	South Sacramento County	61,000
Greater Sacramento Urban League	400	North Sacramento	61,000
La Familia Counseling Center, Inc.	400	South Sacramento City	61,000
Sacramento Chinese Community Service Center, Inc.	440	North & South Sacramento*	85,650
Sacramento City Unified School District	400	South Sacramento	61,000
Total	3,280		\$522,650

* Includes Youth Advocates at Franklin & Hillsdale SWCC

** Includes Youth Advocate at Rancho

ITEM III-B – 4 - ACTION

APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT/WORKFORCE INNOVATION AND OPPORTUNITY ACT ADULT/DISLOCATED WORKER AND CALWORKS PROGRAMS, PY2015-2016

BACKGROUND:

SETA receives funding for the Workforce Investment Act (WIA)/Workforce Innovation and Opportunity Act (WIOA) on an annual basis from the California Employment Development Department and receives CalWORKs funding from the County of Sacramento, Department of Human Assistance to provide On-the-Job Training/Subsidized Employment, Adult Basic Education/GED Preparation, and Vocational English-as-a-Second Language for recipients of CalWORKs. These funds are utilized in accordance with a Resource Allocation Plan that is approved by the Sacramento Works, Inc. (SWI) and the SETA Governing Board. A portion of the funds are reserved at SETA to fund the Sacramento Works Job Centers, training scholarships and support services, administrative and support staff, and Sacramento Works, Inc., Board Initiatives, and a portion is allocated out through a Request for Proposals process to community organizations, school districts, and training providers. The RFP process is conducted every five years. Contracts are negotiated and executed for a one year time frame and include language giving SETA the right to extend contracts for up to four additional years, based on program performance and availability of funding. The procurement for the Sacramento Works Training Centers (SWTCs) was conducted in 2013 and the procurement process for the On-the-job Training/Subsidized Employment providers was conducted in 2011. The WIA program will be transitioning to the WIOA program over the next program year, and the transition will involve an extensive planning and procurement process which is likely to result in significant programmatic changes.

The purpose of this item is to request the SETA Governing Board's approval to extend contracts for the Sacramento Works Training Centers and the On-the-Job Training/Subsidized Employment Providers.

SETA's WIA/WIOA allocation for 2015-2016 was reduced by \$284,598. SETA has not yet received the final allocation for the Fiscal Year 2015-2016 CalWORKs programs. In June, DHA will be presenting a resolution requesting extension of its current contracts with SETA to the County Board of Supervisors for approval. Should final allocations be different than current estimates, then SETA will adjust subgrant agreements accordingly.

The attached extension recommendations for the SWTCs are based on current service provider performance, the following availability of WIA/WIOA Adult/DW funds, and the estimated availability of CalWORKs funds:

ITEM III-B – 4 – ACTION (continued)

Page 2

WIA/WIOA Adult/DW -	\$ 2,679,256
CalWORKs -	<u>\$ 3,883,913</u>
TOTAL -	\$ 6,563,169

In addition, SETA is setting aside approximately \$700,000 to fund Individual Training Scholarships, Support Services and Vendor Services for center customers.

If additional funds become available during the program year, staff will return to the SETA Governing Board with an augmentation recommendation to allocate the additional funds.

Sacramento Works Training Center Extension Recommendations -

On June 30, 2013, the SETA Governing Board approved funding for eight Sacramento Works Training Centers (SWTCs) to support a transition from the universal access model of the one-stop career center system to a model that focuses on work preparedness and attainment of industry recognized certificates, credentials, or degrees needed for specific occupations, or occupational groups in Critical Occupational Clusters. On June 5, 2014, the Board approved funding for an additional SWTC, a joint venture between the Folsom Cordova Community Partnership and the Folsom Cordova Unified School District. The nine SWTCs are geographically distributed throughout the County and work with five Sacramento Works Job Centers (SWJC) to prepare low-skilled job seekers with the work preparedness and occupational skills necessary for “middle skills” jobs and career pathways. Training offered through SWTCs includes a combination of Work Preparedness Training and Occupational Skills Training.

Work Preparedness Training includes:

- Vocational English as a Second Language (VESL)
- Adult Basic Education (ABE), General Education Diploma (GED) Preparation/High School Completion Services
- Job Readiness training, which focuses on occupational clusters approved by the SWI—Job Readiness training includes services that teach skills needed to be successful in the workplace rather than skills needed to get into the workplace.

Occupational Skills Training includes:

- Occupational Skills Sector Initiatives (OSSI) in critical occupational clusters
- On-the-Job Training/Subsidized Employment (OJT/SE)

ITEM III-B – 4 – ACTION (continued)

Page 3

- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

SETA staff have monitored and evaluated SWTCs on overall past program performance and their ability to meet contractual performance levels. The formal review/evaluation of SWTC providers was recently completed for services provided through May 22, 2015. This evaluation indicates that the SWTCs have served 2,213 customers in training activities, or 75% of the annual goal of 2,939. Reports show that 1,414 customers have completed training and 495 have entered employment at an average wage of \$12.37. Evaluation criteria reviewed for performance included, but was not limited to:

- Achievement of planned performance goals (enrollment, training completion, entered employment and average wage at placement)
- Ability to enroll and serve target populations, particularly CalWORKs
- Achievement of WIA Common Measures
- Documentation of services and client progress towards goal attainment in the Sacramento Works case management system
- Ability to implement all required program elements and adhere to policies and program guidelines

Through May, 2015, the SWJC system has provided over 30,000 customers with core/universal services with 3,100 receiving intensive and/or training services. The funded SWTCs have served approximately 9,000 customers with leveraged core/universal services in this program year including, initial assessments, job readiness workshops, access to computers, career exploration, computer literacy, financial aid, citizenship-naturalization counseling, employer outreach and orientations, and life skills services.

Staff funding recommendations for SWTCs for PY 2015-16 are attached.

OJT/SE Extension Recommendations: -

On June 2, 2011, the SETA Governing Board approved funding six organizations to provide On-the-Job Training/Subsidized Employment (OJT/SE) services to individuals eligible for WIA, Title I, and the CalWORKs program. These contracts were approved for extension in 2012 and 2013 and qualify for one additional extension, based on performance. Two additional OJT/SE providers were subsequently approved as part of the Expanded Subsidized Employment agreement with DHA. The OJT/SE activity is intended to engage prospective employers in providing appropriate and meaningful training opportunities to low income individuals, dislocated workers, and eligible

ITEM III-B – 4 – ACTION (continued)

Page 4

CalWORKs recipients. It is designed to place customers into full-time jobs in high skill, high growth occupations. OJT/SE is a “hire first” activity that provides up to 100% reimbursement of the wages paid by an employer to an employee during the training period. The percentage of the wage reimbursement and the length of training are based on the occupation, the elements of training, the experience and work readiness of the trainee, and the difficulty of the job.

The OJT/SE providers are:

- Asian Resources, Inc.
- Bach Viet Association, Inc.
- Crossroads Diversified Services, Inc.
- Folsom Cordova Community Partnership
- Greater Sacramento Urban League
- La Familia Counseling Center
- Lao Family Community Development, Inc.
- North State Building Industry Foundation

On May 27, 2015, the Sacramento Works, Inc. Board reviewed and approved the WIA/WIOA Resource Allocation Plan (RAP) for 2015-16. Based on the successful outcomes from the OJT/SE activity, the 2015-16 RAP allocates WIA funds to continue to support the activity, however, due to the large amount of CalWORKs funds available, staff recommends focusing the activity to support OJT/SE services to eligible CalWORKs recipients.

Staff funding recommendations for OJT providers for PY 2015-16 are attached.

RECOMMENDATIONS:

Sacramento Works Training Centers (SWTCs) Extensions –

Approve funding recommendations in the amount of \$2,679,256 for the Workforce Investment Act/Workforce Innovation and Opportunity Act SWTCs as listed on the attached charts with the following stipulation:

- The provision of Work Preparedness and Functional Training services is contingent upon required course and State ETPL approvals, as well as the required credentialing of staff.
- PY 2015-16 funding will be subject to satisfactory year-end program performance. Providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.

STAFF PRESENTER: Roy Kim

On-the-Job Training/Subsidized Employment (OJT/SE) Extensions -

Approve the OJT/SE staff funding extension recommendations in the amount of \$3,883,913 as reflected in the attached chart with the following stipulations:

- Provider operating costs must not exceed the amount authorized by the County Department of Human Assistance.
- PY 2015-16 funding will be subject to satisfactory year-end program performance. Providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.

STAFF PRESENTER: Roy Kim

Name	Activities	CURRENT SWTC PY 2014-15		Recommended PY 2015-16		Activities
		Funding	# served	Funding	# served	
Center for Employment Training	OSSI integrated with VESL/ABE; GED	\$343,538	57	\$245,850	45	OSSI integrated with VESL; ABE/GED
Sacramento City Unified School District	VESL; ABE/GED; CT; OSSI, OJT	857,952	414	781,280	382	OSSI; VESL; ABE/GED;
Asian Resources, Inc.	VESL; ABE/GED; OJT	135,450	126	107,500	100	ABE/GED; OJT*
Elk Grove Unified School District	JR; VESL; ABE/GED; OSSI	390,794	114	363,900	107	OSSI; VESL; ABE/GED
Greater Sacramento Urban League	GED; OSSI	431,120	160	431,120	160	GED; OSSI; OJT*
California Human Development	JR; VESL; ABE/GED; OJT; OSSI	261,580	84	164,080	59	JR; OSSI; VESL; ABE/GED
Crossroads Diversified Services, Inc.	JR; VESL; ABE/GED; OJT	350,038	224	191,250	150	JR; ABE/GED; OJT*
La Familia Counseling Center, Inc.	JR; VESL; ABE/GED; OJT; CT	151,341	61	151,341	61	ABE/GED; OJT*
Folsom Cordova Unified School District & Folsom Cordova Community Partnership	VESL; ABE/GED; OSSI	242,935	100	242,935	100	VESL; ABE/GED; OSSI
Total - Sacramento Works Training Centers		\$3,164,748	1,340	\$2,679,256	1,164	

*SWTC OJT allocations reflected in OJT funding recommendations on next chart.

Recommended OJT Extensions

	Current Funding PY 2014-15	WIA/CalWORKs # Served	Recommended Funding PY 2015-16	WIA/CalWORKs # To Be Served
Asian Resources, Inc.	\$758,816	101	\$726,376	101
Folsom Cordova Community	612,431	80	587,900	80
Bach Viet Association	759,188	110	749,881	110
La Familia Counseling Center	618,131	87	600,694	87
Lao Family Community Development	548,041	70	521,755	70
North State Building Industry Foundation	561,527	97	561,527	97
Crossroads Diversified Services, Inc.	122,388	21	67,890	10
Greater Sacramento Urban League	63,720	10	67,890	10
Total OJT Extension	\$4,044,242	576	\$3,883,913	565

GRAND TOTAL	\$	7,208,990	\$	6,563,169
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ITEM III-B - 5 – ACTION

APPROVAL OF ONE-STOP SHARE OF COST AGREEMENT WITH THE COUNTY DEPARTMENT OF HUMAN ASSISTANCE, PY 2014-2015, EXTEND SUBGRANT AGREEMENTS WITH THE DEPARTMENT OF HUMAN ASSISTANCE AND THE SOUTH COUNTY SERVICES, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT AND ANY REQUIRED DOCUMENTS PERTAINING TO THE AGREEMENT

BACKGROUND:

Similar to the Workforce Investment Act, the new Workforce Innovation and Opportunity Act (WIOA) requires that Job Center partners contribute a share of the costs of the Job Center System proportionate to the use of the system by individuals attributable to the partner program. Since 2003, SETA has entered into an agreement with the County of Sacramento, Department of Human Assistance (DHA) to provide Job Center Services to CalWORKs customers.

