



GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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Public Representative

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, August 6, 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**
→ Recognition of long-term employee: Marsha Strode, Workforce Development Professional Supervisor (20 years)
- II. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to (subdivision (b) of Section 54956.9): ONE POTENTIAL CASE
- III. Consent Items**
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IV. Action Items

A. GENERAL ADMINISTRATION/SETA

1.	<u>TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:</u> Approval of the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2015-2016 (Loretta Su)	23-25
2.	Approval of Revised Fiscal and Procurement Policies and Procedures (Loretta Su)	26-27
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C. CHILDREN AND FAMILY SERVICES: None.

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➤	River Oak Center for Children	
➤	Sacramento Area Emergency Housing Center	
➤	Sacramento County Office of Education	
➤	South County Services, Inc.	
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VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JULY 29, 2015

ITEM III-A - CONSENT

MINUTES OF THE JUNE 4, 2015 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 4, 2015 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

**REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, June 4, 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
Jay Schenirer, Councilmember, City of Sacramento

Members Absent:

Allen Warren, Councilmember, City of Sacramento

I. Consent Items

- A. Minutes of the April 30, 2015 Special Board Meeting
- B. Approval of Claims and Warrants
- 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
- D. Ratification of the Submission of the Workforce Accelerator 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
- 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

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

- A. Approve the April 30, 2015 minutes.
- B. Approve the claims and warrants for the period 4/23/15 through 5/28/15.
- C. 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.

- D. 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.
- E. 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.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2015-2016

Ms. Loretta Su reviewed this item. There is a \$4 million reduction in WIA funds due to reduction in the formula grant and the expiration of 25% discretionary grant. As the final numbers become available, staff will present the final budget in August.

Moved/Scherman, second/Schenirer, to approve the Recommended Budget and a 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.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

- 2. Approval of Use of Fund Balance

Ms. Su stated that SETA received notification from the County of Sacramento that they made an error in the calculation of earned interest for fiscal years 2009-2014. The County conducted a full review of how the interest is calculated and it

was determined that SETA needs to repay \$14,931. Because this is a prior years' transaction, the auditors recommended that the fund balance be used to repay this.

Mr. Thatch stated that there is no rule for how far back they can go. The fund balance needs to be utilized for this situation since our grants do not go back that far.

Moved/Schenirer, second/Scherman, to approve of use of fund balance to cover the interest allocation error of \$14,931.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

3. Approval of the Sacramento Employment and Training Agency Record Retention and Destruction Policy

Mr. John Allen stated that the purpose of this policy is to condense documents. This document was prepared in consultation with legal counsel.

Moved//Schenirer, second/Kennedy, to approve the SETA Record Retention and Destruction Policy.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

4. Approval to Extend Janitorial Services Agreements for Fiscal Year Ending June 30, 2016 and Authorize the Executive Director to Sign the Agreements

Ms. Denise Lee stated that Head Start currently has four janitorial contracts; we started with five contractors and ended with four contractors. The three year agreements include an option for contract extensions for one year. Ms. Lee stated that the companies have been very responsive.

Ms. Scherman asked if the restroom problem was resolved since the review team made their comment. Ms. Lee replied that when there are complaints from the field, the Head Start Facilities unit responds; if there is a discrepancy between the contractor and staff, facilities staff goes to the site before it opens to ensure the room has been cleaned correctly. There is a lot of follow up.

There is a janitor on call, but no on-site janitorial service.

Moved/Scherman, second/Schenirer, to 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.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant

1. Approval of the 2016-2017 Community Services Block Grant Community Action Plan

Ms. Julie Davis- Jaffe stated that the Community Action Plan(CAP) is brought forward from the Community Action Board. Mr. Victor Bonnano stated that the plan is developed every two years to ensure SETA adheres to state mandates. This also provides for projections of the families that will be served over the next few years. The main purpose is to research and analyze poverty in the community. It helps to identify target groups and target areas where the CSBG funds are to be utilized. The CAP provides for funding 40% Safety Net, 40% Family Self Sufficiency, and 20% Youth and Senior Support.

Ms. Davis-Jaffe stated that the Community Action Board approved the Community Action Plan with the following language: "to approve the Community Action Plan with the added language to serve the African American children ages 10-17 years old in the areas where more crime & poverty is shown in high numbers, and to introduce a broader range of services including continued homeless, working poverty families, and senior services in a broader range of services, including some evening services."

The CAB had a second vote to discuss the percentage breakdown of the funds available. The current breakdown is 40% to Safety Net Services and 60% to Self-Sufficiency; they talked about changing the funding split 50/50. This issue is being sent to the Governing board for direction.

Ms. Kossick spoke of the vote held at the recent CAB board meeting. There was an alternative decision to bring the change more gradually from 60/40 to 50/50. This issue will be revisited two years from now. The Request for Proposals will specify certain amounts of money that will be available in certain areas.

Mr. Kennedy thought adjustments will need to be made but the safety net is still important. Staff has done a great job of making the analysis.

Speakers before the Board:

Rene John, Folsom Community Partnership: have taken a creative approach in the funding because they receive both funds. What people really need to get out of poverty is really not available. It's not enough to move them into a job or to get a job. They try to set aside some of their funds to help with employment support. It is crisis work that they're doing and it is a Band-Aid to what is needed.

Lynda Williams, Policy Council: Spoke of the continued need for this support in the community and shared her own experiences.

Moved/Scherman, second/Kennedy, to approve the 2016-2017 Community Services Block Grant Community Action Plan, .

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

One Stop Services

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

Mr. Roy Kim reviewed this concurrence item. There was a slight reduction of \$280,000 in our adult/dislocated worker funds. There were some changes included with the recent legislation interpretation and some significant programmatic changes are expected.

Moved/Schenirer, second/Kennedy, to concur with the Sacramento Works, Inc. board to approve the Resource Allocation Plan for 2015-16.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

4. Approval of Funding Extension Recommendations for the Workforce Investment Act/Workforce Innovation and Opportunity Act Adult/Dislocated Worker and CalWORKs Programs, PY2015-2016

Mr. Roy Kim reviewed the funding recommended. The original procurement was

done in 2013 and as we transition to the new legislation, the Agency will go forward with a new procurement process. In addition to the allocation decrease, there was a significant decrease in National Emergency Grant funds that has an impact on this budget. Staff will continue to work toward maximizing the CalWORKs funds we get from the county.

This board item sets aside \$700,000 for individual training scholarships. As the funding procurement becomes clearer over the year, staff will return with recommended funding augmentations. Staff recommends the extension of all service providers.

Ms. Michelle O'Camb was recognized for the preparation of this item.

Moved/Scherman, second/Kennedy, to concur with the Sacramento Works, Inc. Board to approve the funding recommendation extensions 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.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

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

Ms. Terri Carpenter reviewed this item. Staff does a "deep dive" of the evaluation of services and conducted a thorough review over the past year.

Mr. Nottoli asked why the goals are so low and Ms. Carpenter replied that the state sets the goals and the economy is also taken into consideration. The rates are set by the Youth Council and they will probably be increasing the rates moving forward.

Ms. Carpenter stated that the state negotiates the goals with the feds and these goals are passed down to the Local Workforce Investment Area. As mentioned in the last meeting, our goals are much higher internally. There are goals but there will also be a 'stretch' goal that is not necessarily included in the state documents.

Staff will be working over the next year to implement WIOA by July 2016 which will include a 75% target of funds to serve out of school youth. One of the new program elements includes financial literacy. There is a large emphasis on work experience.

Ms. Carpenter reviewed the Youth Council funding recommendations. This recommendation is subject to the service providers meeting their goals. The recommendations were reviewed by the Youth Council and the Sacramento Works Board.

Moved/Kennedy/Schenirer, to approve the following:

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.

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.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

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

Mr. Roy Kim reviewed the funding this item. SETA has worked with the Department of Human Assistance since 2003 and staff seeks approval of the current year's agreement.

Moved/Scherman, second/Kennedy, to 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.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Community Services & Development Fiscal Monitoring Review Report: No comments.
- B. Fiscal Monitoring Reports: No comments.
- C. Employer Success Stories and Activity Report: No comments.
- D. Dislocated Worker Update: Mr. William Walker stated that staff is working with Bank of America on their dislocations.
- E. Unemployment Update/Press Release from the Employment Development Department: No comments.
- F. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that SETA will be participating with the City internship program by taking two youth interns; one will be assigned to fiscal, and one will work in Head Start administration. Mr. Schenirer stated that the City program has 110 kids participating. The youth participants are working in several departments, and they get stipends.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman wished Ms. Kossick a Happy Birthday on Sunday, June 7.
- F. Public: No comments.

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

Mr. Thatch stated that there will be no report out of closed session.

The board adjourned to closed session at 11:21 a.m.

VII. Adjournment: The meeting was adjourned at 11:27 a.m. with no report out of closed session.

ITEM III-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 5/29/15 through 7/28/15, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 5/29/15 through 7/28/15.

STAFF PRESENTER: Kathy Kossick

ITEM III-C – CONSENT

APPROVAL TO MODIFY CALIFORNIA EMPLOYERS ASSOCIATION'S (CEA)
VENDOR SERVICES CONTRACT

BACKGROUND:

In 2010, the SETA Governing Board approved California Employers Association (CEA) for SETA's Vendor Services (VS) List offering Financial Literacy and Job Readiness/Pre-Employment Skills Training.

CEA recently submitted an application to add Business Development and Process Improvement services to its VS contract. An evaluation team reviewed and evaluated the application and determined that CEA effectively demonstrated its ability to provide the additional service.

Staff is seeking approval of the attached recommendation to modify California CEA's VS contract.

RECOMMENDATION:

Approve the attached recommendation to modify CEA's VS contract.

STAFF PRESENTER: Michelle O'Camb

Workforce Development Vendor Services (VS) List

Staff Recommendation

Applicant: California Employers Association (CEA)

**Location: 1451 River Park Drive, Ste. 116
Sacramento, CA 95815**

Vendor’s Background:

CEA is a private, non-profit, membership association that provides businesses with advice, education and compliance solutions for California labor laws, organizational development, and workforce transition through reductions, realignments or mass layoffs. .

With the addition of the Business Development and Process Improvement service to CEA’s current Vendor Contract, the CEA team will conduct outreach to employers and identify “at risk” employers. CEA will assist in developing and implementing successful solutions and strategies that can help a business to survive, as well as grow. In addition, CEA will offer services intended to support businesses and SETA’s Employer Services team to promote collaborative goals and to strengthen and grow the region’s workforce and businesses.

Activity	Service/Workshop Rate
Business Development and Process Improvement*: <ul style="list-style-type: none"> • Layoff Aversion Assistance • Business Development Committee • Employer Forum Workshops • Employee Development Training Workshops 	\$245 per hour, per employer (20 hour max, or \$4,900) \$245.00 per hour \$1,595 per workshop \$1,595 half day training rate \$2,995 full day training rate (min 5; max 25 participants)

*All services subject to management approval.

ITEM III-D - CONSENT

APPROVAL TO ADD LEADERS IN COMMUNITY ALTERNATIVES, INC.
TO SETA'S VENDOR SERVICES (VS) LIST

BACKGROUND:

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

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

Staff is seeking approval to add Leaders in Community Alternatives, Inc. to SETA's VS List.

RECOMMENDATION:

Approve the attached recommendation to add Leaders in Community Alternatives, Inc. to SETA's VS List.

STAFF PRESENTER: Michelle O'Camb

Adult Vendor Services (VS) List

Staff Recommendation

Applicant: Leaders in Community Alternatives, Inc.

Location: 160 Franklin Street, Suite #310
Oakland, CA 94607

Applicant’s Background:

LCA has been providing non-residential and residential treatment services to the criminal justice population for over 24 years. They are a certified, women-owned criminal justice organization with over 80 employees working in offices throughout California. LCA’s stated mission is to improve communities by providing treatment services for the criminal justice population in day treatment, outpatient, residential and in-custody settings. Programs offered provide the necessary tools for clients to develop life skills, enter the workforce, remain substance abuse free and become productive members of the community.

As an approved Vendor, LCA will provide Counseling and Job Readiness/Pre-Employment Skills Training to Sacramento Works America’s Job Center (SWJC) system customers to increase their employability.

Activity	Individual Rate	Group Rate
Counseling*: <ul style="list-style-type: none"> • Substance Abuse • Anger Management 	\$70 per one hour session (24 session max., or \$1,680)	6 – 12 clients 1 hour session - \$250 (24 session max., or \$6,000)
Job Readiness Pre/Employment Skills Training*	\$70 per one hour session (24 session max., or \$1,680)	6 – 25 clients 1 hour session \$250 (24 session max., or \$6,000)

*All services subject to prior management approval.

ITEM III-E - CONSENT

APPROVAL TO REVISE SETA'S VENDOR SERVICES (VS) REQUEST
FOR QUALIFICATIONS (RFQ)

BACKGROUND:

On December 5, 2005, the SETA Governing Board approved the release of the Vendor Services (VS) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide services to eligible adults and youth in an effort to prepare them for participation in the labor force and to expand SETA's VS List. Since that time, the SETA Governing Board has approved several amended releases of the RFQ to expand the selection of Adult and Youth Workforce Development services, as well as to add Child Development (ages 0-5) and Family services.

Staff is seeking approval to once again revise SETA's VS RFQ (sent under separate cover) to expand service options for adults and youth by combining the menu of services for both populations, to expand on service descriptions as appropriate, and to add Entrepreneurial Skills to the list of services.

RECOMMENDATION:

Approve the release of SETA's *Revised* Vendor Services (VS) RFQ to combine Adult and Youth Workforce Development services, to expand on service descriptions, and to add Entrepreneurial Skills to the list of services.

STAFF PRESENTER: Michelle O'Camb

ITEM III-F – CONSENT

APPOINTMENT OF MEMBER TO THE COMMUNITY ACTION BOARD

BACKGROUND:

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

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

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

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

One application for Public Sector membership has been received from the Sacramento Public Library Authority and is sent under separate cover.

RECOMMENDATION:

Appoint Sacramento Public Library Authority to represent the Public Sector on the SETA Community Action Board.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM III-G –CONSENT

APPROVAL OF USE OF FUND BALANCE

BACKGROUND:

In March 2015, staff discovered that a temporary, on-call substitute teacher had falsified worked hours on timesheets. The Agency launched an internal investigation, reviewing all timesheets from this individual for worked claimed during her employment (March 13, 2014 through February 26, 2015) at the Agency and found a total of 407 hours were fraudulently claimed that cannot be tracked back to actual assignments. This resulted in a total unallowable cost of \$5,401.99 (\$4,757.37 in wages and \$644.62 in payroll taxes). The Agency has notified the funding source and also filed a crime report with the local law enforcement. Since this falsified payment is an unallowable expense for the program, Agency fund balance must be used to cover it.

The Agency also completed its investigation to insure that substitute teacher timesheets are traced back to actual assignments made by the Children and Family Services Department and found no other fraudulent hours claimed. Additional steps are being implemented to ensure timesheets for substitute teachers are verified with both the supervisor and that time worked matches the time assigned by the CFS Department.

RECOMMENDATION:

Approve the use of Agency fund balance to cover the unallowable cost of \$5,401.99.

STAFF PRESENTER: Loretta Su

ITEM III-H - CONSENT

RATIFICATION OF THE COMMUNITY COLLEGE FOUNDATION (CCF) PARTICIPANT PAYROLL SERVICES CONTRACT EXTENSION

BACKGROUND:

Through a formal procurement process conducted in March, 2013, the Community College Foundation (CCF) was selected and approved by this board to provide Payroll Services for Workforce Investment Act funded employment programs.

CCF has been in contract with SETA since July 1, 2013 and acts as the employer of record to provide all payroll services for youth and adults participating in SETA work experience programs.

- CCF's comprehensive payroll services include an on-line Time and Attendance System allowing participants to complete their time sheet at their work location.
- The contract terms include the option of two one-year extensions.

CCF has successfully delivered payroll services for two years. Before the contract expired on June 30, 2015, CCF was notified that SETA was extending the contract by action of the Executive Director, but the extension was subject to final ratification by the Governing Board.

RECOMMENDATION:

Ratify the Community College Foundation payroll services contract extension.

STAFF PRESENTER: Terri Carpenter

ITEM III-I - CONSENT

APPROVAL TO PARTICIPATE IN THE SUBMISSION OF AN APPLICATION TO THE CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF APPRENTICESHIP STANDARDS TO ESTABLISH A WORKFORCE DEVELOPMENT PROFESSIONAL APPRENTICESHIP PROGRAM

BACKGROUND:

An apprenticeship program is an organized learn and earn model, combining paid on-the-job training of approximate 2,000 hours with supplemental related classroom instruction (usually at least 144 hours). Upon completion of an apprenticeship program, apprentices receive State Apprenticeship Council Certificates documenting the attainment of the skills and competencies achieved.

Since mid-2013, California State University – Sacramento (CSUS) and SETA have been exploring the feasibility of a professional development apprenticeship program for front-line staff. In 2014, the discussion was expanded to include the State Division of Apprenticeship Standards (DAS), the California Workforce Association, the Butte County Office of Education, AFSCME Local 146, and other parties with the goal of establishing a formal apprenticeship model that could be piloted locally and replicated State-wide.

Since 2014, the parties have continued to develop a formal “Workforce Development Professional Apprenticeship Program” and have prepared an application to the DAS to formally “register” the program with the State and establish an Apprenticeship Committee. The program requirements and structure include:

- Local Education Agency (LEA): the Butte County Office of Education will be the LEA of record and provide access to related and supplemental instruction funds while the California State University system will provide the classroom instruction.
- Program Sponsor: the California Workforce Association will oversee the registration of apprentices with DAS, document training hours and coordinate with participating employers.
- Local WIBs, SETA and Other Employers: the employers that will provide the on-the-job training for registered apprentices.
- AFSCME Local 146 and Other Employee Representatives: the organizations that represent apprentices and applicants.

The proposed apprenticeship program is scheduled to begin in September, with an initial cohort of 20-25 apprentices from SETA, regional Workforce Development Areas and partner staff. The program will include technical classroom instruction in the workforce development industry, project/team leadership, individual skill development, and community relationships.

ITEM III-I – CONSENT (continued)
Page 2

Staff recommends participating in the program, and anticipates benefitting from the establishment of, and alignment with, State-wide high quality standards for professional workforce development services. In addition, the program provides the opportunity to focus on areas of emphasis under the new Workforce Innovation and Opportunity Act, such as enhanced business services, credentials for career pathways, and use of technology and other innovation.

RECOMMENDATION:

Approve SETA's participation in the submission of an application to the State Division of Apprenticeship Standards to establish a Workforce Development Professional Apprenticeship Program.

STAFF PRESENTER: Roy Kim

ITEM III-J - CONSENT

APPROVAL TO ACCEPT NATIONAL EMERGENCY GRANT FUNDS FROM THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, ANY SUBGRANTS OR OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The Employment Development Department (EDD) recently submitted a State-wide application to the U.S. Department of Labor for \$7,000,000 in National Emergency Grant (NEG) funds to promote partnerships with industry sectors that provide career opportunities and are expected to either experience labor shortages or be in high demand.

SETA was included in the State-wide application for approximately \$864,000 to coordinate a sector partnership for the Capital Region focused on work-based training strategies that create pathways to Healthcare occupations, including On-the-Job Training, customized training and apprenticeship for at least 100 eligible customers.

Project partners include:

- Regional Workforce Development Areas – Golden Sierra, North Central Counties and Yolo
- Regional employers, including Sutter Health, Dignity Health, UC Davis Health Systems, Kaiser Permanente, Veterans Administration, Sacramento Covered, CVS Pharmacy and Envision/Rite Aid
- American River College
- Elk Grove Unified School District
- Sacramento City Unified School
- California State University, Sacramento

RECOMMENDATION:

Accept NEG funds from the EDD and authorize the Executive Director to execute the agreement, any subgrants or other documents required by the funding source.

STAFF PRESENTER: Roy Kim

ITEM IV-A – 1 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:
APPROVAL OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
FINAL BUDGET FOR FISCAL YEAR 2015-2016

BACKGROUND:

In June 2015, the Board took action to approve the Recommended Budget for Fiscal Year 2015-2016 and directed that notice of a Public Hearing be posted and published to commence on August 6, 2015 at 10:00 a.m. or as soon thereafter as practicable for purposes of considering and approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2015-2016. Staff has posted and caused to be published notice of this Public Hearing as directed by the Board.

The Final Budget for the Fiscal Year 2015-2016 will be sent under separate cover. Staff will be available to answer questions. The approved Final Budget will also be submitted to the County and City for approval.

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and adopt the attached Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2015-2016.

STAFF PRESENTER: Loretta Su

RESOLUTION NO.: 2015-03

APPROVAL OF FISCAL YEAR 2015-2016 SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA) BUDGET

WHEREAS, all necessary estimates of revenues, expenditures and reserves for the 2015-2016 Fiscal Year were prepared and filed, the Recommended Budget was adopted and printed, and hearings thereon were noticed and held as required by Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), and

WHEREAS, all proceedings required by law have been duly had and regularly taken concerning the adoption of the Final Budget for the Sacramento Employment and Training Agency for the Fiscal Year commencing July 1, 2015 and ending June 30, 2016, and

WHEREAS, the Governing Board has made such revisions of, deductions from and increases or additions to the Recommended Budget as it deemed advisable, all such increases or additions having been proposed in writing and filed with the Board prior to the conclusion of said hearings on August 6, 2015, and

WHEREAS, all proceedings required by law have been duly had and regularly taken concerning the adoption of the Final Budget for the Sacramento Employment and Training Agency for the fiscal year commencing July 1, 2015, and

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

(1) Salaries and employees benefits	\$ 38,128,759
(2) Services and Supplies	8,472,182
(3) Other charges	41,649,425
(4) Fixed Assets	
(A) Land	0
(B) Structures and improvements	0
(C) Equipment	342,400
(5) Expenditure transfers	0
(6) Contingencies	0
(7) Provision for reserve increases	0
TOTAL BUDGET REQUIREMENTS	<u>\$86,592,766</u>

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

BE IT FURTHER RESOLVED that the final budget be and is hereby adopted in accordance with the listed attachments which show 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.

ATTACHMENTS:

- Financing Requirements Summary Schedule
- Fixed Asset Schedule
- Expenditure Detail Schedule
- Revenue Detail Schedule

BE IT FURTHER RESOLVED AND ORDERED, that the Auditor-Controller be hereby authorized and directed to transfer funds and adjust the reserve accounts in the amounts as shown in the budget adopted herewith.

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

- Ayes:
- Noes:
- Absent:
- Abstain:

Chair of the SETA Governing Board

ATTEST: _____
Clerk of the SETA Governing Board

ITEM IV – A - 2- CONSENT

APPROVAL OF REVISED FISCAL AND PROCUREMENT POLICIES AND PROCEDURES

BACKGROUND:

On December 26, 2013, the Office of Management and Budget (OMB) issued the final “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance). The Uniform Guidance, with an implementation date of December 24, 2014, combines and replaces eight existing OMB Circulars and provides a single location for these requirements in the Code of Federal Regulations (2 CFR Chapter 2, Part 200). The overall goals of these new regulations are threefold: 1) to mitigate the risk of waste, fraud and abuse of federal dollars; 2) to improve transparency in the use of federal funds; and 3) to increase accountability while reducing the administrative burden for organizations expending federal grant awards.