On May 19, 2015, SETA received a contract in the amount of \$4,000,000 from the Sacramento County Department of Human Assistance (DHA) to continue DHA's share of cost of the Job Center System and continue services to CalWORKs recipients through PY2015-2016. The agreement will cover Sacramento County's share of cost for the operation of the Sacramento Works Job Center system and includes a provision to continue to provide employment and self-sufficiency services to residents of Mather Community Campus and reimburse DHA up to \$354,810 for the costs of providing services through the Campus for PY2015-16. In addition, the agreement includes a provision to fund South County Services (SCS) to provide services in the rural South Sacramento County area to ensure the continuation of basic emergency services for the underserved Galt and River Delta communities and reimburse SCS up to \$119,314 for the costs of providing services through PY2015-16.

RECOMMENDATION:

Approve the One Stop Share of Cost agreement for \$4,000,000 with the Department of Human Assistance and authorize SETA's Executive Director to negotiate and execute the agreement. Extend the Subgrant Agreement with the Department of Human Assistance for PY2015-16 in the amount of \$354,810 to continue the provision of employment and self-sufficiency services to Mather Community Campus residents, extend the Subgrant Agreement with the South County Services for PY2015-16 in the amount of \$119,314 to continue the provision of safety-net services in South Sacramento County.

STAFF PRESENTER: Roy Kim

ITEM IV-A – INFORMATION

COMMUNITY SERVICES AND DEVELOPMENT FISCAL MONITORING
REVIEW REPORT

BACKGROUND:

The State Department of Community Services and Development recently conducted a fiscal review of SETA's Community Services Block Grant expenditures.

A copy of the report is attached.

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su



LINNÉ K. STOUT
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
 2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
 Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

April 23, 2015

Kathy Kossick, Executive Director
 Sacramento Employment and Training Agency
 925 Del Paso Blvd.
 Sacramento, CA 95815

Dear Ms. Kossick:

The Department of Community Services and Development (CSD) conducted a fiscal review at Sacramento Employment and Training Agency (SETA) on February 3, 4, and 5, 2015. The review focused on expenditure testing of Community Services Block Grant (CSBG) contract #13F-3033.

The scope of the audit included the following areas:

- Accounting systems/billing processes
- Allowable cost testing
- Payroll testing
- Subcontractor procurement
- Internal controls review

Based upon the audit procedures performed, CSD has determined that SETA is in compliance with applicable laws, regulations, and grant requirements. Allowable costs, payroll expenses, internal controls, and subcontractor procurement were complete and well documented. There were no findings identified during the audit. This was communicated to Loretta Su, Fiscal Chief during an exit conference.

We wish to thank Ms. Su and the SETA staff for their assistance during the audit. If you have any questions, please contact me at (916) 576-7121 or email at Gregg.Wardrip@csd.ca.gov.

Sincerely,

GREGG M. WARDRIP, MPA
 Management Auditor
 Audit Services Unit

ITEM IV-B - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

MEMORANDUM

TO: Mr. Melvin Demoff **DATE:** April 30, 2015

FROM: Mayxay Xiong, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT – CalWorks	\$427,631	7/1/14-6/30/15	7/1/14-12/31/14
WIA	OJT – Adult	\$331,557	7/1/14-6/30/15	7/1/14-12/31/14
RESS/TA	RESS – VESL/ES	\$102,067	10/1/13-9/30/14	8/1/14-9/30/14
RESS/TA	TA – ES	\$70,000	10/1/13-9/30/14	8/1/14-9/30/14
RESS/TA	TAD – ES	\$7,610	10/1/13-9/30/14	8/1/14-9/30/14
RESS/TA	TA – VESL/ES	\$10,804	10/1/13-9/30/14	8/1/14-9/30/14
RESS/TA	RESS – VESL/ES	\$213,325	10/1/14-9/30/15	10/1/14-12/31/14
RESS/TA	TA – ES	\$61,087	10/1/14-9/30/15	10/1/14-12/31/14
RESS/TA	TAD – VESL/ES	\$6,888	10/1/14-9/30/15	10/1/14-12/31/14

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 2/25-2/26/15

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

Program Operator: Bach Viet Association, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2014 to December 31, 2014 for the WIA OJT programs and from August 1, 2014 to December 31, 2014 for the Refugee programs have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) Bach Viet is not in compliance with federal regulations. The agency has expended more than \$500,000 in federal grant funds during the fiscal years reviewed and is therefore subject to the A-133 audit requirements. No audit has been conducted for the fiscal year ending September 30, 2013.

Recommendations for Corrective Action:

- 1) Immediately upon completion, submit to SETA an A-133 compliant audit for fiscal year ending September 30, 2013.
- 2) Implement internal controls to ensure that an A-133 compliant audit for fiscal year ending September 30, 2014 and future years, if applicable, are submitted to SETA within the required time frame of nine months.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Lorenda Sanchez **DATE:** April 28, 2015
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of California Indian Manpower Consort.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	Out of School Youth	\$20,000	7/1/14-9/30/14	7/1/14-9/30/14
WIA	Out of School Youth	\$101,100	7/1/13-6/30/14	1/1/14-6/30/14

Monitoring Purpose: Initial _____ Follow-up _____ Special _____ Final X
Date of review: 3/31/15

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

Program Operator: California Indian Manpower Consortium

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2014 to September 30, 2014 for the Out of School Youth programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Karen Malkiewicz **DATE:** May 4, 2015
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 EGUSD Adult & Community Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	Out-of-School Youth	\$190,000	7/1/13-6/30/14	4/1/14-6/30/14
WIA	Universal Services Youth	\$71,500	7/1/13-6/30/14	4/1/14-6/30/14
WIA	SWTC	\$370,800	7/1/13-6/30/14	4/1/14-6/30/14
WIA	25% DW Discretionary	\$75,000	7/1/13-6/30/14	4/1/14-6/30/14
WIA	Out-of-School Youth	\$190,000	7/1/14-6/30/15	7/1/14-1/31/15
WIA	Universal Services Youth	\$71,500	7/1/14-6/30/15	7/1/14-1/31/15
WIA	25% DW	\$150,000	7/1/14-6/30/15	7/1/14-1/31/15
WIA	SWTC	\$369,447	7/1/14-6/30/15	7/1/14-1/31/15

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 3/9-3/11/15

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

Program Operator: EGUSD Adult & Community Education

Findings and General Observations:

- 1) The total costs as reported to SETA from April 1, 2014 to January 31, 2015 have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) The expenses reported for the Universal Services Youth program year 13-14 exceeded the actual expenses by \$3.14.
- 3) The expenses reported for the Out of School Youth program year 13-14 exceeded the actual expenses by \$243.89.

Recommendations for Corrective Action:

- 1) Reimburse SETA the amount of \$247.03.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Robert Sanger **DATE:** May 19, 2015
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT CalWorks	\$267,197	7/1/14-6/30/15	7/1/14-12/31/14
WIA	OJT Adult	\$345,234	7/1/14-6/30/15	7/1/14-12/31/14
WIA	OJT DW Carryover	\$12,941	7/1/14-6/30/15	7/1/14-12/31/14
WIA	SWTC Adult	\$48,615	7/1/14-6/30/15	7/1/14-12/31/14
WIA	SWTC CalWorks	\$90,285	7/1/14-6/30/15	7/1/14-12/31/14
WIA	OJT CalWorks ESE	\$168,520	7/1/14-6/30/15	7/1/14-12/31/14
CSBG	Safety Net	\$24,000	1/1/14-12/31/14	7/1/14-12/31/14
DHHS	Covered California	\$92,508	7/1/13-12/31/14	7/1/14-12/31/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: March 4-6, 2015

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

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2014 to December 31, 2014 for the WIA OJT programs, the CSBG Safety Net program, and for the Covered California program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Rick Larkey **DATE:** May 7, 2015

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of
North State Building Industry Foundation

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT DW	\$125,902	7/1/13-6/30/14	4/1/14-6/30/14
WIA	OJT DW 25%	\$57,890	4/1/14-6/30/14	4/1/14-6/30/14
WIA	NEG 338	\$377,708	7/1/13-6/30/14	4/1/14-6/30/14
WIA	OSY	\$160,380	7/1/13-6/30/14	4/1/14-6/30/14
WIA	OJT DW 25%	\$119,034	7/1/14-6/30/15	7/1/14-12/31/14
WIA	OJT DW	\$416,808	7/1/14-6/30/15	7/1/14-12/31/14
WIA	OJT Adult	\$39,600	7/1/14-6/30/15	7/1/14-12/31/14
WIA	OJT CW ESE	\$67,650	7/1/14-6/30/15	7/1/14-12/31/14
WIA	OSY	\$160,380	7/1/14-6/30/15	7/1/14-12/31/14
WIA	OJT CW	\$47,235	7/1/14-6/30/15	7/1/14-12/31/14

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 3/16-3/18/15

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

Program Operator: North State Building Industry Foundation

Findings and General Observations:

- 1) The total costs as reported to SETA for the contract year of April 1, 2014 to December 31, 2014 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Becky Bryant **DATE:** April 23, 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	\$ 8,615,832	8/1/14-7/31/15	8/1/14-12/31/14
Head Start	T & TA	\$ 20,000	8/1/14-7/31/15	8/1/14-12/31/14
Early HS	Basic	\$ 1,537,042	8/1/14-7/31/15	8/1/14-12/31/14
Early HS	T & TA	\$ 27,564	8/1/14-7/31/15	8/1/14-12/31/14

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: January 26-30, 2015 and February 4, 2015

	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 August 1 to December 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.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Beth Maerten

DATE: April 30, 2015

FROM: Mayxay Xiong, SETA Fiscal Monitor

**RE: On-Site Fiscal Monitoring of
Sacramento County Department of Human Assistance**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	One Stop Services Adult	\$222,600	7/1/13-6/30/14	7/1/13-6/30/14

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 3/2/15

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

Program Operator: Sacramento County Department of Human Assistance

Findings and General Observations:

- 1) The total costs as reported to SETA for the WIA program from July 1, 2013 to June 30, 2014 has been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-C – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employment Recruitment Activity Report
July 1 - May 13, 2015

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
A Choice Health Center	1	Office Assistant	2
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
AArrow Sign Spinners LLC	10	Sign Spinner	5
Able Building Maintenance	1	Janitor/Porter	70
Able Force	1	Customer Service Representative	11
ABF Freight System, Inc.	9	City Driver Part-time Combined Dock/P&D	5
	9	Dock Worker Part-Time	5
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
Aerotek	1	Bilingual Customer Service Representative	40
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
American Income Life Insurance Company	1	Union Service Representative	10
Approved Solutions	10	Outside Sales	8
Area 4 Agency on Aging	1	Office Specialist II	1
Asian Resources, Inc.	1	Youth Employment Service Specialist	1
Attorneys Corporation Service	1	Administrative Assistant	1
Autobahn Performance Inc.	1	Receptionist Bi-Lingual Spanish/English	1
Avept, Inc.	9	Warehouse Associate	5
Aztec Solar Inc	7	Plumber	3
B & G Delivery System Inc	9	Local Class A Delivery Driver	2
B&R Head & Block Repair	7	Diesel/Auto Engine Head and Block Repair Technician/Machinist	2
Backflow Distributors	3	Warehouse/Forklift Operator	1
Bear Label Machine Co	9	Machinist	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