To insure SETA is in compliance with the Uniform Guidance requirements and regulations, the fiscal department, with input from legal counsel, has updated the following policies and procedures to delete references to the superseded OMB Circulars and add references to the new Uniform Guidance and applicable implement regulations of SETA’s various federal funding sources. In addition, the various policies have been further modified in the following manner:

- Fixed Assets, Information Technology and Low-Value Inventory Policies and Procedures
 - Updated policy to include Information Technology and prior approval requirements with WIOA funds
 - Deleted reference to TA/RESS Fixed Assets as it is no longer applicable
 - Changed Low-Value Inventory from \$1,000 to \$3,000 but less than \$5,000
- Fiscal Monitoring Policies and Procedures
 - Added Fiscal Risk Assessment requirements as required by Uniform Guidance
- Audit Requirements, Audit Resolution, Audit Appeal, and Debt Collection Policies and Procedures
 - Replaced audit requirements section by reference to the applicable section of the Uniform Guidance
- Procurement Policies and Procedures (include Executive Director Contract Authority)
 - Revised methods of procurement to include Micro Purchase (goods or services have a cost that does not exceed \$3,000) and Small Purchase as goods and services have a cost between \$3,000 and \$150,000)

ITEM IV-2 – ACTION (continued)
Page 2

- Increased Executive Director contract authority from \$50,000 to \$100,000, but still requiring Governing Board, City Council and Board of Supervisors approval for all contracts exceeding \$100,000 as provided in the Joint Exercise of Powers Agreement
- Updated Mandatory Contract Provisions (page 5 & 6) – Contract Work Hours and Safety Standards Act, Clean Air Act and Federal Water Pollution Contract Act, Debarment and Suspension, Byrd Anti-Lobbying Amendment and Solid Waste Disposal Act.
- Modified Bonding Requirements (page 7 & 8)

The updated policies and procedures will be available under separate cover.

Staff will make an oral presentation and be available to answer questions.

RECOMMENDATION:

Approve the revised Fiscal and Procurement Policies and Procedures as attached.

STAFF PRESENTER: Loretta Su

ITEM IV-A - 3 - ACTION

APPROVAL OF CHANGES TO THE SETA PERSONNEL
POLICIES AND PROCEDURES

BACKGROUND

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes in technology, laws, regulations, and the work environment.

The following changes need to be made to the Policies and Procedures:

1. Section 1.05 Equal Opportunity Employer
 - a. In response to additional protections added into law since 2000.
2. Section 2 Definitions
 - a. Clarifying current practice and in response to legal changes under the Affordable Care Act and California Paid Sick Leave.
3. Addition of Section 5.15 Temporary Employees
 - a. In response to the Affordable Care Act.
4. Addition of Section 9.13 Paid Sick Leave for Temporary Staff
 - a. In response to California Paid Sick Leave.
5. Section 11.05 Vehicle Policy
 - a. Modified in response to current work practices and Motor Vehicle laws regarding cell phone use.

The Head Start Policy Council reviewed and approved this item at their July 21 meeting. Staff will be available to answer questions.

FISCAL IMPACT: \$92,160 (\$9,000 Paid Sick Leave), (\$83,160 ACA Compliance)

RECOMMENDATION:

That the Governing Board approve the above noted changes in the SETA Personnel Policies and Procedures.

STAFF PRESENTER: John Allen

Equal Opportunity Employer

Section 1.05

The Agency is committed to providing equal employment opportunity to all qualified persons in matters affecting, but not limited to, recruitment, employment, compensation, benefits, promotions, training, tuition assistance, discipline, transfer and layoff practices without regard to a person's race, color, religion, national origin, disability, sex, age, sexual orientation, marital status, ~~or~~ veteran status, gender identity, genetic information, or any other legally protected characteristic.

Definitions

Section 2

Status, Type of

There are three (3) types of status. The continuation of this status is contingent upon continuity of funding by the Federal Government. They are acquired as follows:

- A. **Regular** Acquired by an employee who has been lawfully retained in her/his position after the probationary period, or an exempt employee as provided in these Policies and Procedures. There is no status, or right of transfer to either the City of Sacramento or the County of Sacramento.
- B. **Probationary** Acquired by an employee who has been certified and appointed but who has not completed the probationary period as provided by these Policies and Procedures.
- C. **Temporary** Acquired by an employee who has been appointed to fill a position on a temporary basis in the absence of an eligible list, or to perform relief or extra-board work in a particular class, or as a military replacement and may or may not be eligible for benefits. Approval by the Board, Council/Committee, will be required before any employee can be retained in a temporary position for a period exceeding three (3) months.

~~Temporary Employee—An employee who is ineligible for benefits and has no transfer rights or appeal rights.~~

NEW:

Temporary Staff

Section 5.15

It is the policy of the agency to utilize temporary staff only as needed to ensure that the Agency's needs are met.

- A. Utilization of Temporary Staff: In order to utilize temporary staff- approval must be obtained from the Executive Director. In getting approval the position, the expected number of hours and the anticipated duration of the assignment must be defined.
- B. Benefits: In accordance with the Affordable Health Care Act:
 - a. Temporary employees who are on the payroll that are expected to work an average of 30 hours a week or 1,560 hours or more for the year will be automatically enrolled in the Agency/County medical benefits, unless they choose to decline coverage.
 - b. Temporary employees who are on the payroll that are not expected to work an average of 30 hours a week or more for the year will not be offered medical benefits. After 12 months of employment their hours will be reviewed and if the average hours were 30 hours or 1,560 hours or more they will be automatically enrolled in medical benefits, unless they choose to decline coverage.
 - c. The Agency determines temporary employee's eligibility to participate in Agency/County medical benefits, unless they choose to decline coverage.
- C. In the event that any of the terms or provisions of this policy are declared invalid or unenforceable by any Court of competent jurisdiction or any Federal or State Government Agency having jurisdiction over the subject matter of this Agreement, the remaining terms and provisions that are not effected thereby shall remain in full force and effect.
- D. In the event that any of the terms or provisions of this policy are altered due to changes in Local, State, or Federal law those changes will take effect in lieu of the terms outlined in this policy, the remaining terms and provisions that are not effected thereby shall remain in full force and effect.

New

Paid Sick Leave for Temporary Staff

Section 9.13

Sick leave credits shall be earned by temporary staff that are paid through the SETA payroll system in accordance with the California Paid Sick Leave requirements.

- A. Sick leave credit shall accrue to the employee upon completion of the regular work assignment on the last day of the bi-weekly pay period in which it is earned.
- B. Sick leave is accrued as follows:
 - a. Sick leave credits shall accrue on the basis of 1 hour per 30 hours worked, and may be accumulated up to 48 hours or 6 days.
- C. Temporary staff, that have completed at least 90 days of employment, may utilize their accumulated sick leave when unable to perform their work duties by reason of:
 - a. Illness
 - b. On or off-the job injury
 - c. Necessary medical or dental care, as long as they had provided reasonable notice to their scheduling supervisor.
 - d. Exposure to contagious disease under circumstances by which the health of employees or members of the public would be endangered by the attendance of the employee.
 - e. Illness or death in the employee's immediate family
 - f. Pregnancy
 - g. Attendance, at any location, during a serious medical treatment or operation, including childbirth, performed upon a spouse, child or close living relative residing with the employee.
 - h. An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- D. The agency may also require a fitness for duty examination or release upon return from absence for a serious illness, injury, or exposure to a contagious disease.
- E. An employee may use up to 24 hours of sick leave in a 12 month period. To utilize the benefits, the Temporary staff member must request payment of sick leave hours, which

hours can only be used on a day that the Temporary staff member was scheduled to work or was working. The agency reserves the right to request documentation regarding the need to utilize sick leave.

- F. Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited.
- G. Accrued Sick leave benefits will not be cashed out upon termination. However, if a Temporary staff member returns within a year of terminating their employment their previous balance will be restored.
- H. In the event that any of the terms or provisions of this policy are declared invalid or unenforceable by any Court of competent jurisdiction or any Federal or State Government Agency having jurisdiction over the subject matter of this Agreement, the remaining terms and provisions that are not affected thereby shall remain in full force and effect.
- I. In the event that any of the terms or provisions of this policy are altered due to changes in Local, State, or Federal law those changes will take effect in lieu of the terms outlined in this policy, but the remaining terms and provisions that are not affected thereby shall remain in full force and effect.

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Vehicle Policy

Section 11.05

- A. It is policy that all vehicles owned by SETA will be used for official SETA business only and will be operated in a manner consistent with all safety and legal requirements of the State. All employees using privately owned vehicles to conduct SETA business are bound by provisions of this policy.
- B. Use of SETA-Owned Vehicles
 - 1. Any costs for repairing damaged SETA vehicles resulting from willful misconduct by the employee having custody of the vehicle may be recoverable at the option of SETA from the employee.
 - 2. SETA-owned vehicles will be used to transport authorized SETA employees on official SETA business or persons directly related to the official SETA business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency.
 - 3. The driver of a motor vehicle used on SETA business must verify that the vehicle is in good operating condition before embarking on a trip.

4. SETA vehicles shall not be utilized by any employee for “out-of-town Travel” (i.e., 25 miles beyond the City limits) without prior approval of the Executive Director or designee.
5. Any employee authorized to use a SETA-owned vehicle for official SETA business shall have a valid California Driver’s License.
6. Employees who are required to drive as a part of their duties, or who are required to possess or have the ability to obtain a valid California Driver’s License, who have their License suspended, must notify Personnel and the supervisor of that suspension as soon as possible, but no later than the beginning of the next regularly scheduled work shift.
7. It is expected that the employee will return the vehicle in the condition that the employee received it (No smoking, food wrappers, stains, etc.)

C. Traffic Citations

Traffic citations issued to an employee while using a SETA or personal vehicle on SETA business are the sole responsibility of the employee involved. Parking citations issued to a SETA vehicle are the responsibility of the employee who parked the vehicle.

D. Use of Privately-Owned Vehicle

1. A privately-owned vehicle, while being used for official SETA business, shall be considered an official vehicle and subject to the following Policies and Procedures:
 - a. The vehicle shall be equipped with seat belts;
 - b. The vehicle shall be in sound mechanical condition, adequate for providing required transportation in a safe manner and without unreasonable delay.
2. Any employee authorized use of his/her privately owned vehicle for official SETA business shall have:
 - a. A valid California Driver’s License; and
 - b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws specified in the California Vehicle Code Section 16430.

E. Accident Reporting

1. Reporting of vehicle accidents by a SETA employee driving a SETA-owned vehicle or their own vehicle on SETA business is required; it must be prompt, accurate, and complete. Proper and timely reporting is mandatory because personal and SETA liability are involved.
2. General instructions in case of any accidents are:

- a. Be calm;
- b. Be courteous;
- c. Call the police;
- d. Notify your supervisor immediately;
- e. Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss.
- f. Do not admit fault or discuss the accident with anyone except the police, or the employee's supervisor

F. Employees shall not use cell phones while driving for any purpose other than handsfree GPS for navigation to and from a destination.

ITEM IV-A – 4 – ACTION

REAPPOINTMENT OF WORKFORCE INVESTMENT/DEVELOPMENT
BOARD MEMBERS

BACKGROUND

Based upon the recent passage of the Workforce Innovation and Opportunity Act (WIOA) which replaces the Workforce Investment Act, there will be some changes in requirements affecting members of the Workforce Investment Board. The new Workforce Development Board may result in a smaller board as well as a different composition of representative classifications. As each local workforce area begins the implementation process of the new legislation, staff is recommending that the Governing Board reappoint current members through March 31, 2016. Under a draft State Directive currently being finalized, local areas must establish a WIOA compliant board by March 31, 2016.

It is anticipated that applicants for the new Workforce Development Board will be approved at the March 3, 2016 meeting for seating effective April 1, 2016. It is necessary to continue the current board as noted below.

The Sacramento Works, Inc. Board is a forty-one member board with seats in the following sectors:

Private Business	21
Education	3
Labor	6
Required Partner	9
Economic Development	<u>2</u>
TOTAL:	<u>41</u>

In August 2012, the following board members were reappointed to serve three year terms.

These board members are requesting reappointment.

Private Sector Representatives

Larry Booth, Frank M. Booth, Inc.

Lynn Conner, Parasec

Michael Dourgarian, Asher College

Jason Hanson, Sierra Pacific Home and Comfort, Inc.

STAFF PRESENTER: Kathy Kossick

Private Sector Representatives (continued)

Lisa Harr, VSP
Thomas Kandris, Package One
Gary R. King, SMUD
Frank Louie, Xerox Corporation
Elizabeth McClatchy, The Safety Center
Kim Parker, California Employers Association
Deborah Portela, Casa Coloma Health Care Center
Anette Smith-Dohring, Sutter Health
Michael R. Testa, Sacramento Convention & Visitors Bureau
Terry A. Wills, Esq., Cook Brown LLP
Rick Wylie, Villara Building Systems
David P. Younger, Lionakis

Education Representative

David Gordon, Sacramento County Office of Education

Organized Labor Representatives

Matt Kelly, Northern California Construction Training
Daniel Koen, California Teachers Association
Dennis Morin, Sacramento Area Electrical Training Center

Required Partner Representatives

Brian Broadway, Sacramento Job Corps
Paul Castro, California Human Development
Diane Ferrari, Employment Development Department
Kathy Kossick, Sacramento Employment and Training Agency
Jay Onasch, Department of Rehabilitation
Lorenda Sanchez, California Indian Manpower Consortium

Economic Development Representative

Troy Givans, County of Sacramento Economic Development & Intergovernmental Affairs

RECOMMENDATION:

Reappoint board members listed above on the Sacramento Works, Inc. Board for a term to end March 31, 2016.

STAFF PRESENTER: Kathy Kossick

ITEM V-A – INFORMATION

SETA CHILDREN AND FAMILY SERVICES DEPARTMENT
YEAR-IN-REVIEW PRESENTATION

BACKGROUND:

This agenda item provides the opportunity for the Children and Family Services Department Managers to share success stories and information about services provided to children and families during the 2014-2015 program year.

Presenters:

Brenda Campos – Manager, Program Support Services (delegate support, food services, quality assurance and health and safety).

Lisa Carr – Manager, Family Engagement (family engagement and home base services)

Karen Gonzales – Manager, Program Operations (education, special education and mental health services)

STAFF PRESENTER: Denise Lee

ITEM V-B - INFORMATION

WORKFORCE INNOVATION AND OPPORTUNITY ACT IMPLEMENTATION

BACKGROUND:

Attached please find a Department of Labor summary of the highlights of the new Workforce Innovation and Opportunity Act (WIOA). Also attached are the National Association of Workforce Boards' comments regarding related proposed regulations, followed by draft planning calendars related to procurement of services for the WIOA youth program and the WIOA adult/dislocated worker programs.

Staff is planning to provide a workshop at the September 3, 2015 Governing Board meeting to inform the Governing Board of the impacts this new law will have on governance and design of program operations.

Staff will be available to answer any questions.

STAFF PRESENTER: Roy Kim

Fact Sheet: Governance and Leadership

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, is the first legislative reform of the public workforce system in 15 years. The law supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

WIOA presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

WIOA retains the nationwide system of one-stop centers, which directly provide an array of employment services and connect customers to work-related training and education. WIOA furthers a high quality one-stop center system by continuing to align investments in workforce, education, and economic development. The new law places greater emphasis on one-stops achieving results for jobseekers, workers, and businesses. WIOA reinforces the partnerships and strategies necessary for one-stops to provide job seekers and workers with high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

HIGHLIGHTS OF THE WIOA REFORMS FOR GOVERNANCE

WIOA seeks to improve the effectiveness of and streamline the governing structures of the public workforce investment system, empower elected officials and workforce boards, establish structures for working regionally aligned with regional economies, and engage the key stakeholders needed to lead the system to achieve the goals of WIOA.

WIOA empowers State and Local elected officials and private sector-led workforce boards with the responsibility of developing a strategic, integrated plan that supports economic growth and labor force needs intended to grow the capacity and performance of the workforce system. WIOA authorizes the following changes:

- Streamlines membership requirements for State and Local workforce boards while maintaining a majority of business representation
- Requires certification and continuous improvement of one-stop centers by the Chief Elected Officials and the workforce boards

WIOA PROGRAMS

WIOA authorizes the one-stop career center (also known as American Job Center) service delivery system and six core programs. The core programs are:

- WIOA Title I (Adult, Dislocated Worker and Youth formula programs) administered by Department of Labor (DOL);
- Adult Education and Literacy Act programs administered by the Department of Education (DoED);
- Wagner-Peyser Act employment services administered by DOL; and
- Rehabilitation Act Title I programs administered by DoED.

WIOA also authorizes the Job Corps program, the YouthBuild program, Native American programs, and Migrant and Seasonal Farmworker programs, as well as evaluation and multistate projects.

The law supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.



The Workforce Innovation and Opportunity Act

- Adds Vocational Rehabilitation, Adult Education, and Registered Apprenticeship as required board members and increases the voice of labor on the board
- Identifies 13 functions for Local workforce boards. Among them are:
 - Analyses of regional conditions;
 - Leading efforts to engage employers;
 - Leading efforts to develop and implement career pathways;
 - Identifying and promoting proven and promising practices;
 - Establishing standing committees to more effectively accomplish the work of the local boards;
 - Better utilizing technology to facilitate connections among the intake and case management information systems of one-stop partners, to access services provided through the one-stop system (including remote areas), to meet the needs of individuals with barriers to employment, and to leverage resources and capacity;
 - Promoting consumer choice of participants among providers;
 - Enhancing coordination with education providers; and
 - Assessing the physical and programmatic accessibility of one-stop centers annually in accordance with applicable nondiscrimination provisions under Title I of the WIOA and the Americans with Disabilities Act.
- Identifies 12 functions for State workforce boards. Among them are:
 - Review of statewide policies and programs and development of recommendations on actions state should take to align core and other programs in a manner that supports a comprehensive system, including the review and provision of comments on state plans for activities and non-core programs of one-stop partners.
 - Development of guidance for the implementation and continuous improvement of the workforce development system (addressing alignment, career pathways, sector partnerships, coordination between states and local areas, identification of regions, technical assistance, case management information systems)
 - Identification and dissemination of best practices
 - Development and review of statewide policies affecting the coordinated provision of services through the one-stops
 - Development of strategies for technological improvements
 - Development of statewide workforce and labor market information systems

EFFECTIVE DATES FOR IMPLEMENTATION AND TECHNICAL ASSISTANCE

In general, WIOA takes effect on July 1, 2015; however, the planning requirements common indicators of performance take effect on July 1, 2016 and other exceptions specifically noted in the law.

DOL is working in coordination with the Department of Education and the Department of Health and Human Services to support the public workforce system to implement WIOA. The DOL WIOA Resource Page (www.doleta.gov/WIOA) will include updated guidance and resources, as well as communicate opportunities to provide input. The WIOA Collection Page (wioa.workforce3one.org) provides links to technical assistance tools and information to support implementation. Questions regarding WIOA can be emailed to DOL.WIOA@dol.gov.





Submitted electronically at www.regulations.gov

June 15, 2015

Administrator Adele Gagliardi
Office of Policy Development and Research
U.S. Department of Labor
200 Constitution Avenue NW
Room N-5641
Washington, DC 20210

RE: Workforce Innovation and Opportunity Act; Notice of Proposed Rulemaking (RIN 1205-AB73) & Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; NPRM (RIN 1205-AB74; 1830-AA21)

Dear Ms. Gagliardi,

On behalf of the National Association of Workforce Boards (NAWB), I am pleased to submit the below comments on the proposed regulations implementing the Workforce Innovation and Opportunity Act (WIOA). These comments simultaneously address regulations proposed by the Department of Labor (DOL) Employment and Training Administration (ETA), RIN: 1205-AB73) and joint regulations proposed by ETA and the Department of Education (ED), RIN: 1205-AB74; 1830-AA21.

NAWB represents approximately 600 Workforce Investment Boards (WIBs) and their 12,000 business members that coordinate and leverage workforce strategies with education and economic development stakeholders within their local communities, to ensure that state and local workforce development and job training programs meet the needs of employers.

Given the scope of the proposed regulations, this comment seeks to look at critical areas for consideration with regards to WIOA implementation. NAWB has encouraged individual members to submit comments about potential impacts with individual states and municipalities.

Overall Implementation: Building Workforce Development as a System

Changes to the workforce development system were long overdue. The inclusion of innovation in the title of the legislation addressing these changes suggests that the path forward will encourage stakeholders in workforce development to consider new alternatives that can lead to dedicated, improved outcomes.

NAWB applauds Congress for its vision of workforce development as a “system.” This decision implies that all the investments of the various states and local areas must contribute to, in part:

Supporting the alignment of workforce investment, education and economic development systems, in support of a comprehensive, accessible, and high-quality workforce development system...providing workforce development activities that increase employment, retention, and earnings of participants, and that increase post-secondary credential attainment and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet skill requirements of employers and enhance productivity, and competitiveness of the nation.¹

In order to achieve this high bar, the forthcoming regulations must look at individual sections with an eye towards fluency and consistency, ensuring that all the elements of workforce development are incentivized to have both open dialogue and partnership. While the rest of these comments are devoted to specific sections of the proposed regulation, a common concern is the many places within the proposed regulations that provide an opportunity for states to examine their own policies – not in the light of just WIOA funds, but the total investments states make in workforce development.

NAWB believes that when state policies mandate a percentage of WIOA funds be spent on “training,” they fail to consider the benefits of leveraging other resources such as Pell grants and constrict the ability of local boards to make investments in what they believe are strategic given the situations they find themselves at the local or regional level. The workforce development strategy must be dynamic in order to meet the needs of a rapidly changing labor market.

Since state boards have a mandate to align all investments in workforce, the sum total of all investments needs to be considered. In light of the continued erosion of federal funding, the continued mandate to operate physical one-stops and the critical work outlined for local workforce boards, NAWB asks the Employment and Training Administration (ETA) to emphasize that the efficiency of the workforce development system not be borne by WIOA dollars alone.

Given that parts of WIOA have latitude for additional requirements to be added at both the state and local levels, NAWB believes that continued ETA reminders of the need for flexibility in states and municipalities is critical. Equally important are considerations of changes in three key areas of the regulation: local considerations, training consideration, and performance measures.

Local Considerations

Within the workforce development system, ambiguity can be detrimental to all stakeholders. Nowhere is this more apt than in sections addressing the role of consultation and regional planning.

¹ U.S. Government Publishing Office. *Workforce Innovation and Opportunity Act; Notice of Proposed Rulemaking*. 80 FR 20691 (April 16, 2015). Available online at <http://www.gpo.gov/fdsys/pkg/FR-2015-04-16/pdf/2015-05530.pdf>.

Clarity on Consultation (§ 679.230)

NAWB requests that ETA offer more clarity with regard to what constitutes "consultation" between/among the Governor and local boards and the Governor, CLEOs and local boards. Experience has shown that individual consultation has improved outcomes for both the chief elected official and the local board. Grouping consultation undermines the integrity of the process. True consultation requires one-to-one meetings between the governor and each individual local area.

Regional Designation (§ 679.210)

NAWB believes that there are few sections of the legislation as important as this section. It is critical to local workforce boards, as regional planning/collaboration is a time consuming process to: 1) understand the region; 2) articulate the needs of the various industry sectors; and 3) design strategies inside the capacity of the regional learning providers. Regional plans suggest that the participating entities also assume the work of advocating for the regional needs to augment the capacity of the region to respond to the business needs.

Therefore, NAWB is advocating that the level of consultation in this section be increased to require an MOU between the Governor and the local elected officials. The MOU would cover the rationale for the regional designation and a statement of the expectations of both the Governor and the local elected officials in supporting the subsequent identification of strategies for the regional workforce development system, as identified in the state and local version of the unified plans. Few requirements necessitate such a high level of formal interaction, however, experience dictates this issue has widespread ramifications justifying its need.

Criteria to Establish a Board (§ 679.350)

WIOA is explicit on criteria to establish a board, including with regard to membership on the local boards. Additional regulations at the state level are simply burdensome. NAWB urges ETA to include language that limits the criteria the State can add to WIOA language. Moreover, NAWB requests ETA also provide clarity on what is deemed "business" representation.

NAWB is concerned with the inconsistent consideration of local members from chambers, the healthcare industry, and other "industries." In many instances, hospitals are both the major employer and 501(c)(3) registered corporate entities. While non-profit hospitals are a business, some states and some locals do not allow any 501(c)(3) to count as business. NAWB would request that ETA specifically include language that indicates industries dominated by 501(c)(3) corporation status, but who meet criteria of a major employer as defined by large numbers of employees, total wages, and/or growth be counted as business representatives on the WIB. In the case of "local" chambers, they often represent many of the region's small employers and as a result serve as an important representative voice for small business. NAWB requests that ETA recognize this unique circumstance and specify that they, too, be counted as business representatives on the WIB.