Employment Recruitment Activity Report
July 1 - May 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			
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
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 Rural Indian Health Board		EHR Support Specialist	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
Central Valley Landscaping Inc.	7	Irrigation Technician	2
CEVA Logistics US INC	1	Customer Service Representative II	1
Chase Cleaners	1	Pant and Shirt Presser	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
Classic Party Rentals	9	Helper/Loader	1
Clean World	9	Material Handler	2
ClearPlex Corporation	9	Film Molder and Packer	50
Coffeehouse	10	Appointment Setters	4
	10	Sales Agents	10
Cokeva, Inc.	3	Associate Engineer	1
Colbert/Ball Tax Service	1	Tax Professional	1
College of Continuing Education, Sacramento State	1	Flex-Force Representative/Helper Aid	4
Combined Insurance Company	1	Territory Manager	2
Community Link Capital Region	6	Database Program Manager	1
Cooperative Agricultural Support Services Authority	10	Agricultural Assistant - Plant Pest	19
Country Oaks Pet Hospital	10	Veterinary Technician (Vet Tech)	2
CPS Security Solutions	1	Security Guard	10
Craig Cares	4	Caregiver/ Personal Attendant	10
Creative Living Options	1	Direct Support Professional/Personal Attendant	50
	1	General Administrative Assistant	1
Crossroads Facility Services	1	Community Support Specialist	1
	1	Employment Specialist I	1
	1	Janitor Custodian	1
	1	Job Developer	1
	10	Landscape Crew Lead	1
	1	Landscape Supervisor	1
	1	Office Coordinator	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
Delegata Corp	1	Senior Project Manager	1

Employment Recruitment Activity Report
July 1 - May 13, 2015

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Delta Protective Services	1	Security Guard	10
Developmental Disabilities Service Organization	1	Direct Support Professional	1
	7	Maintenance Technician I	1
Diamond Gold Vault	10	Jewelry Salesperson	1
	1	Office Assistant	
	1	Office Receptionist	1
Dickeys Barbecue	10	Assistant Manager	1
	10	Food Service Counter Clerk	15
DMV Child Care Center	1	Early Childhood Teacher	2
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
eVerifile	1	Customer Service Representative	2
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	51
	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
Forney Industries	10	Retail Account Representative	1
Fortune Energy, Inc.	10	Sales Representative	10
Fowler Enterprise LLC	1	Transportation Telephone Operator	1
Frito-Lay	9	Detailer	1
	10	Merchandiser	1
	1	Route Sales Representative	3
G&K Services	9	Route Relief	1
Galt Supermarket	1	Clerk	2
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
Golden 1 Credit Union	1	Call Center Member Service Representative	10
	1	Consumer Loan Technician I	1
	1	Home Loan Processor II	10
Gourmet Demo Svc	10	Demo Associate	6
Gourmet Demo Svc	10	Hair Stylist	2
GroundWorks Campaigns	1	Canvasser	50
GSI	10	Telemarketing Fundraiser	10
H.O.P.E Consulting, LLC	4	Behavior Therapist	5
Habitat for Humanity of Greater Sacramento	9	Restore Warehouse Associate	1

Employment Recruitment Activity Report
July 1 - May 13, 2015

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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	Truck Driver	5
	9	Warehouse Worker	10
	HP Hood	9	Dairy Manufacturing
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
HR Management, Inc.	7	Maintenance Engineer	1
	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
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
John Muir Charter School	1	Career Pathways Coach/Tutor	1
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	4	Case Manager	2
Learn It Systems Llc	1	Program Specialist	1
Liberty Home Equity Solutions	1	Call Screener - Inside Sales	4
	1	Inside Sales Advisor	4

Employment Recruitment Activity Report
July 1 - May 13, 2015

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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
	1	Computer Information Science Adjunct Assistant Professor	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	

Employment Recruitment Activity Report
July 1 - May 13, 2015

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Los Rios Community College District	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
	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

Employment Recruitment Activity Report
July 1 - May 13, 2015

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Maids of Folsom	10	House Cleaner	4
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 Representative	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
Molly Maid	10	House Cleaner	4
Mutual Housing California	1	Accounting Supervisor	1
N T Engineering	7	CNC Machine Setup	2
Natomas Unified School Dist	9	Bus Driver	1
New Hope Baptist Church	1	Receptionist	1
Nichols & Associates	10	Demo Associate	40
Northern Landscape Management, Inc.	1	Crew Leader and Laborer	2
Nurses PRN	1	Caregiver	30
Nutricion Fundamental, Inc.	10	Sales Clerk/Cashier	4
Office of Environmental Health Hazard Assessment	6	Staff Programmer Analyst	1
Old Dominion Freightlines	9	Short line & Team Drivers	16
Opening Doors, Inc.	1	Accounting Clerk/Office Associate	1
	1	Anti-Trafficking Coalition Manager	1
	1	Director of Operations	1
	1	Hispanic Prosperity Program Associate	1
	1	Prosperity Economic Development Coordinator	1
	1	Prosperity Program Assistant	1
	1	Prosperity Project Trainer/Coordinator	2
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
	9	Route Delivery 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	
Road Dog Drivers	9	Class A Delivery Driver	10
	9	Class B&C Delivery Driver	20
	9	Warehouse/Driver Helper	6

Employment Recruitment Activity Report
July 1 - May 13, 2015

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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 Area Emergency Housing Center		Food Service Worker I	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	1
	1	Senior Accountant	1
	1	Site Supervisor	1
	1	Workforce Development Analyst Supervisor	1
	1	Workforce Development Professional	1
	Sacramento Loaves & Fishes	1	Montessori Preschool And Nap Assistant
1		Teacher	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
SBM	1	Bilingual Human Resources Generalist (HR Generalist)	1
	2	Software Engineer/.Net Developer	5
SCIS	1	Armed Security Officer	30
Safety Dynamics Corporation	1	Unarmed security guard	10
San Juan Unified School District	1	Substitute Instructional Assistant II & III	20
Segovia Carehome	4	Direct Care Staff	3
Select Staffing	9	Assembler	5
	1	Call Center Representative & Data Entry Clerk	200
	9	Graveyard Forklift Driver	1
	10	Sorter	5
Serenity Respite	4	Respite Care Provider	10
	4	Respite Caregiver	25
SFC Leasing, LP	7	Self Storage Assistant Manager	1
Sierra Asphalt Inc.	7	Heavy Duty Mechanic/Welder	1
Sierra Pacific	10	Sales Associates	10
Sierra Wes Wall Systems Inc.	3	Drywall and Insulation Installers	10
Smart & Final Stores	1	Cashier or Checker Stock Clerk	20
	1	Scan Coordinator, Pricing Clerk	10
	1	Service Clerk	30
	1	Store Associate	40
Sodexo	1	Environmental Services Manager	20
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

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July 1 - May 13, 2015

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Stans Auto & Towing	9	Tow Operator	2
Starbucks Corporation	1	Barista	10
	1	Shift Supervisor	6
Strategies To Empower People STEP	1	Job Coach	10
Subway #25628	1	Sandwich Artist	1
Sullivan Learning Systems	1	Tutor	20
Summer Hills Veterinary Hosp	1	Front Office Assistant/Receptionist	1
	1	Assistant Manager Retail	1
	10	Inside Industrial Contractor Sales	1
	1	Sales Team Associate Hardware	2
Superior Talent Resources, Inc	9	Inspector 1	1
Tahoe Lodging	1	Night Clerk	1
Teledyne Microwave Solutions	9	Assembler	3
	7	Assembler 2	3
	1	Assistant Controller	1
	2	Drafter/CAD Operator 2	1
	2	Electronic Engineer	2
	9	Machinist 3	1
	7	Machinist 4	1
	9	Product Finisher	1
	9	Stockroom Clerk	1
	10	Systems Analyst 5	1
	4	Technical Support 2	1
	9	Technician/Brazing Furnace Operator	1
	The Spanish Immersion Program	1	Office Assistant (Bilingual)
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
Therapeutic Pathways	1	Behavior Technician	20
THR Cleaning Services	1	House Cleaning Specialist/Housekeeping Associate	2
Thunder Valley Casino Resort	10	Gourmet Food Server	10
Timco Construction Inc	3	Carpenter Helper	10
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	
Training Toward Self Reliance	1	Independent Living Skills Instructor	1
Tricks Gymnastics Inc	1	Gymnastics Coach	4
	10	Office Staff	4
Trinity Fresh	6	Class A Truck Driver	5
	9	Class B Truck Driver	4
	9	Transportation Dispatcher II	1
	9	Warehouse Loader	2

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July 1 - May 13, 2015

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United Site Services	1	Administrative Clerk I	1
	1	Fence Manager	1
	1	Operations Supervisor	1
US Solar Distributing	1	Account Manager	1
VForce Staffing Solutions	7	Production/Warehouse	50
Villara Building Systems	10	Career Development Coordinator	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			3181

ITEM IV-D – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2014/2015

The following is an update of information as of May 15, 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	Safeway 2935 West Ramco West Sacramento, CA	4/25/2015	213	Partnering with Yolo County
Official	4/27/2015	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 526 Fairway Dr. Galt, CA 95632	5/1/2015	22	No Job Loss
Official	3/24/2015	Health Net 11031 Sun Center Dr Rancho Cordova, 95670	6/26/2015	27	Pending
Unofficial	4/2/2015	Heald College 2910 Prospect Park Dr. Rancho Cordova, CA 95670	4/27/2015	17	5/8/2015 Partnering with Placer County
Official	5/8/2015	Sutter Medical Foundation 8170 Laguna Blvd Elk Grove, CA 95758	7/1/2015	15	Pending
			Total # of Affected Workers	1,305	

ITEM IV-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of April was 5.6%.

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA
(MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Government and total farm lead month-over job gains**

The unemployment rate in the Sacramento-Roseville-Arden Arcade MSA was 5.6 percent in April 2015, down from a revised 5.9 percent in March 2015, and below the year-ago estimate of 6.9 percent. This compares with an unadjusted unemployment rate of 6.1 percent for California and 5.1 percent for the nation during the same period. The unemployment rate was 5.5 percent in El Dorado County, 4.8 percent in Placer County, 5.7 percent in Sacramento County, and 6.1 percent in Yolo County.

Between March 2015 and April 2015, combined employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 2,500 to total 916,600 jobs.

- Government increased by 1,600 jobs. This gain was concentrated in local government, which was up 1,100 jobs. Federal government gained 300 jobs, and state government increased by 200 jobs compared to last month.
- Total farm was up by 1,000 jobs compared to last month. Trade, transportation, and utilities gained 800 jobs over-the-month. This increase was concentrated in retail trade, which was up by 1,000 compared to March and offset declines in wholesale trade and transportation, warehousing and utilities, each of which were down by 100 jobs.
- Construction saw a month-over decline of 1,100 jobs in April. The bulk of the decrease was seen in specialty trade contractors, which dipped by 800 jobs compared to last month.

Between April 2014 and April 2015, total jobs in the region increased by 20,300 or 2.3 percent.

- Ten industries posted over-the-year gains. Education and health services led year-over growth with an expansion of 5,500 jobs. Health care and social assistance improved by 4,200 jobs, and educational services advanced by 1,300 jobs for the year.
- Professional and business services continued its year-over growth trend with an increase of 3,300 jobs. This gain was concentrated in professional, scientific, and technical services, which added 1,800 jobs.
- Trade, transportation, and utilities also improved by 3,300 jobs compared to April 2014. Retail trade carried the industry with an increase of 3,700 jobs and offset a 300-job decline in wholesale trade and a 100-job decline in transportation, warehousing, and utilities.
- Two industries saw over-the-year job declines. Total farm was down 600 jobs, and information dropped by 200 jobs.