NAWB also recognizes that "meds & eds" cover many regions. NAWB requests clarification on whether educational institutions can also serve as business representatives on the WIB. Major universities have large employee needs beyond the classroom; they are a significant contributor to the region's wage pool and can drive the region's skill needs in many occupations (e.g.

administrative work through high-skilled IT). NAWB is requesting that ETA specifically allow local boards to consider their major university a business representative on the WIB, provided the university has employees outside their faculty (including those in their research facilities, business incubators, commercialization offices and incubators) that place them in the top ten employers in the region.

Stakeholder Convening (§ 679.310)

This section requires board members to actively participate in convening system stakeholders. Many volunteers do not have the time or expertise in this area, and may need to rely on professional staff. In NAWB's view, this section should be deleted.

Multi-functions in a Single Organization (§ 679.430)

NAWB recognizes that in some areas of the country, the workforce board has to serve multiple roles, such as administrative agent, fiscal agent, education provider and one-stop operator. NAWB would request additional clarity regarding what appears to be the need for separation of responsibilities. NAWB would argue that without such clarification, monitors might fall back into defining separations of responsibility through a review of financial record keeping. In NAWB's view such a review is unnecessary and requires resources that could otherwise be devoted to the board mission. Instead, NAWB asks ETA to clearly define what is required in order to prevent monitors from utilizing this burdensome test.

Fiscal Agent (§ 679.420)

NAWB believes that under WIA, the role of the fiscal agent was more assumed than delineated and the proposed language for WIOA is a positive regulatory inclusion on the part of ETA. NAWB is still concerned about undue influence of the fiscal agent in situations where the local board is not an independent 501(c)(3). "Host" entities who house the local board's financial management have used their position of designation by the CLEO and have charged exorbitant costs under various cost-allocation schemes. NAWB expects guidance and support from ETA in developing equitable policies as to the cost of the financial support provided to local boards when the board has no recourse to actions by the CLEO in designating a fiscal agent. Further, NAWB disputes the generally accepted belief that local boards cannot indemnify CLEOs through insurance products. NAWB believes that recognition by ETA of the potential for liability assumption would be beneficial in helping the CLEOs make designation decisions.

Local and Regional Plans (§ 679.500)

The planning requirements in this section, if properly implemented, stand to be one of the largest, and most overlooked, improvements in WIOA. The potential to develop a deep understanding of the local/regional labor market and the application of that developed analysis to the local/regional workforce development system is extremely powerful in the investment strategies deployed by local boards for funds under their control. This analysis is also critical in helping local and state policy-makers in their investment decisions of funds outside the direct control of the local/regional board(s).

NAWB, however, is concerned regarding the amount of additional regulation that states might impose in the planning process. While ETA in earlier comments on the implementation of WIOA issued a caution to Governor's about the extent of their adding requirements, NAWB

suggests that ETA work with the Inter-Governmental Organizations to develop guidance on the balance between planning and an execution that leads to positive impacts for job seekers and businesses. These two create the dynamic that is the US labor market and the ability to rapidly react to changes in that market is essential for local workforce boards. NAWB believes that success of the workforce system will in large measure be its agility.

State Board Planning (§ 679.130(f)(1))

NAWB urges ETA to consider adding an active review of state policies that encourage innovation and as well as hinder innovative strategies that are developed at the local level. The proposed rule provides many sections where the state can be prescriptive of what the local board does, and this section presents an opportunity for the state board to provide scrutiny to policies at their level. NAWB believes the Act has innovation and opportunity in the title for very conscious reasons. ETA itself cautions against over regulation by the state.

Training Considerations

Training Services (§ 679.600)

NAWB strongly supports exempting on-the-job, customized and incumbent worker training from the eligible training provider process. Similarly, NAWB concurs that such training should be subject to performance reporting. With regard to training services, NAWB has three additional comments:

- 1) NAWB believes that many local boards have successfully experimented with providing short-term and/or on-line certificate/industry recognized credential training. This innovation allows individuals to continue to work or seek work at the same time they increase their competitive position in the market. NAWB does not expect that this approach should be exempt from performance reporting. NAWB believes that ETA should clarify that if a local board is using short-term and/or eLearning assisted "training," that these training services should be regarded as being provided by the local board, and these approaches should be exempted from the eligible training provider process. NAWB accepts that local boards would not be subject to reporting the outcomes (e.g. entered employment rates, wage gains etc.) for such training to comply with WIOA's customer choice mandate. The ability for local boards to allow individuals access to eLearning-facilitated certification acquisition is in keeping with WIOA's intent to up-skill the workforce and achieve, for the job seeker, a more competitive skills set and retained employment or wage gains sufficient for the individual to be self-sufficient or achieve significantly enhanced economic security.
- 2) NAWB believes that ETA should work with the Inter-Governmental Organizations to develop guidance for the active inclusion of out-of-area and eLearning options into the training approaches of local/regional boards. § 680.520 allows states to establish agreements that enable out-of-area training providers to be part of their own ETPLs, which promotes a customer choice focus. Given the practicality of how these inter-state agreements might be obtained, NAWB worries that there may be unnecessary lost time in responding to monitoring findings that might arise regarding the level of specificity in inter-state agreements and prefers guidance be developed with help from the Inter-Governmental Organizations.

- 3) NAWB supports the exclusion of on-the-job training and customized training providers on the Eligible Training Provider List (ETPL) as these should be matters of negotiation between the local/regional board(s) and the affected business entity(ies). NAWB understands and expects that performance outcome reporting would be a condition of this exemption.

Customer Choice (§ 680.340)

NAWB does not believe this section speaks effectively to concept of “customer choice.” Individuals seek education/skills because they believe it will help them be more competitive in the labor market. Unless ETA and the Department of Education (ED) commit serious efforts to develop more extensive information regarding the learning providers, individuals seeking these offerings will continue to be ill informed. Posting information about eligible trainers has not proven to assist the learner. Few providers choose to go through the cumbersome process to become listed on the ETPL, making the lists unrepresentative of the vendor choices actually in the market. This section does little to rectify that concern.

Eligible Providers (§ 677.230 and § 680.410)

NAWB is supportive of the discussion and explanation in these sections. Customer choice requires sufficient information for both the local board and the potential trainee/job seeker to be able to make an informed choice. NAWB would urge ETA to consider the work of local boards that already have "scorecards" developed before ETA embarks on developing their own forms. We also suggest that the need for higher levels and higher volume of data necessitates ETA's continued support of technical upgrade grants to states.

Training Services (§ 680.760)

NAWB is seeking clarity in regard to the applicable categorization of training services applied to workers whom the local board determines are at risk for lay-off or business closure. § 680.760 suggests that one characteristic of customized training is that "...the employer pays a significant cost of the training, as identified by the Local Board in accordance with WIOA sec. 3(14)."

Given that much of the work of local boards is in conjunction with employers through various industry sector forums, NAWB sees a scenario where workers in a business are determined to be vulnerable to mass lay-off or closure, have the basic skills to transition to occupations in demand but may lack a preferred credential and/or industry recognized certification. These persons would be eligible for Rapid Response as a result of the determination of their being at-risk, and could clearly benefit from skill development, but would lack the employer commitment to pay a significant portion of the training cost. Customized training seems the most appropriate classification since the in-demand industry sectors would have stipulated or could stipulate that the training was necessary to allow the impacted individuals a more competitive position in the market. NAWB specifically requests that ETA include language that exempts the employer match for individuals to receive customized training, when they are determined by the local board to be "at-risk" for lay-off.

The positive economic impact of such a ruling is obvious through reduction in the length of unemployment and more immediate wage earnings. There is no way to estimate the savings at this point since there would be unknown factors that apply to a specific situation/locale.

Nonetheless, NAWB believes that this is a good policy that honors the intent of rapid response to "plan for and respond to situations as quickly as possible."

Incumbent Worker Definitions (§ 689.770)

This section requires individuals be employed at a company for 6 months to be eligible for incumbent worker training. We suggest this requirement be eliminated because of its obtrusiveness in accessing employer records and because employers will want all of their employees to receive necessary training, not just those who have been on the job for six months.

Out-of-School Youth Definition (WIOA § 129(a)(1)(B)(viii))

The law states that an eligible out-of-school youth includes "A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment." WIOA regulations should make it clear that a youth enrolled in GED training counts as an out-of-school youth.

Performance Measures

Performed Successfully (§ 679.260)

NAWB believes that ETA should provide clarity that "met" standards means hitting 80% or more of the negotiated standard, as has been the criteria under the Workforce Investment Act. A variety of factors might make hitting a specific performance number difficult, and a degree of flexibility should be included in the regulations.

Addition of Self-Employment to "Successful Outcomes" (WIOA Section 134(a)(3)(A)(i))

The law allows states to execute a variety of programs, including microenterprise and entrepreneurial training. However, the performance measures required by DOL cannot track self-employment, creating a barrier for jobs training centers to provide entrepreneurial training because they cannot count someone who starts a business as a "successful" employment outcome. Although the DOL has encouraged offering entrepreneurial training via guidance (TEGL 12-10), without the performance metrics change, adoption will remain lackluster.

DOL should use WIOA implementation to change the performance measures to include starting a business as a successful employment outcome to encourage the national network of centers to provide this important training. Tracking the outcome would be simple; a list of proposed measures could include:

- Obtaining a business tax ID and/or proof of business income or revenue
- Obtaining business certifications or licenses (Federal, state, or local)
- Obtaining a business loan or establishing business bank accounts
- Tax filings showing business operation and business income
- Proof of completion and/or certification document from business training organization

Both the proposed rule and WIOA (Section 134) address the need for "an examination of how the Local Board will promote entrepreneurial skills training and microenterprise services." As a

result, it is essential to re-evaluate the performance metrics in order to properly promote entrepreneurial skills training and microenterprise services.

Measuring Business Effectiveness (§ 677.155(a)(1)(vi))

NAWB believes that a well-designed customer satisfaction measure is a primary indicator of service quality for local operations. Prior efforts funded by ETA regarding quality in service delivery and the ability to compare satisfaction levels across industries were ahead of WIOA's current call for a business effectiveness measure. Many NAWB local members still conduct customer satisfaction surveys with their business clients, and, in NAWB's view, enhancing these efforts rather than beginning the chase for a new measure(s) provides an opportunity for quick implementation.

NAWB encourages members to periodically conduct focus groups with their customers, both job seekers and businesses, to help fill in information gaps that short surveys do not always reveal. WIOA's specific listing of possible business services provides a way to catalog what business values and is valued in any transaction.

Employee Retention Tied to Employer Identification Number (FEIN) (§ 677.155(a)(1)(vi))

NAWB does not believe this is a true indicator of the satisfaction with the placement transaction. Jobs are often not what we expected and employees often do not perform at the level of their interview. Countless books and conferences have been developed that address the "best" hiring process. Employee retention tied to a FEIN should not be used as a means to measure business service performance, except in instances where the employer has a demonstrated history of poor retention and the local board continues to deal with the business.

Repeat/Retention Rates for Employer Use of Core Programs (§ 677.155(a)(1)(vi))

NAWB sees potential in this rating, but is concerned with the data collection and application of the measure. How are we to know if an employer chooses to advertise elsewhere for employees rather than list with the local AJC? Local boards cannot be expected to develop market monitoring tools that would track all postings/hires by FEIN. Secondly, while repeat business is an indication of satisfaction, it may be that the employer lists their vacancies as a matter of course and has little interest in actually taking AJC referrals.

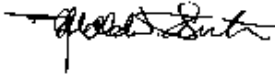
Percentage of Employers Using Core Programs (§ 677.155(a)(1)(vi))

Similarly, NAWB believes this measure might have viability, and note that some local boards have used this as a measure. While manageable at the local level, it is unclear whether ETA is capable of developing any comparable information to be used to "calibrate" this rate nationally. What, for example, is a good percentage? If local "A" is listing job vacancies as their prime work and they can state that X% of employers use their job board, is this better than local "B" who eschews this work to take on more intense work with employers in identifying more customized assessments that lead to longer retained employees or who build career pathways with that employer, but deal with fewer employers? Are they comparable? How would this be determined and how would it contribute to the national descriptor of the impact of the WIOA investment?

Increasingly limited resources from the Federal government make service decisions ever more difficult to balance between large numbers served and some sincere level of intensity of involvement.

Together these recommendations offer the combined perspectives of workforce boards across the country facing a wide variety of state and local environs. NAWB is encouraged by reforms in WIOA and appreciate ETA and ED efforts to implement the broad array of changes in the legislation. Nonetheless, there are areas where clarifying, removing, or strengthening regulations will benefit the workforce development system. Specifically, ETA/ED should review the regulations as pertaining to consultation, training and performance measures. NAWB appreciates the consideration of these comments and is available to answer any additional questions.

Sincerely,



Ronald Painter
CEO
National Association of Workforce Boards

Sacramento Employment and Training Agency (SETA) and
Sacramento Works, Inc. (SWI)

Workforce Innovation and Opportunity Act (WIOA)
Title I, Adult and Dislocated Worker Programs, and
CalWORKs Subsidized Employment, Vocational English-as-a-Second Language (VESL), and
GED Preparation Programs

Program Year 2016-2017

DRAFT PLANNING CALENDAR

(Dates and Times are subject to change)

DATE	EVENT
Wednesday, December 16, 2015, 8:30 a.m.	Public Input Meeting #1 – Sacramento Works, Inc., Planning/Oversight Committee
Wednesday, January 20, 2016, 8:30 a.m.	Public Input Meeting #2 – Sacramento Works, Inc., Planning/Oversight Committee
Thursday, March 3, 2016, 10:00 a.m.	Governing Board reviews/approves the RFP
Friday, March 4, 2016, 8:00 a.m.	Release of RFP
Thursday, March 10, 2016, 8:30 a.m.	Offeror’s Conference
Tuesday, March 22, 2016, 4:00 p.m.	Pre-qualification requirements due at SETA
Tuesday, April 12, 2016, 5:00 p.m.	Proposals due at SETA
Thursday, May 5, 2016, 1:00 p.m.	Publish proposal summaries and staff questions/concerns
Tuesday, May 10, 2016, 5:00 p.m.	Responses to staff questions questions/concerns
Friday, May 20, 2016, 5:00 p.m.	Publish SETA staff funding recommendations
Thursday, May 26, 2016, 5:00 p.m.	Deadline to file protest funding recommendations
Thursday, June 2, 2016, 10:00 a.m.	Governing Board funding decisions
Friday, July 1, 2016	Programs begin

Note: All meetings will be held in SETA Board Room, 925 Del Paso Boulevard, Suite 100, Sacramento, CA 95815. Telephone: (916) 263-3800

Sacramento Employment and Training Agency/ Sacramento Works, Inc.

Workforce Innovation and Opportunity Act (WIOA) Title I, Youth Program

Program Year 2016 - 2017

PLANNING CALENDAR

(Dates and Times are subject to change)

DATE	EVENT
Wednesday, September 9, 2015	Sacramento Works Youth Council & public planning process of WIOA youth services
Wednesday, October 14, 2015	Public Hearing - Review and approve WIOA Youth program design
Thursday, November 12, 2015	Sacramento Works Youth Council Reviews/Approves Request for Proposals
Wednesday, November 18, 2015	Sacramento Works, Inc. Approves Release of Request for Proposals
Thursday, December 3, 2015	Governing Board Reviews Approves Release of Request for Proposals
Friday December 4, 2015 (1:00 p.m.)	Release of Request for Proposals
Thursday, December 17 (9:30 a.m.)	MANDATORY Bidders Conference
Thursday, January 28, 2015	Pre-qualification Requirements Due at SETA Thursday,
March 17, 2016 (4:00 p.m.)	Proposals Due at SETA
Friday, April 29, 2016 (1:00 p.m.)	Publish Staff Recommendations
Wednesday, May 11, 2016 (8:30 a.m.)	Presentations of Bidders to the Youth Council Sacramento Works Youth Council reviews Staff recommendation and makes funding recommendation to Sacramento Works, Inc.
Wednesday, May 25, 2016	Sacramento Works, Inc. Review/Approves Youth Council Recommendation
Thursday, June 2, 2016	Governing Board Reviews Sacramento Works, Inc. Decisions and Concurs
July 1, 2016	Program Year Begins

All meetings will be held at the SETA offices, 95 Del Paso Blvd. Sacramento, CA 95815

ITEM V-C INFORMATION

UPDATE ON CREATING A WORKFORCE PIPELINE FOR THE SACRAMENTO DOWNTOWN ENTERTAINMENT AND SPORTS COMPLEX

BACKGROUND:

The Sacramento Kings, in consultation with Turner Construction, the Sacramento-Sierra Building Trades Council, the Sacramento Employment and Training Agency, and a diverse coalition of community organizations have developed a Priority Construction Apprenticeship Hiring Program. This joint labor-management program promotes participation in apprenticeship opportunities related to the construction of the Sacramento Downtown Entertainment and Sports Complex (ESC).

The Project included the demolition of approximately 858,043 square feet of existing retail/commercial and office space and approximately 2,380 below-grade parking spaces. This led the way to the construction of approximately 697,000 square feet (17,500 seats) of the entertainment and sports center, including a practice court facility and associated arena and team operations.

SETA/Sacramento Works – Priority Construction Apprenticeship Hiring Program

SETA/Sacramento Works Job and Training System, which included our community partners, conducted outreach, recruitment and screening of “Priority Workers” to enroll in pre-apprenticeship programs at Northern California Construction Training, American River College’s STRIPE and Sacramento Job Corp to help prepare workers for upcoming construction jobs in the region.

A Priority Workers is an individual who resides in one of the eleven economically disadvantaged areas (Priority ZIP Codes) or in the City of Sacramento and meet at least two of the following Priority Worker criteria: Economically disadvantaged, receiving cash public assistance, receiving food stamps, emancipated from the foster care system, homeless, has a criminal record or involvement with the criminal justice system and/or veteran.

SETA committed to fund the training, provide wage subsidies to employers who hire graduates of the pre-apprenticeship programs and assist in securing Work Opportunity Tax Credits and comparable incentives for employers. The goal is that 20 Apprentices will be Priority Workers, recruited and trained by the Sacramento Works System and Community Partners, and an additional 50 Apprentices will either satisfy the Priority Worker criteria and/or reside in the “Priority ZIP Codes”. These Apprentices may be new entrants or existing participants in apprenticeship programs.

STAFF PRESENTER: William Walker

ITEM V-C – INFORMATION (continued)

Page 2

EMPLOYED PRIORITY WORKERS	Total	# Meeting Priority Criteria
Number of Priority Workers Employed on ESC Site	40	40
Number of Priority Workers Employed Non ESC	53	53
Total Number of Priority Workers Employed	93	93
MINIMUM TARGET is 70 Priority Workers		

STAFF PRESENTER: William Walker

ITEM V-D – INFORMATION

REVIEW OF FOURTH QUARTER WORKFORCE INVESTMENT ACT
PERFORMANCE DASHBOARD

BACKGROUND:

Staff will review the Workforce Investment Act program results for the period July 1, 2014 through June 30, 2015.

A chart is attached and staff will be available to answer questions.

STAFF PRESENTER: Ralph Giddings

Sacramento Works System 4th Quarter (7/1/2014- 6/30/2015) Report

Dashboard Question	Answer															
<p>Sacramento Works Job & Training Center Universal Access: Is the Sacramento Works system meeting the goal of providing universal access services to job seekers this quarter?</p>	<table border="1" style="margin: auto;"> <tr> <td>Metric</td> <td>Value</td> </tr> <tr> <td>Job Center Universal Services Distinct Customers Total</td> <td>21,180</td> </tr> <tr> <td>Benchmark</td> <td>29,639</td> </tr> <tr> <td>Percentage of Benchmark</td> <td>140%</td> </tr> </table>	Metric	Value	Job Center Universal Services Distinct Customers Total	21,180	Benchmark	29,639	Percentage of Benchmark	140%							
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<p>Intensive & Training Services: Adult/Dislocated Worker: Is the Sacramento Works system meeting the enrollment goal?</p>	<table border="1" style="margin: auto;"> <tr> <td>Metric</td> <td>Value</td> </tr> <tr> <td>Total Number of Customers Who Received Intensive Services</td> <td>3,980</td> </tr> <tr> <td>Benchmark</td> <td>4,006</td> </tr> <tr> <td>Percentage of Benchmark</td> <td>101%</td> </tr> </table>	Metric	Value	Total Number of Customers Who Received Intensive Services	3,980	Benchmark	4,006	Percentage of Benchmark	101%							
Metric	Value															
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Benchmark	4,006															
Percentage of Benchmark	101%															
<p>Adult and Dislocated Worker Measure: Is the Sacramento Works system meeting its performance measures for the Adult/Dislocated Worker program?</p>	<table border="1" style="margin: auto;"> <tr> <td>Metric</td> <td>Reporting Quarter</td> <td>Benchmark</td> </tr> <tr> <td>DW % Entered Employment</td> <td>63%</td> <td>76%</td> </tr> <tr> <td>Adult % Entered Employment</td> <td>55%</td> <td>66%</td> </tr> </table>	Metric	Reporting Quarter	Benchmark	DW % Entered Employment	63%	76%	Adult % Entered Employment	55%	66%						
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<p>Youth Measures Is the Sacramento Works system meeting its performance measures for the Youth Worker program?</p>	<table border="1" style="margin: auto;"> <tr> <td>Metric</td> <td>Reporting Quarter</td> <td>Benchmark</td> </tr> <tr> <td># of New Enrollments Quarter 4 Goal (Out of School Youth)</td> <td>241</td> <td>257</td> </tr> <tr> <td># of New Enrollments Quarter 4 Goal (In School Youth)</td> <td>190</td> <td>202</td> </tr> <tr> <td>Percentage of Benchmark (Out of School Youth)</td> <td>106%</td> <td></td> </tr> <tr> <td>Percentage of Benchmark (In School Youth)</td> <td>107%</td> <td></td> </tr> </table>	Metric	Reporting Quarter	Benchmark	# of New Enrollments Quarter 4 Goal (Out of School Youth)	241	257	# of New Enrollments Quarter 4 Goal (In School Youth)	190	202	Percentage of Benchmark (Out of School Youth)	106%		Percentage of Benchmark (In School Youth)	107%	
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Percentage of Benchmark (Out of School Youth)	106%															
Percentage of Benchmark (In School Youth)	107%															
<table border="1" style="margin: auto;"> <tr> <td>Metric</td> <td>Reporting Quarter</td> <td>Benchmark</td> </tr> <tr> <td>Literacy/Numeracy Gains</td> <td>60%</td> <td>65%</td> </tr> <tr> <td>Youth % Attained Degree/Certificate</td> <td>64%</td> <td>64%</td> </tr> <tr> <td>Youth % Entered Employment or Education</td> <td>65%</td> <td>82%</td> </tr> </table>	Metric	Reporting Quarter	Benchmark	Literacy/Numeracy Gains	60%	65%	Youth % Attained Degree/Certificate	64%	64%	Youth % Entered Employment or Education	65%	82%				
Metric	Reporting Quarter	Benchmark														
Literacy/Numeracy Gains	60%	65%														
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Youth % Entered Employment or Education	65%	82%														

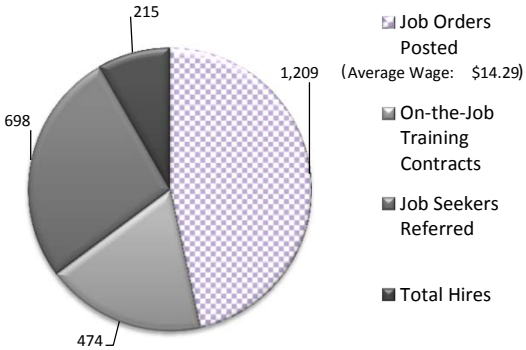
Job Seeker Customer Satisfaction Survey:
 Are customers satisfied with the services received? (On a scale from 1-5 with 5 being the highest. Cumulative total from Q3 with Q1 revised survey format.)



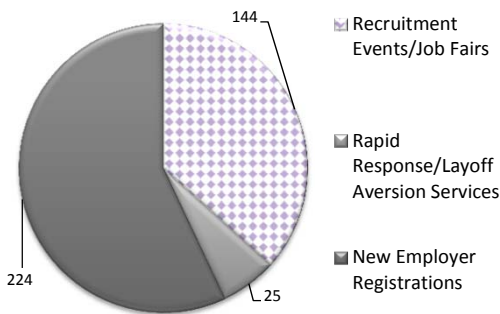
- Number of Surveys Completed
- Collective Job Center Average Satisfaction Rating

Employer Services:
 Is the Sacramento Works system meeting the needs of the region's employers?