State of California
 EMPLOYMENT DEVELOPMENT DEPARTMENT
 Labor Market Information Division
 1114 Yuba Street
 Marysville, CA 95901

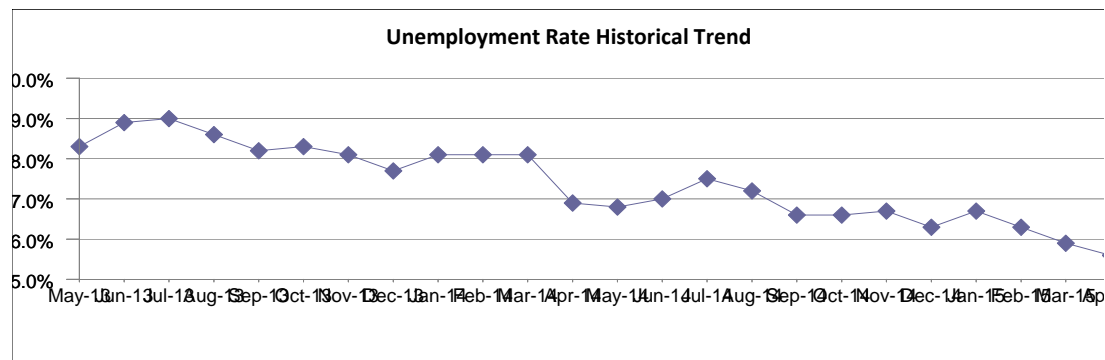
May 22, 2015

Elizabeth Bosley
 530/741-5191

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 5.6 percent in April 2015, down from a revised 5.9 percent in March 2015, and below the year-ago estimate of 6.9 percent. This compares with an unadjusted unemployment rate of 6.1 percent for California and 5.1 percent for the nation during the same period. The unemployment rate was 5.5 percent in El Dorado County, 4.8 percent in Placer County, 5.7 percent in Sacramento County, and 6.1 percent in Yolo County.



Industry	Mar-2015	Apr-2015	Change		Apr-2014	Apr-2015	Change
	Revised	Prelim				Prelim	
Total, All Industries	914,100	916,600	2,500		896,300	916,600	20,300
Total Farm	7,800	8,800	1,000		9,400	8,800	(600)
Total Nonfarm	906,300	907,800	1,500		886,900	907,800	20,900
Mining and Logging	500	500	0		400	500	100
Construction	45,900	44,800	(1,100)		43,400	44,800	1,400
Manufacturing	35,200	34,900	(300)		34,100	34,900	800
Trade, Transportation & Utilities	143,300	144,100	800		140,800	144,100	3,300
Information	13,500	13,500	0		13,700	13,500	(200)
Financial Activities	49,800	48,900	(900)		48,300	48,900	600
Professional & Business Services	122,200	122,300	100		119,000	122,300	3,300
Educational & Health Services	138,900	139,500	600		134,000	139,500	5,500
Leisure & Hospitality	94,500	94,900	400		92,000	94,900	2,900
Other Services	30,900	31,200	300		30,200	31,200	1,000
Government	231,600	233,200	1,600		231,000	233,200	2,200

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

May 22, 2015

Employment Development Department
 Labor Market Information Division
 (916) 262-2162

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

Data Not Seasonally Adjusted

	Apr 14	Feb 15	Mar 15 Revised	Apr 15 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,042,800	1,050,000	1,049,700	1,046,400	-0.3%	0.3%
Civilian Employment	971,100	984,300	987,700	988,000	0.0%	1.7%
Civilian Unemployment	71,700	65,700	62,000	58,400	-5.8%	-18.5%
Civilian Unemployment Rate (CA Unemployment Rate)	6.9%	6.3%	5.9%	5.6%		
(U.S. Unemployment Rate)	7.2%	6.8%	6.5%	6.1%		
	5.9%	5.8%	5.6%	5.1%		

Total, All Industries (2)	896,300	908,000	914,100	916,600	0.3%	2.3%
Total Farm	9,400	7,400	7,800	8,800	12.8%	-6.4%
Total Nonfarm	886,900	900,600	906,300	907,800	0.2%	2.4%
Total Private	655,900	669,800	674,700	674,600	-0.0%	2.9%
Goods Producing	77,900	79,900	81,600	80,200	-1.7%	3.0%
Mining and Logging	400	500	500	500	0.0%	25.0%
Construction	43,400	44,300	45,900	44,800	-2.4%	3.2%
Construction of Buildings	9,700	10,000	10,100	10,200	1.0%	5.2%
Specialty Trade Contractors	28,800	29,300	30,700	29,900	-2.6%	3.8%
Building Foundation & Exterior Contractors	7,200	7,800	8,600	8,300	-3.5%	15.3%
Building Equipment Contractors	11,300	11,600	11,800	12,000	1.7%	6.2%
Building Finishing Contractors	6,800	6,900	7,100	6,800	-4.2%	0.0%
Manufacturing	34,100	35,100	35,200	34,900	-0.9%	2.3%
Durable Goods	24,300	25,300	25,400	25,200	-0.8%	3.7%
Computer & Electronic Product Manufacturing	6,600	6,800	6,800	6,700	-1.5%	1.5%
Nondurable Goods	9,800	9,800	9,800	9,700	-1.0%	-1.0%
Food Manufacturing	3,500	3,200	3,300	3,300	0.0%	-5.7%
Service Providing	809,000	820,700	824,700	827,600	0.4%	2.3%
Private Service Providing	578,000	589,900	593,100	594,400	0.2%	2.8%
Trade, Transportation & Utilities	140,800	143,100	143,300	144,100	0.6%	2.3%
Wholesale Trade	24,600	24,400	24,400	24,300	-0.4%	-1.2%
Merchant Wholesalers, Durable Goods	13,000	13,100	13,100	13,000	-0.8%	0.0%
Merchant Wholesalers, Nondurable Goods	9,100	9,200	9,200	9,300	1.1%	2.2%
Retail Trade	93,500	96,100	96,200	97,200	1.0%	4.0%
Motor Vehicle & Parts Dealer	12,700	12,700	12,800	12,900	0.8%	1.6%
Building Material & Garden Equipment Stores	8,000	7,600	8,000	8,200	2.5%	2.5%
Grocery Stores	17,700	18,500	18,400	18,400	0.0%	4.0%
Health & Personal Care Stores	5,300	5,200	5,200	5,200	0.0%	-1.9%
Clothing & Clothing Accessories Stores	7,000	6,700	6,600	6,600	0.0%	-5.7%
Sporting Goods, Hobby, Book & Music Stores	4,000	4,200	4,200	4,200	0.0%	5.0%
General Merchandise Stores	19,400	20,200	20,100	20,100	0.0%	3.6%
Transportation, Warehousing & Utilities	22,700	22,600	22,700	22,600	-0.4%	-0.4%
Information	13,700	13,600	13,500	13,500	0.0%	-1.5%
Publishing Industries (except Internet)	2,400	2,400	2,400	2,400	0.0%	0.0%
Telecommunications	6,600	6,500	6,500	6,500	0.0%	-1.5%
Financial Activities	48,300	49,500	49,800	48,900	-1.8%	1.2%
Finance & Insurance	35,200	35,900	36,100	35,300	-2.2%	0.3%
Credit Intermediation & Related Activities	12,100	12,100	12,200	12,000	-1.6%	-0.8%
Depository Credit Intermediation	7,500	7,200	7,300	7,200	-1.4%	-4.0%
Nondepository Credit Intermediation	2,500	2,700	2,700	2,700	0.0%	8.0%
Insurance Carriers & Related	19,200	19,400	19,600	19,400	-1.0%	1.0%
Real Estate & Rental & Leasing	13,100	13,600	13,700	13,600	-0.7%	3.8%
Real Estate	10,300	10,300	10,400	10,400	0.0%	1.0%
Professional & Business Services	119,000	120,700	122,200	122,300	0.1%	2.8%
Professional, Scientific & Technical Services	53,500	54,000	55,200	55,300	0.2%	3.4%
Architectural, Engineering & Related Services	8,800	9,200	9,300	9,300	0.0%	5.7%
Management of Companies & Enterprises	10,200	10,500	10,500	10,500	0.0%	2.9%
Administrative & Support & Waste Services	55,300	56,200	56,500	56,500	0.0%	2.2%
Administrative & Support Services	52,600	53,200	53,500	53,500	0.0%	1.7%

May 22, 2015

Employment Development Department
 Labor Market Information Division
 (916) 262-2162

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

Data Not Seasonally Adjusted

	Apr 14	Feb 15	Mar 15 Revised	Apr 15 Prelim	Percent Change	
					Month	Year
Employment Services	21,500	20,100	20,200	20,800	3.0%	-3.3%
Services to Buildings & Dwellings	10,900	11,100	11,200	11,500	2.7%	5.5%
Educational & Health Services	134,000	138,400	138,900	139,500	0.4%	4.1%
Education Services	13,400	14,400	14,700	14,700	0.0%	9.7%
Health Care & Social Assistance	120,600	124,000	124,200	124,800	0.5%	3.5%
Ambulatory Health Care Services	41,900	43,500	43,200	44,300	2.5%	5.7%
Hospitals	23,300	23,500	23,600	23,700	0.4%	1.7%
Nursing & Residential Care Facilities	15,800	16,300	16,400	16,400	0.0%	3.8%
Leisure & Hospitality	92,000	93,400	94,500	94,900	0.4%	3.2%
Arts, Entertainment & Recreation	15,300	14,300	14,200	14,100	-0.7%	-7.8%
Accommodation & Food Services	76,700	79,100	80,300	80,800	0.6%	5.3%
Accommodation	8,500	8,200	8,200	8,300	1.2%	-2.4%
Food Services & Drinking Places	68,200	70,900	72,100	72,500	0.6%	6.3%
Full-Service Restaurants	31,000	33,200	33,800	33,500	-0.9%	8.1%
Limited-Service Eating Places	33,600	34,200	34,600	34,900	0.9%	3.9%
Other Services	30,200	31,200	30,900	31,200	1.0%	3.3%
Repair & Maintenance	8,600	8,600	8,700	8,800	1.1%	2.3%
Government	231,000	230,800	231,600	233,200	0.7%	1.0%
Federal Government	13,300	13,200	13,200	13,500	2.3%	1.5%
Department of Defense	1,600	1,700	1,700	1,700	0.0%	6.3%
State & Local Government	217,700	217,600	218,400	219,700	0.6%	0.9%
State Government	114,200	115,500	115,800	116,000	0.2%	1.6%
State Government Education	29,000	29,300	29,500	29,500	0.0%	1.7%
State Government Excluding Education	85,200	86,200	86,300	86,500	0.2%	1.5%
Local Government	103,500	102,100	102,600	103,700	1.1%	0.2%
Local Government Education	59,400	57,300	57,900	58,800	1.6%	-1.0%
Local Government Excluding Education	44,100	44,800	44,700	44,900	0.4%	1.8%
County	18,200	18,200	18,200	18,200	0.0%	0.0%
City	9,600	9,900	9,800	9,900	1.0%	3.1%
Special Districts plus Indian Tribes	16,300	16,700	16,700	16,800	0.6%	3.1%

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: Elizabeth Bosley 530/741-5191 or Luis Alejo 530/749-4885

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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State of California
 May 22, 2015
 March 2014 Benchmark

Employment Development Department
 Labor Market Information Division
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 (916) 262-2162