Total Services To Employers



Total Employers Served



ITEM V-E – INFORMATION

LIST OF PENDING/RECEIVED GRANTS

BACKGROUND:

Attached is an updated list of pending and received grants.

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

Grants/ Contracts/ Collaboratives in Planning Phase Submitted and Pending Grants	Amount Requested
CalWORKs Subsidized Employment: Sacramento County DHA released an RFP to provide subsidized employment. SETA proposed on behalf of a collaboration including all OJT and Training Center partners.	\$1,287,728
Health Profession Opportunity Grant: Provide TANF recipients and low-income individuals with education and training for healthcare occupations. Will focus on creating career pathways, increased access for special target populations, and wrap around supports.	\$1,800,000
Specialized American Job Center – Offender Services: Provide services to offenders inside correctional facilities, and connect to community-based job centers for employment services upon release.	\$500,000 Not Received
Targeted Assistance Discretionary Program: Provide targeted language, acculturation, and employment services to Iraqi and Afghan refugee women.	\$62,439
Grants Received/Continued 2015-2016	Amount Received
NEG – Sector Partnerships: Provide regional sector partnership strategy focused on healthcare that provides demand-driven pathways, priorities and strategies, and targets dislocated workers with enhanced career services and work-based training.	\$1,000,000
Veterans Employment-Related Assistance Program: Provide services to veterans, strengthen linkages with businesses in high-demand industries and develop sector strategies. Project to focus on the Utility Workers and Welders.	\$444,444
Workforce Accelerator – Regional service strategy for adult education and training, develop learn and earn models in pre-apprenticeship, apprenticeship and OJT focused on Community Healthcare Worker and Workforce Development Professional. Implement an accelerated veterans’ nursing program, and short-term training and OJT programs that target the hospitality and construction sectors.	\$100,000
Regional Industry Cluster of Opportunity III: Alternative Renewable Fuels and Vehicle Technology Program to improve and increase the talent pipeline for K-12 students.	\$205,000
Supervised Workforce Training (AB2060): Provide recidivism reduction training and development program targeting the supervised population.	\$165,000
CSBG Discretionary Grant: Provide single parent families with pathways to employment, increased access to education, training and early childhood education services. Partnership with the CFS Department.	\$75,000
CalWORKS GED Preparation and Vocational ESL: Sacramento County DHA provides these pre-vocational activities that prepare	\$660,000

CalWORKs adults for various training activities.	
CalWORKS Subsidized Employment: Sacramento County DHA released an RFP to provide subsidized employment. SETA proposed on behalf of a collaboration including all OJT and Training Center partners.	\$743,000
SlingShot: Planning grant to identify and create an implementation plan for increasing intergenerational income mobility, move the needle on big employment, education and jobs issues and increase prosperity and agility of regions, businesses and workers.	\$20,000 for initial planning and \$996,396 for compact development and implementation
Disability Employment Initiative: The California Employment Development Department (EDD) is submitting a statewide proposal to the Department of Labor (DOL) to develop flexible and innovative strategies to increase the participation of people with disabilities in existing career pathway programs in the public workforce system. These grants represent the fifth round of funding through the Disability Employment Initiative (DEI), a joint program of the DOL Employment and Training Administration and Office of Disability Employment Policy. DEI Round 2 Control Group LWIAs are: Merced, NCCC, SETA, San Bernardino County and SELACO. October 1 start date, up to 6 months planning.	\$600,000
AARP: SETA's BACK TO WORK 50+ project will support 50+ job seekers by providing information sessions, coaching, short term training, financial and computer literacy, supportive services, and job placement and retention services in high demand occupations.	\$100,000
Career Pathways Trust – SETA received funding from Elk Grove Unified School District to provide career specialists for career pathway programs for high school students in the Elk Grove and Sacramento City Unified School Districts. Career Specialists will focus on five sectors, including Energy & Infrastructure, Health, Information and Communications Technology, Agriculture/Food, and Advanced Manufacturing	\$252,328/year for 3 years
One Stop Share of Cost: Each year the Sacramento County Department of Human Assistance awards SETA a One-Stop Share of Cost contract, reimbursing Sacramento Works for the services provided to welfare recipients accessing the Sacramento Works Center System.	\$4,000,000
Prop 39: Pre-apprenticeship training aligned with MC3 curriculum focused on meeting the regional construction and energy efficiency occupational demand. \$3 million available statewide for capacity building, planning and implementation. SETA will partner with Golden Sierra requesting \$750,000 to train and place 50 job seekers. Focuses on 18-24 year old youth, disconnected adults and veterans.	\$500,000
Targeted Assistance Discretionary Program: SETA received funding as part of a state grant developed by the Refugee Programs	\$33,493

Branch for Targeted Assistance to the refugee population.	
Older Refugee Discretionary: SETA was part of a state-wide grant application to provide social adjustment and cultural orientation services, specifically citizenship/naturalization services, to older refugees.	\$18,847
California Department of Corrections: Pre-release transition services at Folsom Prison for women	\$246,116
SMUD Summer Youth Employment Program: funded by SMUD to recruit, assess, and case manage summer internship program for 25 high school students.	\$310,000
WIA 25% Additional Assistance Grant: SETA is partnering with South Bay Workforce Investment Board on a WIA 25% Additional Assistance grant from EDD. SETA is proposing to serve 832.	\$5,990,400

ITEM V-F - INFORMATION

COMMUNITY SERVICES AND DEVELOPMENT ON-SITE MONITORING REPORT

BACKGROUND:

Attached please find a report summarizing the monitoring conducted by the State Community Services and Development Department regarding the Community Services Block Grant. Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe



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

RECEIVED JUL 17 2015

July 13, 2015

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

Dear Ms. Kossick:

SUBJECT: On-Site Monitoring Report Number C-15-052

During the week of June 1, 2015 the Department of Community Services and Development (CSD) conducted a Community Services Block Grant Program (CSBG) on-site monitoring visit at Sacramento Employment and Training Agency. Review of the appropriate documents provided CSD the opportunity to analyze the administrative and programmatic operations for CSBG Contract 15F-2033.

Enclosed for your reference is the On-site Monitoring Report. If you have any questions regarding this report, please contact me at 916-576-4372 or Kathleen.walker@csd.ca.gov

Sincerely,

Katie Walker,
Field Representative

c: Leslie Taylor, Manager
Field Operations

Denise Nelson, Chair
Community Action Board

Don Nottoli, Chair
SETA Governing Board

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

MONITORING REPORT C-15-052

Agency Name Sacramento Employment and Training Agency (SETA)

Monitoring June 1 - 5, 2015

Contract Reviewed	Contract Number	Program Term	Amount	Purpose
	15F-2033	1/1/1 – 12/31/15	\$1,657,441	CSBG

Purpose of Visit The purpose of this visit was to meet statutory and contractual requirements for monitoring the Community Services Block Grant for financial accountability and programmatic compliance in accordance with Federal and State Laws and the Department of Community Services Development (CSD) Policy.

Report Date July 13, 2015

Entrance Conference The following persons were present during the Entrance Conference:

- Kathy Kossick, Executive Director
- Julie Davis-Jaffe, Workforce Development Manager
- Roy Kim, Deputy Director, Workforce Development
- Tammy Tunguyen, Accountant II
- Victor Bonanno, Workforce Development Analyst Supervisor
- Katie Walker, CSD Field Representative

The following issues were discussed:

- Purpose of the Monitoring visit
- Department of Community Services and Development Updates
- Staff Interviews and Schedules
- Results of Desk Review
- Organizational Standards, Self-Assessment

Administrative Review

Board Composition The Tripartite Board is composed of twelve (12) members: four (4) members representing the public sector, four (4) members representing the low-income sector and four (4) members representing the private sector. The board roster dated January 1, 2015, indicates that there is currently a board vacancy in the public sector since September 30, 2014. A selection has been made and approval for the new Community Action Board member for the public sector is pending Governing Board approval.

Board Minutes The agency submits approved board minutes to CSD no later than 30 days after the minutes are approved.

A review of the board minutes from November 12, 2014 to June 3, 2015 indicates that the tripartite board fully participates in the development, planning, implementation, and evaluation of the programs. The board met a quorum at the board meetings.

The Field Representative attended the SETA Governing Board meeting on Thursday, June 4, 2015. A quorum was met. A Power Point overview of the 2016/2017 CSBG CAP was presented to the Governing Board. Questions were asked and clarifications and explanations provided on a number of topics included in the CAP.

Fiscal Review

Expenditure Reports A review of the EARS bimonthly expenditure reports for Contract 15F-2033 from January 1, 2015 through April 30, 2015 indicated that the expenditure reports have been submitted in a timely manner.

Expenditure Progress The year-to-date expenditures reported in EARS for Contract 15F-2033 as of April 30, 2015 indicate that 24.12% of contract funds have been expended. The agency is on target for expending the funds by the end of the contract term.

Line Item Expenditure Review The Field Representative conducted a review of Contract 15F-2033 for the following expenditures reported in EARS:

Report Period	Section (Program/Admin)	Line Item	Amount
3/1/15-4/30/15	Administrative Costs	Salaries and Wages	\$28,489.13
3/1/15-4/30/15	Administrative Costs	Fringe Benefits	\$12,747.21
3/1/15-4/30/15	Administrative Costs	Other Costs	\$18,290.36
1/1/15-2/28/15	Program Costs	Subcontractor	\$54,708.62

3/1/15-4/30/15	Program Costs	Salaries and Wages	\$36,110.18
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The Field Representative reviewed the Funds Management Update, Payroll Allocation – Salaries/Wages and Other Costs, Employee Time Sheet History and Pay Checks, Monthly Fiscal Reports and other supporting documentation and verified that the documentation supported the line item expenditures reported in EARS.

Internal Controls

An evaluation of the separation of duties for the internal control accounting functions identified that the agency appears to have sufficient separation of duties in place to safeguard the agency's assets.

Program Review

Program Reports

At the time of this report the 2015 mid-year National Performance Indicator (NPI) report and Client Characteristics report are not due to CSD until July 20, 2015.

Program Performance

At the time of this report the mid-year data is not available for contract 15F-2033 to assess current program performance. The field representative conducted a review of the agency's 2015 work plan to assess the projections and determined that adjustments were made as a result of the previous year outcomes.

Data Collection System

The agency utilizes an internally developed data collection system. The system tracks client services and demographics which are then used for all required CSBG reports. Support documents and client demographics are collected monthly from all Delegate Agencies and reviewed by program managers. The information collected is based on CSBG program's contractual reporting requirements, with report formats designed to facilitate the transfer of data.

In addition to the monthly information collected to comply with the contractual reporting requirements, each program collects customer information required by the National Performance Indicators (NPI CSD 801) and the Client Characteristic Report (CSD 295 CCR).

Progress toward program outcomes and goals are collected monthly from the delegate agencies through two distinct types of CSBG report work books, Safety-Net services and Family Self-Sufficiency case management services.

SETA subcontracts all 23 program services through 22 community-based organizations (Delegate Agencies).

The Field Representative reviewed the monitoring system for evaluating

delegate agency performance. SETA has a team of field monitors who conduct annual desk reviews and onsite visits to each subcontractor to ensure they meet contractual obligations. SETA developed a desk review and onsite tool to capture progress made toward meeting projected outcomes and to ensure that the allocated funds are fully expended at the end of the contractual agreement. Upon completion of an onsite visit, a monitoring report is developed that identifies any findings or recommendations and the reports are distributed at the board meetings for possible discussion.

Site Visits

The Field Representative conducted 5 site visits while conducting the agency onsite monitoring requirement. A sampling of the programs visited are:

Program Name	Sacramento Self-Help Housing
Address	1250 Sutterville Road, CA 95822
Phone Number	916-454-2120
Contact Name	Tahirih Kraft, Program Director

Sacramento Self-Help Housing (SSHH) first opened its office in Loaves & Fishes' Friendship Park in 1993. It has worked with more than 18,000 homeless or facing homelessness individuals and families, helping them to secure affordable housing or avoid eviction.