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,884,100	17,731,100	1,153,100	6.1%
ALAMEDA	9	810,700	774,500	36,200	4.5%
ALPINE	39	460	420	40	8.0%
AMADOR	27	14,460	13,520	940	6.5%
BUTTE	28	102,000	95,100	6,900	6.8%
CALAVERAS	25	20,270	18,980	1,290	6.3%
COLUSA	57	10,830	9,120	1,710	15.8%
CONTRA COSTA	11	543,200	517,600	25,600	4.7%
DEL NORTE	41	9,860	9,020	840	8.5%
EL DORADO	17	88,600	83,700	4,900	5.5%
FRESNO	49	443,900	398,600	45,300	10.2%
GLENN	45	12,720	11,570	1,150	9.1%
HUMBOLDT	16	62,500	59,100	3,400	5.4%
IMPERIAL	58	77,700	61,200	16,500	21.2%
INYO	19	8,980	8,480	500	5.6%
KERN	50	388,100	348,200	39,900	10.3%
KINGS	53	56,500	50,400	6,100	10.8%
LAKE	30	29,990	27,860	2,120	7.1%
LASSEN	33	10,590	9,790	800	7.5%
LOS ANGELES	30	5,046,800	4,689,300	357,500	7.1%
MADERA	51	61,500	55,100	6,400	10.4%
MARIN	2	141,300	136,600	4,600	3.3%
MARIPOSA	30	7,730	7,180	550	7.1%
MENDOCINO	17	40,880	38,650	2,230	5.5%
MERCED	56	114,700	101,400	13,300	11.6%
MODOC	41	3,250	2,970	280	8.5%
MONO	26	7,880	7,380	500	6.4%
MONTEREY	34	221,600	204,700	16,900	7.6%
NAPA	5	73,400	70,300	3,000	4.1%
NEVADA	15	48,360	45,780	2,580	5.3%
ORANGE	5	1,585,900	1,520,600	65,300	4.1%
PLACER	12	176,200	167,700	8,500	4.8%
PLUMAS	52	7,790	6,970	820	10.5%
RIVERSIDE	24	1,016,600	953,300	63,300	6.2%
SACRAMENTO	20	679,700	640,900	38,800	5.7%
SAN BENITO	37	29,800	27,500	2,300	7.8%
SAN BERNARDINO	22	915,300	859,600	55,800	6.1%
SAN DIEGO	12	1,549,800	1,475,500	74,300	4.8%
SAN FRANCISCO	3	542,500	524,100	18,400	3.4%
SAN JOAQUIN	43	309,800	282,600	27,200	8.8%
SAN LUIS OBISPO	8	141,200	135,200	6,100	4.3%
SAN MATEO	1	438,900	425,000	13,900	3.2%
SANTA BARBARA	10	221,900	211,600	10,300	4.6%
SANTA CLARA	4	1,022,400	983,000	39,300	3.8%
SANTA CRUZ	37	141,700	130,700	11,000	7.8%
SHASTA	35	74,000	68,300	5,700	7.7%
SIERRA	40	1,450	1,330	120	8.4%
SISKIYOU	46	17,390	15,800	1,600	9.2%
SOLANO	21	203,500	191,700	11,900	5.8%
SONOMA	7	257,700	246,900	10,800	4.2%
STANISLAUS	48	237,300	213,900	23,400	9.8%
SUTTER	54	43,900	38,900	5,100	11.5%
TEHAMA	35	24,970	23,040	1,930	7.7%
TRINITY	43	4,840	4,410	430	8.8%
TULARE	54	199,200	176,300	22,900	11.5%
TUOLUMNE	29	21,460	19,960	1,500	7.0%
VENTURA	14	430,500	408,800	21,800	5.1%
YOLO	22	101,900	95,700	6,300	6.1%
YUBA	46	27,800	25,200	2,600	9.2%

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.

State of California
May 22, 2015
March 2014 Benchmark

Employment Development Department
Labor Market Information Division
<http://www.labormarketinfo.edd.ca.gov>
(916) 262-2162

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

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,884,100	17,731,100	1,153,100	6.1%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	7	1,585,900	1,520,600	65,300	4.1%
BAKERSFIELD MSA (Kern Co.)	55	388,100	348,200	39,900	10.3%
CHICO MSA (Butte Co.)	33	102,000	95,100	6,900	6.8%
EL CENTRO MSA (Imperial Co.)	64	77,700	61,200	16,500	21.2%
FRESNO MSA (Fresno Co.)	54	443,900	398,600	45,300	10.2%
HANFORD CORCORAN MSA (Kings Co.)	59	56,500	50,400	6,100	10.8%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	35	5,046,800	4,689,300	357,500	7.1%
MADERA MSA (Madera Co.)	56	61,500	55,100	6,400	10.4%
MERCED MSA (Merced Co.)	62	114,700	101,400	13,300	11.6%
MODESTO MSA (Stanislaus Co.)	53	237,300	213,900	23,400	9.8%
NAPA MSA (Napa Co.)	7	73,400	70,300	3,000	4.1%
OAKLAND HAYWARD BERKELEY MD	12	1,353,900	1,292,100	61,800	4.6%
Alameda Co.	11	810,700	774,500	36,200	4.5%
Contra Costa Co.	14	543,200	517,600	25,600	4.7%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	17	430,500	408,800	21,800	5.1%
REDDING MSA (Shasta Co.)	40	74,000	68,300	5,700	7.7%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	28	1,932,000	1,812,900	119,100	6.2%
Riverside Co.	28	1,016,600	953,300	63,300	6.2%
San Bernardino Co.	26	915,300	859,600	55,800	6.1%
SACRAMENTO ROSEVILLE ARDEN ARCADE MSA	22	1,046,400	988,000	58,400	5.6%
El Dorado Co.	20	88,600	83,700	4,900	5.5%
Placer Co.	15	176,200	167,700	8,500	4.8%
Sacramento Co.	24	679,700	640,900	38,800	5.7%
Yolo Co.	26	101,900	95,700	6,300	6.1%
SALINAS MSA (Monterey Co.)	39	221,600	204,700	16,900	7.6%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	15	1,549,800	1,475,500	74,300	4.8%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	981,400	949,100	32,300	3.3%
San Francisco Co.	4	542,500	524,100	18,400	3.4%
San Mateo Co.	1	438,900	425,000	13,900	3.2%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,052,200	1,010,600	41,700	4.0%
San Benito Co.	42	29,800	27,500	2,300	7.8%
Santa Clara Co.	5	1,022,400	983,000	39,300	3.8%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	10	141,200	135,200	6,100	4.3%
SAN RAFAEL MSA (Marin Co.)	2	141,300	136,600	4,600	3.3%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	42	141,700	130,700	11,000	7.8%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	12	221,900	211,600	10,300	4.6%
SANTA ROSA MSA (Sonoma Co.)	9	257,700	246,900	10,800	4.2%
STOCKTON LODI MSA (San Joaquin Co.)	48	309,800	282,600	27,200	8.8%
VALLEJO FAIRFIELD MSA (Solano Co.)	25	203,500	191,700	11,900	5.8%
VISALIA PORTERVILLE MSA (Tulare Co.)	60	199,200	176,300	22,900	11.5%
YUBA CITY MSA	58	71,700	64,100	7,600	10.6%
Sutter Co.	60	43,900	38,900	5,100	11.5%
Yuba Co.	51	27,800	25,200	2,600	9.2%
Alpine Co.	44	460	420	40	8.0%
Amador Co.	32	14,460	13,520	940	6.5%
Calaveras Co.	30	20,270	18,980	1,290	6.3%
Colusa Co.	63	10,830	9,120	1,710	15.8%
Del Norte Co.	46	9,860	9,020	840	8.5%
Glenn Co.	50	12,720	11,570	1,150	9.1%
Humboldt Co.	19	62,500	59,100	3,400	5.4%
Inyo Co.	22	8,980	8,480	500	5.6%
Lake Co.	35	29,990	27,860	2,120	7.1%
Lassen Co.	38	10,590	9,790	800	7.5%
Mariposa Co.	35	7,730	7,180	550	7.1%
Mendocino Co.	20	40,880	38,650	2,230	5.5%
Modoc Co.	46	3,250	2,970	280	8.5%
Mono Co.	31	7,880	7,380	500	6.4%
Nevada Co.	18	48,360	45,780	2,580	5.3%
Plumas Co.	57	7,790	6,970	820	10.5%
Sierra Co.	45	1,450	1,330	120	8.4%
Siskiyou Co.	51	17,390	15,800	1,600	9.2%
Tehama Co.	40	24,970	23,040	1,930	7.7%
Trinity Co.	48	4,840	4,410	430	8.8%
Tuolumne Co.	34	21,460	19,960	1,500	7.0%

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.

State of California
May 22, 2015
March 2014 Benchmark

Employment Development Department
Labor Market Information Division
<http://www.labormarketinfo.edd.ca.gov>
(916) 262-2162

REPORT 400 W
Monthly Labor Force Data For
Local Workforce Investment Areas (LWIA)
April 2015 - Preliminary
Data Not Seasonally Adjusted

Area	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
ALAMEDA COUNTY *	602,000	577,300	24,600	4.1%
ANAHEIM CITY	171,100	162,100	8,900	5.2%
CONTRA COSTA COUNTY *	490,200	467,500	22,700	4.6%
FOOTHILL CONSORTIUM *	159,000	150,000	8,900	5.6%
FRESNO COUNTY	443,900	398,600	45,300	10.2%
GOLDEN SIERRA CONSORTIUM *	265,300	251,900	13,400	5.1%
HUMBOLDT COUNTY	62,500	59,100	3,400	5.4%
IMPERIAL COUNTY	77,700	61,200	16,500	21.2%
KERN-INYO-MONO COUNTIES	405,000	364,100	40,900	10.1%
KINGS COUNTY	56,500	50,400	6,100	10.8%
LOS ANGELES CITY	2,017,800	1,866,400	151,300	7.5%
LOS ANGELES COUNTY *	1,858,900	1,728,800	130,100	7.0%
MADERA COUNTY	61,500	55,100	6,400	10.4%
MARIN COUNTY	141,300	136,600	4,600	3.3%
MENDOCINO COUNTY	40,900	38,650	2,230	5.5%
MERCED COUNTY	114,700	101,400	13,300	11.6%
MONTEREY COUNTY	221,600	204,700	16,900	7.6%
MOTHER LODGE CONSORTIUM *	63,900	59,600	4,300	6.7%
N. CENTRAL COUNTIES CONSORTIUM *	95,200	84,800	10,500	11.0%
N. SANTA CLARA VALLEY (NOVA) CONSORTIUM *	321,200	310,800	10,400	3.2%
NAPA-LAKE CONSORTIUM *	103,300	98,200	5,200	5.0%
NORTEC CONSORTIUM *	304,500	282,500	22,000	7.2%
OAKLAND CITY	208,700	197,200	11,500	5.5%
ORANGE COUNTY *	1,254,400	1,205,600	48,700	3.9%
PACIFIC GATEWAY WIN *	338,000	314,400	23,700	7.0%
RICHMOND CITY	53,000	50,100	2,900	5.4%
RIVERSIDE COUNTY	1,016,600	953,300	63,300	6.2%
SACRAMENTO COUNTY	679,700	640,900	38,800	5.7%
SAN BENITO COUNTY	29,800	27,500	2,300	7.8%
SAN BERNARDINO CITY	83,400	77,000	6,500	7.8%
SAN BERNARDINO COUNTY *	831,900	782,600	49,300	5.9%
SAN DIEGO COUNTY	1,549,800	1,475,500	74,300	4.8%
SAN FRANCISCO CITY AND COUNTY	542,500	524,100	18,400	3.4%
SAN JOAQUIN COUNTY	309,800	282,600	27,200	8.8%
SAN JOSE/SILICON VALLEY *	701,200	672,200	29,000	4.1%
SAN LUIS OBISPO COUNTY	141,200	135,200	6,100	4.3%
SAN MATEO COUNTY	438,900	425,000	13,900	3.2%
SANTA ANA CITY	160,500	152,900	7,600	4.7%
SANTA BARBARA COUNTY	221,900	211,600	10,300	4.6%
SANTA CRUZ COUNTY	141,700	130,700	11,000	7.8%
SOLANO COUNTY	203,500	191,700	11,900	5.8%
SONOMA COUNTY	257,700	246,900	10,800	4.2%
SOUTH BAY CONSORTIUM *	275,800	257,300	18,600	6.7%
SOUTHEAST L.A. COUNTY (SELACO) CONSORTIUM *	228,600	214,300	14,200	6.2%
STANISLAUS COUNTY	237,300	213,900	23,400	9.8%
TULARE COUNTY	199,200	176,300	22,900	11.5%
VENTURA COUNTY	430,500	408,800	21,800	5.1%
VERDUGO CONSORTIUM *	168,800	158,100	10,700	6.3%
YOLO COUNTY	101,900	95,700	6,300	6.1%

Notes:

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2014 annual revision and Census 2010 population controls at the state level.
- 3) Sub-County labor statistics area calculated using area to county ratios of employment and unemployment from the 2010 Census.
- 4) The Local Workforce Investment Areas configuration shown in this report reflect the boundaries as of July 1, 2008.

The historical data can be tabulated for historical boundaries upon request.

*The areas included in the LWIA consortium are:

Alameda County - County less Oakland City

Contra Costa County - County less Richmond City

Foothill Consortium - Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities

Golden Sierra Consortium - Alpine, El Dorado, and Placer Counties

Los Angeles County - County less Los Angeles City, and the Foothill, Pacific Gateway WIN, South Bay, SELACO, and Verdugo Consortiums.

Mother Lode Consortium - Amador, Calaveras, Mariposa, and Tuolumne Counties

Napa-Lake Consortium - Napa and Lake Counties

NoRTEC Consortium - Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties

North Central Counties Consortium - Colusa, Glenn, Sutter, and Yuba Counties

North Santa Clara Valley (NOVA) Consortium - Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities

Orange County - County less Anaheim and Santa Ana Cities

Pacific Gateway WIN - Lomita, Long Beach, Signal Hill, and Torrance Cities.

San Bernardino County - County less San Bernardino City

San Jose/Silicon Valley - Santa Clara County less North Santa Clara Valley (NOVA) Consortium

South Bay Consortium - Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, and Redondo Beach Cities

Southeast L.A. County (SELACO) Consortium - Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities

Verdugo Consortium - Burbank, Glendale, and La Canada-Flintridge Cities

State of California
 May 22, 2015
 March 2014 Benchmark

Employment Development Department
 Labor Market Information Division
<http://www.labormarketinfo.edd.ca.gov>
 (916) 262-2162

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

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Placer County	176,200	167,700	8,500	4.8%	1.000000	1.000000
Auburn city	6,800	6,500	400	5.6%	0.038529	0.045307
Colfax city	1,200	1,100	100	9.1%	0.006640	0.013181
Dollar Point CDP	500	500	0	1.1%	0.003152	0.000685
Foresthill CDP	900	900	0	4.1%	0.005264	0.004451
Granite Bay CDP	11,300	10,800	500	4.4%	0.064164	0.058659
Kings Beach CDP	2,500	2,300	200	6.3%	0.013845	0.018260
Lincoln city	18,100	17,100	1,000	5.3%	0.102185	0.112183
Loomis town	3,100	3,000	100	3.3%	0.017866	0.011926
Meadow Vista CDP	1,400	1,300	100	3.7%	0.008042	0.006163
North Auburn CDP	5,500	5,300	300	4.8%	0.031381	0.031155
Rocklin city	30,000	28,500	1,500	4.9%	0.170128	0.172268
Roseville city	62,900	60,100	2,900	4.5%	0.358148	0.336890
Sunnyside Tahoe City CDP	1,100	1,000	100	5.3%	0.006069	0.006676
Tahoe Vista CDP	1,000	1,000	0	4.4%	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,

Data Not Seasonally Adjusted

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

State of California
 May 22, 2015
 March 2014 Benchmark

Employment Development Department
 Labor Market Information Division
<http://www.labormarketinfo.edd.ca.gov>
 (916) 262-2162

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

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Sacramento County	679,700	640,900	38,800	5.7%	1.000000	1.000000
Arden Arcade CDP	43,700	40,800	2,800	6.5%	0.063708	0.073225
Carmichael CDP	29,400	27,500	1,900	6.5%	0.042896	0.049253
Citrus Heights city	43,100	40,500	2,600	6.0%	0.063202	0.066743
Elk Grove CDP	75,900	72,600	3,300	4.4%	0.113216	0.085809
Fair Oaks CDP	16,200	15,400	800	4.9%	0.024089	0.020444
Florin CDP	19,400	17,700	1,700	8.7%	0.027683	0.043810
Folsom city	34,900	33,600	1,300	3.7%	0.052468	0.033253
Foothill Farms CDP	15,700	14,700	900	5.9%	0.023006	0.023675
Galt city	10,800	10,100	700	6.7%	0.015711	0.018695
Gold River CDP	4,100	4,000	100	2.4%	0.006200	0.002541
Isleton city	300	300	0	9.9%	0.000411	0.000751
La Riviera CDP	5,600	5,300	300	6.1%	0.008235	0.008869
North Highlands CDP	17,400	16,500	900	5.1%	0.025707	0.022985
Orangevale CDP	17,000	16,000	1,000	5.8%	0.024970	0.025527
Rancho Cordova City	32,300	30,200	2,000	6.3%	0.047165	0.052545
Rancho Murieta CDP	2,700	2,600	100	3.6%	0.004112	0.002552
Rio Linda CDP	6,600	6,200	400	5.5%	0.009698	0.009363
Rosemont CDP	11,300	10,700	600	5.5%	0.016685	0.015989
Sacramento city	225,900	212,200	13,600	6.0%	0.331159	0.351507
Vineyard CDP	12,400	11,900	500	4.3%	0.018491	0.013869
Walnut Grove CDP	600	600	100	10.1%	0.000889	0.001656
Wilton CDP	1,700	1,700	0	2.7%	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

Data Not Seasonally Adjusted

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

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee



Quality Assurance Summary Report

TO: SETA Policy Council and Governing Board members
 RE: Quality Assurance/Monitoring Results – March 2015

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
San Juan Unified School District	Cottage HS Encina HS/EHS Grand Oaks HS Howe HS Kingswood HS Pasadena HS	10 9 Head Start 1 Early Head Start	22	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Enriched and nurturing learning environment was very evident in the classrooms. Teachers were engaged with children in creative activities that fostered learning. Child-teacher interactions were marked with enthusiasm and positive attitude.
- Strong support system for teaching staff was observed by reviewers. There were 3 teaching staff in most classrooms that were observed. Substitute teachers were able to articulate program procedures and they carried out the daily schedule and activities smoothly.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	96% HS 89% EHS	1-Not all medical and dental screenings were completed within time lines. 2-Not all failed health screenings had documented follow-up in the file.
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	97% HS 90% EHS	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	94% HS 98% EHS	No significant noted findings

Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	89%	1-Limited follow-up was documented in the child’s file regarding family needs. 2-Not all parent areas had required information posted and information posted was not available in various languages.
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	69%	1-Mental health professional’s phone numbers not posted at the centers for parents
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	87% HS 43% EHS	1-Documentaion was unclear on dates and results of developmental screenings for EHS.
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	63% HS 100% EHS	1-Limited observations or anecdotal notes in the child’s file to support assessments. 2-Not all IDPs were signed, dated and/or available for review.
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	97% HS 100% EHS	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	95%	No significant noted findings

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

Corrective Action Plans:

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



Quality Assurance Summary Report

TO: SETA Policy Council and Governing Board members
 RE: Quality Assurance/Monitoring Results – April 2015

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Twin Rivers Unified School District	Morey Avenue Oakdale Rio Linda	10 3 facilities observations	20	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Staff works well with each other
- Teaching staff show a clear interest in the families they serve and are kind and inviting to families.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	86%	1- Not all heights/weights were graphed within two weeks 2- Not all health screens, results and/or follow-up were on file 3- Diapering procedures not posted or followed
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	93%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	87%	1- Citation reporting not followed as prescribed by CCL 2- Food prep area and restrooms are not clean and free of odor 3- Evacuation plans not posted
Family, Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	42%	1-Not all children’s files had evidence of timely completion of Family Partnership Agreements (FPA) 2-Goals/strategies were either lacking or not clearly identified 3-Follow-up documentation did not clearly link with the steps or goals of FPA

		4- Limited/inconsistent documentation of parent meetings and trainings held throughout the year
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	46%	1-No evidence of opportunities provided to parents to discuss concerns or requests for mental health services <staff vacancy>
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	47%	1-No evidence that all screenings were completed within 45 days 2-Limited follow-up documentation in the child files 3-Not all contents of the child's file matched in ChildPlus
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	45%	1-Few or no written observations/ anecdotal records to support assessments 2-Inconsistent documentation of home visits/parent conferences 3-Limited parent input on Individual Development Plans (IDPs)
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	89%	1-SUPERvision protocols were not consistently followed across the program 2- Inappropriate group size for double session model (more than 17 children in the class) 3-Not all classroom furnishings and soft elements were clean 4-limited play equipment or variety of materials available during outside time
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	83%	1-Limited recruitment materials available, including in other languages 2-Translation services not always provided during enrollment in-take

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

Corrective Action Plans:

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

Special Note: The grantee will be providing prescribed and targeted training and technical assistance for areas of non-compliance that have shown little/no improvement throughout the program year. Intensive staff training will begin during pre-service in August 2015.



Quality Assurance Summary Report

TO: SETA Policy Council and Governing Board members
 RE: Quality Assurance/Monitoring Results – April 2015

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Women’s Civic Improvement Club	Playmate	4	8 Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Outstanding teamwork and pride in their program
- Clean and safe outdoor play environment
- Excellent practice of daily health check: orderly, thorough, pleasant and welcoming
- Organized and thorough recordkeeping of parent meetings and workshops

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	96%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	100%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	100%	No significant noted findings
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	90%	No significant noted findings
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted findings

Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	98%	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	100%	No significant noted findings
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	98%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	100%	No significant noted findings

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

Corrective Action Plans:

No corrective action is required.

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, February 24, 2015
9:00 a.m.

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

Ms. Lynda Williams called the meeting to order at 9:01 a.m. The Pledge of Allegiance was recited. Mr. Kenneth Tate read the Thought of the Day. Ms. Robin Blanks called the roll.

Members Present:

Lynda Williams, San Juan Unified School District
Linda Litka, San Juan Unified School District
Robin Blanks, Elk Grove Unified School District
Calvin Sheppard, Sacramento City Unified School District
Natalie Craig, SETA-Operated Program
Todd Woods, SETA-Operated Program
Sabrina Rasmussen, SETA-Operated Program
Amanda Self, Home Base Option
Kenneth Tate, Past Parent Representative
Lenda Wheeler, Grandparent Representative
Josh Shurtz, Sacramento City Unified School District (arrived at 9:07 a.m.)

Members Absent:

Kenny Williams, Men's Activities Affecting Children Committee (excused)
Madiline George, Twin Rivers Unified School District (unexcused)
Dawna Paniagua, SETA-Operated Program (unexcused)
Tulani Simpson, Twin Rivers Unified School District (excused)
Destini Shepherd, SETA-Operated Program (unexcused)

New Members to be Seated:

Tyrone Broxton, Elk Grove Unified School District
Jenna Kline, KVIE Public Television
Jasmine Jamison, Past Parent

New members to be Seated but Absent:

Alofalsi Baty, SETA-Operated Program (excused)
Melissa Contreras, Sacramento City unified School District (unexcused)
Nicole Chilton, Birth and Beyond (excused)

Mr. Glen Carlson was introduced and will be making a presentation on behalf of Ms. Chilton.

II. Consent Item

A. Approval of the Minutes of the January 27, 2015 Regular Meeting

Minutes were reviewed. Ms. Blanks noted an error on page 7 of the minutes.

Moved/Self, second/Blanks, to approve the January 27 minutes as corrected.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Craig, Kline, Litka, Rasmussen, Self, Sheppard, Shurtz, Tate, Wheeler, Woods)

Nay: 0

Abstention: 1 (Williams)

III. Action Item

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

The Policy Council went into closed session at 9:11 a.m. The board went back into open session at 9:31 a.m. Ms. Lynda Williams reported out that the Policy Council approved the eligible lists for Site Supervisor; CFS Quality Assurance Analyst; Head Start Courier Maintenance; Personnel Clerk; and Senior Personnel Analyst (Supervisory). In addition, the Human Resource Manager appointment was approved.

Ms. Jasmine Jamison arrived at 9:30 a.m. and was seated during closed session.

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 – Ms. Lynda Williams

- ✓ Glen Carlson: North Sacramento Family Resource Center/Birth and Beyond: Mr. Carlson stated that they are one of five collaborative resource centers around the county. Funding for the five resource centers is to provide parent education to reduce child abuse and neglect. Funding will be available for children from 6-12 years of age due to new funding received. Title 4 funding will also provide domestic abuse prevention training at the centers. Their intention is to attract families that are not required to get the training to create healthier, more nurturing parents. The Birth and Beyond model has been around for 14 years and was originally geared to pregnant and new mothers. Now the program works with families until their children turn six years of age.

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson stated that the budget expenditures are at 21% which is good; the

administrative rate is good as well. Ms. Patterson reported on the question raised about Early Head Start supplies; she explained that there is only \$10,000 budgeted for EHS supplies and the expenditures were replacement of supplies. The next budget meeting will be March 6.

- Toastmasters Training: There is a sign-up sheet on the table by the doors. Mr. Tate encouraged all Toastmaster participants to show up and participate.

B. Presentation from Community Representatives

- ✓ Jenna Kline: KVIE, Public Television brought and distributed on-line resources and app codes for a variety of things. Additional codes are available; contact Ms. Kline for additional information.

V. **Committee Reports**

- Executive Committee Meeting Critique: Ms. Williams reviewed the critique. All board members are asked to turn off their electronic gadgets. Board members can leave the front reception desk's number for a contact number (263-3800).
- Budget/Planning Committee: The February 27 meeting was canceled. Mr. Tate provided an overview of the last meeting.

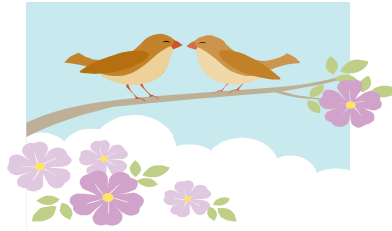
VI. **Other Reports**

- A. Head Start Deputy Director's Report: No additional report.
- B. Chair's Report: Congratulations to Tulani Simpson who was recently hired at Birth and Beyond. Members that attended the CHSA Conference are reminded that their written reports are due by Friday, February 27; attendees were reminded to submit their travel expenses immediately. Ms. Williams reported that she recently attended a conference hosted by Sutter Health working to reduce the number of deaths among African American children.
- C. Open Discussion and Comments: No comments.
- D. Public Participation: None.

VII. **Training**

The Parent Advisory Committee and Head Start Policy Council will participate in AB 1234 Ethics Training.

- VIII. **Adjournment:** The meeting was adjourned at 10:02 a.m.



Monthly Head Start Report

May 2015

SETA Operated Program

Program Support Services

Quality Assurance Monitoring Unit QA onsite monitoring review was conducted at San Juan Unified School District HS and EHS programs in April. Summary Report is being finalized and will be available in mid-May. QA Exit Meetings were held at WCIC Head Start on April 21 and TRUSD Head Start on April 29 for the reviews that took place in March 2015.

Health, Nutrition and Safe Environment Self-Assessment 2015 Follow-Up Follow-up onsite visits and submission of corrective action plans by TRUSD and SCUSD regarding concerns identified during self-assessment process were completed in April. Continued monitoring for these targeted areas is ongoing.

Unannounced Visits on Child Safety and Supervision Unannounced visits countywide by Program Support Services Unit staff are ongoing for 3rd Quarter. Similarly, Delegates and SOP conducted their internal unannounced visits. A summary report for 3rd quarter will be available after May 13, 2015.

Content Meetings Content Meetings were held in April for Health, Nutrition and Safe Environment (April 17), Governance (April 24), Mental Health (April 28) and Family Engagement (April 28).

Practice-Based Coaching Project SETA Head Start hosted the Coaches Training on April 8-9 conducted by Vicky Greening of STG International/Office of Head Start (OHS) Training and Technical Assistance. Training was attended by about 50 Teachers and Education Supervisors from SOP and Delegates with a few Head Start staff from "E" Center in Marysville, CA

Family Engagement Unit

Head Start and Early Head Start parents had the opportunity to participate in a Daddy and Me literacy activity. We had about 75 families attend the event. The Very Hungry Caterpillar by Eric Carlye was read by one of the fathers, and then families were encouraged to participate in art activities that were related to the story. Bob Silva, SETA Social Service Parent Involvement Specialist, and Pam West, Site Supervisor at Hopkins Park, did a wonderful job hosting this event.

April was a very busy time, with staff out at community events every weekend. We partnered with our Parent Ambassadors (past and current parents) to staff our outreach table and to talk to potential parents about all the benefits of Head Start and Early Head Start. Every time we are out in the community, staff brings back a stack of completed waitlist forms for enrollment into the program.

We have just finished working on an outreach campaign, and new flyers have been developed with a target audience in mind. We have a really innovative prescription pad that doctors can fill out and “prescribe” Head Start and Early Head Start to the families they serve. The prescription pad is in the shape of a teddy bear.

Program Operations Unit

It is very important to continue to strive for increased quality in classrooms. SETA uses nationally recognized tools to measure quality in our program. Right now, our classrooms are being assessed using The ECERS (Early Childhood Environmental Rating Scale) and ITERS (Infant Toddler Environmental Rating Scale). Trained and reliable assessors are evaluating the classes in areas, such as Space and Furnishings, Personal Care Routines, Language and Reasoning, Activities, Interaction, Program Structure and Provisions for Staff. Information gathered from these assessments will be used to create individualized improvement plans for each classroom assessed. Program-wide data will be shared in next month's report and at the PAC meeting.

Program Governance

On Friday, April 3, PC/PAC members: Mr. Brian Short, Ms. Robin Blanks, Ms. Denise Lee and Ms. Marie Desha toured the SETA Head Start Facility Building. Mr. Jose Diaz, Facilities Coordinator, and staff were very cordial and welcoming. All areas of the building were very organized (defined areas/items labeled) and immaculate. One could sense a feeling of team spirit and of family.

The PC/PAC approved the HS/EHS Refunding Application for Fiscal Year 2015-2016 on Tuesday, April 28 and the SETA Governing Board on Thursday, April 30th.

Mr. Kenneth Tate (PC/PAC Vice-Chair and Parliamentarian) did a fantastic job facilitating April’s Toastmasters training in the absence of facilitator, Ms. Jackie Bates. Chapter 6 covered evaluating a speaker, the importance of word use when speaking and how to use vocal variety. Parents made assigned presentations and were evaluated. There were 7 parents in attendance. Parents approved to change Toastmasters training to the first Friday in the month (11:30 a.m.) to have greater parent participation; a couple of delegate parents had child care issues.

The Governance Content meeting was held Friday, April 24. Delegate agency directors and staff present included EGUSD, SJUSD, SCUSD, TRUSD and WCIC/Playmate. Main topics of discussion: timeline for Governance, Leadership and Oversight Capacity Screener 2015-2016, on-site monitoring calendar and Governing Board training on role and responsibilities. All 5 delegates expressed an interest in scheduling Mr. Jerry Gomez to provide training for all of their board members. Ms. Denise Lee will follow up with Mr. Gomez.

The Annual Parent Leadership training date and time will soon be announced. Training Theme: “My Life, My Quest, Where Do I Go From Here”?

Sacramento City Unified School District

Health and Nutrition

Nurses, Resource Teachers, Coordinators and the Facilities Licensing Specialist were busy in April visiting preschool sites to assist in correcting health and safety concerns noted in the Countywide Health and Safe Environments Self-Assessment Review, conducted in January 2015.

Preschool Nurse, Lisa Stevens, spoke to the Hiram Johnson and Capital City Registration Staff this month regarding the nursing process for class file audits and sensory screening of preschoolers.

Summer registration for preschoolers began April 27th with “all hands on board!” Nurses were present to perform sensory screenings, answer parent questions and assist the Child Development Specialists during the registration process.

Several health forms were modified by the Preschool Nurses for the upcoming 2015-2016 school year; the “Preschool Physical Exam”, “Your Child’s Health Report”, “Health and Nutrition Checklist”, “Preschool Health and Development History”, were examples of forms that were modified in an effort to capture more completely or clearly needed health information.

SCUSD Child Development Department’s Health, Nutrition and Safe Environments Committee meeting took place on April 23. Lora Jones, EHS School Nurse, presented an update of the Early Head Start Program, including current enrollment, future goals and upcoming changes. Tammy Sanchez, Child Development Coordinator, shared that representatives from SCUSD’s Nutrition Department came to the Parent Council meeting to review menus and meal service processes. This was an opportunity for parents to have menu input, ask questions, make suggestions and share which foods their child likes/dislikes. Ms. Sanchez reported that there were overwhelmingly positive responses to this school year’s menu items provided by Nutrition Services.

The Preschool Nurses report that the HS Parent Education classes, presented by the preschool; nurses, spring Dental Varnish Clinics, and preschool nurse follow-up on dental needs all continued during the month of April.

Education

A Resource Teacher attended the Practice Based Coaching training at SETA.

Balanced Literacy Cohorts 1 and 2 met with the Resource Teachers and consultant Andy Hess to discuss curriculum planning and implementation.

Professional Learning focused on the topics of Disabilities Education, Child Language Milestones and Development.

Mental Health & Family Engagement

CSEFEL/Teaching Pyramid Going Deeper training, on the importance of classroom jobs and the impact on children’s social emotional development, was provided during April’s Professional Learning meeting.

A Teaching Pyramid Partner Site Leadership Team meeting was held to develop ongoing plans for implementation in the SCUSD Child Development Department. A new process has been created on how to refer children with challenging behaviors. This will be provided to staff at Professional Learning in May.

There are continuous parent workshops occurring at preschool sites, along with ongoing support to classrooms and teachers and consultations with parents.

Social workers are continuing to monitor and support the FPA process and are preparing for the 3rd goal setting.

Social workers continue to provide support and consultation/case management to staff and provide mental health support to referred children and families in EHS through consultation with families.

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

Social workers are representing Child Development in working in conjunction with the Youth Development Department to create a more streamlined Pregnant and Parenting Teen program within SCUSD.

Family and Community Engagement

The community resource sheet provided to families at registration and throughout the year as needs arise is in the process of being updated. Social work staff continues to support teachers with providing parent workshops on a number of different topics. The Family Development Credential training continues to be well received by the participants.

Special Education

SCUSD Child Development Program has served 158 Head Start Preschool children and 16 Early Head Start Preschool children through the month of April 2015. The Special Education support staff have been working together with Head Start support staff and teaching staff on planning smooth transitions for the returning full inclusion preschoolers and those full inclusion preschoolers who will be continuing on to Kindergarten.

Children and families have been given the opportunities to visit preschool and kindergarten locations to prepare for the upcoming school year, 2015-2016, meeting teachers and seeing campuses.

Many transition activities are taking place within the classrooms as well as through after- hours workshops. Currently, a Parent Kindergarten transition workshop is going on at Hiram Johnson on Wednesday evenings from 5:00-7:30 on April 22, April 29, May 6, and May 13, discussing topics on literacy, math, science and nutrition, with dinner and childcare being provided.

Early Head Start & Home Based

I have attached a picture of a dad reading in the combo option program. That classroom is open on Tuesdays and Thursdays and they have great parent participation and wanted to feature their father involvement. Parents are often volunteering their time to spend time with their children in the classroom setting.



EHS Home-based had a great turn out for our April socialization. There were 10 parents and it was a busy event. The parent meeting and activities focused on math and parents were surprised to learn that position words were a part of math. Parents plan on using more math language with their children.

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.

Social workers continue to monitor and support the FPA process, to provide support and consultation/case management to staff, to mental health support, to referred children and families in EHS families through consultation with families.

Social workers are representing Child Development in working in conjunction with the Youth Development Department to create a more streamlined Pregnant and Parenting Teen program within SCUSD

San Juan Unified School District

Education Services Update

Teachers finished the Let's Move theme in mid-April, and they started the Flower Study on April 20th. Their letter focus for this month is Gg, Ee, and Dd. The math focus for this month is a continuing focus on Adding/Subtracting one Hidden Object in sets, then two Hidden Objects in sets. Teachers completed their third and last DRDP assessments April 8th. Their third assessment individualization paperwork was due April 24th, where they turned in a DRDP Summary of Findings form for their class as well as information on IDP Worksheets for individual child progress.

Disabilities Services Update

During April, the Disabilities Specialist met with the ECE Planning Team in order to be fully prepared for the coming school year. A follow-up meeting was also scheduled for April 29th. New, updated Ages and Stages screening tools have been ordered and received this month. The Disabilities Team will review the updated tools soon and plan training for the Screening Team in the near future. A few more IEPs were added to the San Juan ECE roster, bringing the total in April to 95.

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/mental health referral information. The Mental Health Therapist continues to provide Limit Setting workshops for parents and staff throughout program.

Health & Nutrition Services Update

Health maintained a screening schedule of one day per week in the centralized screening room. The health team continued 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 children who have health concerns. Health also began preparations for the 2015-2016 enrollment year. Additionally, staff members attended the CHSA Health Institute Conference in Los Angeles.

Family and Community Partnerships Update

The Policy Committee received helpful information from Amy Slavensky last month about the various offerings throughout the district for early elementary options when children move on from Preschool. Because there are Fundamental schools, Open schools, Montessori Method, as well as language immersion choices, it is never too early to begin to research these programs.

Transition Services Update

Teachers held their final Parent Meetings, which covered the topic "Kindergarten Readiness." Many parents attended and received information on what children should be prepared for when entering Kindergarten, how to make it an easy transition for both parent and child, and how and where to complete the registration process. Most teachers are now in the planning process for end-of-the-year celebrations to send their preschool students off on a positive note. Articulation cards were submitted by all teachers and have been distributed to the prospective elementary sites for the kindergarten teachers to use in their articulation process.

Program Support/Staff Training Update

April 10th featured CSEFEL training by Dee Johnston, while April 24th provided teachers with a two hour overview of the DRDP 2015 tool and a discussion on the Power of Observation. Teachers received informational text books at the DRDP training which will enrich the Flower Study and their final theme of Growing and Changing. These books were purchased with Common Core funds.

Fiscal Update

April was extremely busy for the fiscal team. The Early Childhood Education Discovery Club team began registrations for DC's summer program and for next school year. Head Start and Early Head Start grant applications were completed and approved. Budget development was completed for the 2015-2016 year and all reports were submitted.

Early Head Start Update

This month, the Early Head Start program staff completed annual mandated reporter training at the first Friday meeting. Also at that meeting, staff heard two presentations related to early learning. The first was from Lakeshore, and participants gained useful information on the company and its products, especially the new catalog focused on infant/toddler environments, as well as receiving some fun giveaways and prizes. The second presentation was a Common Core overview from the district ECE Common Core facilitator, who shared with participants the history and purpose of Common Core, and highlighted the alignment between the CA Foundations and Frameworks and the Common Core standards.

Most staff also attended a Saturday seminar on Common Core and its relationship to early learning. The session was coordinated by teachers as part of the professional development funding from district CCSS funds given to all ECE programs. During the Saturday seminar, participants heard from district consultants on Common Core, and did several "make and take" activities that illustrated the connection between intentional interactions and later cognitive and skill development through the lens of Common Core.

Also this month, EHS Center and Home Base teachers received the materials that were ordered through Common Core district funds last month. Using the knowledge they have gained in recent conferences and

seminars, teachers planned for ways to introduce them to children and families, and incorporated the materials into current classroom designs and lessons.

Twin Rivers Unified School District

Events

This month was our celebration of the sites! On April 23rd, Morey Avenue celebrated the annual Open House event with a focus on Math Development. During this event, parents and students participated in math games and activities with an emphasis on counting, sorting and classifying objects. Each classroom teaching staff facilitated a different activity and parents/students received their Passports to Education which were traded in for free books and nutritious snacks provided by the District's Nutrition Department.

On April 28th, Rio Linda was celebrated with an official Grand Opening Event hosted by the District's Communication Department. The well-attended event included a ribbon-cutting ceremony by the preschool students and student performances for the audience, as well as brief speeches from the District's Superintendent and District Board Member. The event was a huge success and enjoyed by all attendees.

The Oakdale site will have their annual Open House event on May 14 and will also engage parents and students in classroom activities.

Professional Development

The next ECE workshop will be on May 20th for all teachers at the District Office. The workshop will include another overview of the CLASS Support Domain from the CLASS observation tool, as well as some additional discussion of the planning for 2015-16 school year. The final workshop for the 2014-15 school year will be held in June 2015.

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. The Community Liaisons have completed the second round of growth assessments.

Our School Social Worker/Counselor is still on maternity leave until August 2015 and the programs have a substitute SW and a MSW Intern. The Social Worker is on all sites from Monday through Thursday and assists with classroom support, behavior plans and facilitating parent meetings. The MSW 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. The School Readiness meetings for students going to kindergarten and TK next year are being scheduled for May 26th and 27th by the sub Intern.

The 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 to complete 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. The final date for enrollment for 2014-2015 was April 7th and enrollment for the 2015-16 school year has begun.

Policy and Parent Committees

The monthly meeting was held on April 16b at Morey Avenue. The agenda included the approval of the

selection of a new Chair and Vice Chair as well as the first reading of the Bylaws. Parent Committee meeting was held at Rio Linda on April 23 with a great turnout of parents, however, the Oakdale Parent Committee Meeting on April 22 only had one attendee. The Head Start Director continues working with the Community Liaison and teaching staff to recruit parents to attend the upcoming meetings.

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 Spring assessments and ECERS have been provided.

WCIC

Enrollment

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

Trainings

WCIC/Playmate Head Start Program's staff and parents received a Healthy Snacking Training by Ms. Karen Ito, R.D. from Sacramento County Office of Education on April 15. Ms. Ito passed out "Preschool Shine Handout", "June 2015 Sprouts Newsletter", and "Dairy Council of California Handouts". Ms. Ito made healthy smoothies for everyone. The smoothie ingredients were strawberries, spinach, beans, and banana. Healthy smoothies are easy to make and very healthy. She encouraged everyone to purchase fruits that are in season and freeze them. The banana provides protein. By adding vegetables in the smoothie, it allows children to eat vegetables without children even knowing what's in the smoothie. There were no sugars added in the smoothie.

WCIC/Playmate Head Start Program's staff and parents received a "How and What We Say to Our Kids Matter: Communication and Parenting" Training by Ms. Melanie Nicolas, Program Officer from Sacramento Employment and Training Agency on April 15. Ms. Nicolas asked "when you were growing up, what do you remember as the most powerful words someone said to you"? She stated relationships are built through communication, both verbal and non-verbal. Praise vs. Acknowledgement: Words and statements that build relationships. Communication is the key. By telling your child what to do instead of what not to do is positive communication. Show your children by demonstrating, modeling, or using a picture of the action; some children will respond better to more expressions, and acknowledging them in a "matter of fact" way might be more effective. For the most part, be enthusiastic and generous with encouragement, which most children can never get enough.

WCIC/Playmate Head Start Program's staff received a Staff Development Training/Team Building Exercise on April 17 by Ms. Edenaugboye Davis, MPA; Executive Director/Head Start for Women's Civic Improvement Club/Playmate Head Start Program. The focus was Teamwork and Time Management. Staff had discussions about how loyalty and/or allegiance contribute to Teamwork and Time Management. "The conclusion resulted in the importance of positive combined actions of any group of individuals in order to achieve productivity and/or efficiency as a whole!"

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

None to report.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(April 30, 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)	24 (9.88 %)	N/A
Elk Grove USD (480)	46 (9.7 %)	N/A
Sacramento City USD (1312)(144)	158 (12.6 %)	16 (11%)
San Juan USD (700) (160)	95 (13.3%)	23 (14.5 %)
WCIC (120)	12 (10 %)	N/A
SETA (2002) (349)	234 (11.7 %)	79 (22.9%)
County (4857)* (653)**	569 (11.4%)	118 (17.7%)

*AFE = Annual Funded Enrollment

**% AFE = Percentage of Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *April 2015

April 1st to 3rd - Spring Break Traditional Centers Closed.

April 3rd - Minimum Day Preschool & EHS Full Day Classes.

April 10th - Home Base Preschool - Field Trip Special Menu provided for 160 guests.

April 22nd - EHS Home Base - Field Trip Special Menu provided for 160 guests.

April 29th - Daddy & Me Event - Supplies and Salad provided for 60 guests.

Meetings & Trainings:

Marion County Head Start visited the Central Kitchen on April 8th.

Preschool Shine Meeting at the Central Kitchen attended by Connie Otwell on April 10th.

PAC Food Service Committee Meeting attended by Connie Otwell on April 16th.

Food Service Training attended by all of the Food Service Staff on April 17th.

Preschool Shine Meeting at the WCIC Kitchen attended by Connie Otwell and Joyce Gray on April 30th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
42,688	25,512	26,782	940

Total Amount of Meals and Snacks Prepared 95,922

Purchases:

Food	\$79,860.64
Non - Food	\$17,592.15

Building Maintenance and Repair: \$4,931.41

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$4,931.41

Vehicle Gas / Fuel: \$1,607.47
 Normal Delivery Days 22

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/30/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Elk Grove USD	480	480	100	86
Sacramento City USD	1,312	1,306*	100	86
SETA	2,002	2,078	103	80
San Juan USD	700	703	100	82*
Twin Rivers USD	243	243	100	86
WCIC/Playmate	120	120	100	79
Total	4,857	4,930		

* SJUSD average daily attendance is for March 2015

*In accordance with the Performance Standards, SCUSD did not replace vacancies within 60 days of the end of the program year.

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/30/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Sacramento City USD	144	144	100	82
SETA	349	356	102	78
San Juan USD	160	175	109	80*
Total	653	675		

* SJUSD average daily attendance is for March 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.

ITEM V - 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.