SSHH recognizes the importance of connecting the clients to other community services. As a result, the clients are linked to other critical resources such as permanent and affordable housing, child care, jobs as well as enrichment and educational activities for children and youth.

10 client files were reviewed and it was determined that all clients were eligible to receive services.

Program Name	Children's Receiving Home of Sacramento
Address	3555 Auburn Blvd. Sacramento, CA 95821
Phone Number	916-482-2370 ext. 578
Contact Name	Tiffany Glass, Associate Director of Operations

The Children's Receiving Home of Sacramento (CRH), a "place where children and families matter" is committed to positively impacting the lives of children, youth, and families affected by abuse, neglect, behavioral health issues, and trauma. Since 1944, the CRH has been providing compassionate care for children and youth who have nowhere else to turn. Through innovative programs, the CRH has created better opportunities for kids in foster care to find connections in their community and safe and permanent homes. The Children's Receiving Home serves over 1200 children and youth each year.

7 client files were reviewed and it was determined that all clients were

eligible to receive services.

Program Name	La Familia
Address	5523 34 th Street, Sacramento, CA 95820
Phone Number	916-452-3601
Contact Name	Rachel R. Rios, Executive Director

La Familia has a range of programs and services that are open to families and adults. Play Care is available for children ages 0 to 5 years so that parents can attend workshops and events. La Familia provides Mental Health counseling services for children and youth ages 0 to 21 and their families. Training and employment services are available to all community members. Some of the services available are: access to the computer lab and computer basics courses; CalJobs computer search; higher education opportunities; resume preparation and networking; GED preparation and testing referrals, etc. Parents can participate in parenting classes, and receive resources and support services for their children and families. La Familia also provides educational opportunities, leadership development and positive reinforcement activities for youth through programs like Youth Voice that helps youth develop leadership and life skills, Project Reach, GVSP and Out of School Youth Programs.

10 client files were reviewed and it was determined that all clients were eligible to receive services.

Safeguard of client files

All file cabinets are locked or in a secure office and computers are password protected.

Exit Conference

The following staff were present at the Exit Conference:

- Kathy Kossick, Executive Director
- Julie Davis-Jaffe , Workforce Development Manager
- Roy Kim, Deputy Director, Workforce Development
- Loretta Su, Chief Fiscal Officer
- Victor Bonanno, Workforce Development Analyst Supervisor
- Katie Walker, CSD Field Representative

Items discussed:

- Expressed appreciation of staff hospitality and assistance
- Reviewed highlights and best practices observed during visit
- Reviewed Organizational Standards and Self-Assessment
- Discussed tripartite board Public sector vacancy

Observations Board Vacancy:

There is currently one board vacancy in the public sector since September 30, 2014. The board seat has been filled but requires board approval. The SETA Governing Board meeting for July 2015 has been canceled. The request for approval for the new CAB member for the Public seat will be added to August Governing Board agenda.

ITEM V-G - 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: Rich Ryan **DATE:** July 22, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Children's Receiving Home of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	FSS	\$ 28,500	1/1/14-12/31/14	1/1/14-12/31/14
Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final <u>X</u>				

CSBG	FSS	\$ 28,500	1/1/15-12/31/15	1/1/15-1/31/15
Monitoring Purpose: Initial <u>X</u> Follow-Up ____ Special ____ Final ____				

Date of review: 2.20.15

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

Program Operator: Children's Receiving Home of Sacramento

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Joe DeBiasio **DATE: June 5, 2015**

FROM: Mayxay Xiong, SETA Fiscal Monitor

**RE: On-Site Fiscal Monitoring of
Crossroads Diversified Services, Inc.**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	SWTC	\$247,790	7/1/14-6/30/15	7/1/14-12/31/14
WIA	US – Citrus Heights	\$61,000	7/1/14-6/30/15	7/1/14-12/31/14
WIA	US – Rancho Cordova	\$71,000	7/1/14-6/30/15	7/1/14-12/31/14
WIA	In-School Youth	\$194,250	7/1/14-6/30/15	7/1/14-12/31/14
WIA	OJT CW	\$43,264	7/1/14-6/30/15	7/1/14-12/31/14
WIA	OJT Adult	\$79,124	7/1/14-6/30/15	7/1/14-12/31/14
WIA	US – Citrus Heights	\$71,500	7/1/13-6/30/14	1/1/14-6/30/14
WIA	US – Rancho Cordova	\$71,500	7/1/13-6/30/14	1/1/14-6/30/14
WIA	In-School Youth	\$194,250	7/1/13-6/30/14	1/1/14-6/30/14
WIA	SWTC	\$360,708	7/1/13-6/30/14	1/1/14-6/30/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: March 23-25, 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	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: Crossroads Diversified Services, Inc.

Findings and General Observations:

- 1) We have reviewed the SWTC and WIA youth programs from January 1, 2014 to December 31, 2014. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Pat Pitzer DATE: July 1, 2015

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Francis House of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u>	<u>PERIOD</u>
				<u>PERIOD</u>	<u>COVERED</u>
CSBG	SN	\$ 70,400	1/1/14-12/31/14	1/1/14-12/31/14	

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: March 13, 2015

CSBG	SN	\$ 70,400	1/1/15-12/31/15	1/1/15-1/31/15
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Monitoring Purpose: Initial X Follow-Up ____ Special ____ Final ____
Date of review: March 13, 2015

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

Program Operator: Francis House of Sacramento

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Chaosarn Chao **DATE: June 10, 2015**
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Lao Family Community Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	VESL/ES	\$62,644	10/1/13-9/30/14	9/1/14-9/30/14
WIA	OJT CalWORKs	\$292,315	7/1/14-6/30/15	7/1/14-1/31/15
WIA	OJT Adult	\$255,726	7/1/14-6/30/15	7/1/14-1/31/15
RESS	VESL/ES	\$84,118	10/1/14-9/30/15	10/1/14-1/31/15
TAD	VESL/ES	\$5,166	10/1/14-9/30/15	10/1/14-1/31/15
TA	VESL/ES	\$17,628	10/1/14-9/30/15	10/1/14-1/31/15

Monitoring Purpose: Initial Follow-up Special Final
Date of review: March 26-27, 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	N/A			

Program Operator: Lao Family Community Development

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2014 to January 31, 2015 for the WIA OJT programs, and from September 30, 2014 to January 31, 2015 for the RESS VESL/TA programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Nilda Valmores **DATE:** June 19, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of My Sister's House

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u> <u>PERIOD</u>	<u>COVERED</u>
ACF	VOHT	\$ 53,000	7/1/13-6/30/14	1/1/14-6/30/14	
CSBG	SN	\$ 34,000	1/1/14-12/31/14	1/1/14-12/31/14	

Monitoring Purpose: Initial Follow-Up Special Final
 Date of review: Feb 26 & 27, 2015

CSBG	SN	\$ 34,000	1/1/15-12/31/15	1/1/15-1/31/15	
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Monitoring Purpose: Initial Follow-Up Special Final
 Date of review: Feb 27, 2015

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

Program Operator: My Sister's House

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Willard **DATE: June 16, 2015**

FROM: Mayxay Xiong, SETA Fiscal Monitor

**RE: On-Site Fiscal Monitoring of
River Oak Center for Children**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$255,905	8/1/13-7/31/14	4/1/14-7/31/14
Early Head Start	Basic	\$432,017	8/1/14-7/31/15	8/1/14-2/28/15

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 4/6-4/7/15

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

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start program from April 1, 2014 to February 28, 2015 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kathleen Steffanic **DATE:** July 6, 2015

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of
Sacramento Area Emergency Housing Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$58,000	1/1/14-12/31/14	3/1/14-12/31/14
CSBG	Safety Net	\$10,200	1/1/14-12/31/14	4/1/14-12/31/14
CSBG	Family Self-Sufficiency	\$58,000	1/1/15-12/31/15	1/1/15-3/31/15
CSBG	Safety Net	\$10,200	1/1/15-12/31/15	1/1/15-3/31/15

Monitoring Purpose: Initial Follow-up Special Final

Date of review: May 18-19, 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	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Sacramento Area Emergency Housing Center

Findings and General Observations:

- 1) We have reviewed the CSBG programs from March 1, 2014 to March 31, 2015. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start program from April 1, 2014 to February 28, 2015 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Marylou Powers **DATE:** June 29, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of South County Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u> <u>PERIOD</u>	<u>COVERED</u>
DHHS	CC	\$ 69,866	7/1/13-12/31/14	1/1/14-12/31/14	
CSBG	SN	\$ 184,314	1/1/14-12/31/14	1/1/14-12/31/14	

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 9, 2015

CSBG	SN	\$ 87,491	1/1/15-12/31/15	1/1/15-2/28/15	
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Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 9, 2015

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

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: South County Services, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Bridget Alexander **DATE:** June 29, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Waking the Village

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$ 42,000	1/1/13-12/31/13	7/1/13-12/31/13
CSBG	YES	\$ 80,000	6/1/13-5/31/14	6/1/13-5/31/14
CSBG	FSS	\$ 42,500	1/1/14-12/31/14	1/1/14-12/31/14

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Feb 10, 2015; follow-up May 20 & June 19

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

Program Operator: Waking the Village (Tubman House)

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Beth Hassett **DATE:** July 7, 2015
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of W.E.A.V.E., Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Rescue & Restore	Victims of Human Trafficking	\$56,000	7/1/13-6/30/14	4/1/14-6/30/14

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 6/17/15

	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	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: W.E.A.V.E., Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA for the Victims of Human Trafficking program from April 1, 2014 to June 30, 2014 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

ITEM V-H – 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

July 1 -9, 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			
Core Commercial	1	Marketing/Graphic Design/Office	1
Crossroads Facility Services	1	Youth Specialist	1
Frito-Lay	10	Detailer	1
	9	Route Sales Representative - General	1
Greater Sacramento Urban	1	Youth Specialist	1
Kair In-Home Social Svc	1	Foster Family Agency Administrator, Social	1
Los Rios Community College	1	Financial Aid Clerk II	1
	2	Facilities Planning and Engineering Specialist	1
	1	Financial Aid Officer	1
	1	Police Communication Dispatcher	4
Modis IT Staffing	6	Group Level Processor	20
South Side Art Center	1	Ceramic Lead Artist Instructor	1
Staff Management	1	Area Manager	30
Trinity Fresh	9	Class B Truck Driver	4
	9	Warehouse Loader	2
Villara Building Systems	1	Human Resources Bilingual Receptionist	1
Woodmack Products, Inc.	9	Entry-Level Production Machine Operator	1
	9	Janitor & Machine Operator	1
	9	Entry Level Production Welder	1
Total			74

ITEM V-I – INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

Attached are copies of the most current dislocated worker updates. Staff will be available to answer questions.

One report covers the fiscal year July 1, 2014 through June 30, 2015. The second report covers the year beginning July 1, 2015.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2014/2015

The following is an update of information as of June 30, 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	Declined
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	4/28/2015
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
			Total # of Affected Workers	1,290	

Dislocated Worker Information PY 2015/2016

The following is an update of information as of July 13, 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	5/8/2015	Sutter Medical Foundation 8170 Laguna Blvd Elk Grove, CA 95758	7/1/2015	15	6/25/2015
Official	6/11/2015	Intel 1900 Prairie City Rd. Folsom, CA 95630	7/15/2015	152	Pending
Official	6/26/2015	Raley's 4551 Mack Road Sacramento, CA 95823	9/12/2015	60	Pending
			Total # of Affected Workers	227	

ITEM V-J – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of June was 5.7%.

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

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

July 17, 2015

Contact: Elizabeth Bosley
 (530) 741-5191

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA
 (MSA)
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Leisure and Hospitality leads month-over and year-over job gains**

The unemployment rate in the Sacramento-Roseville-Arden Arcade MSA was 5.7 percent in June 2015, up from a revised 5.6 percent in May 2015, and below the year-ago estimate of 7.0 percent. This compares with an unadjusted unemployment rate of 6.2 percent for California and 5.5 percent for the nation during the same period. The unemployment rate was 5.4 percent in El Dorado County, 4.9 percent in Placer County, 5.8 percent in Sacramento County, and 6.0 percent in Yolo County.

Between May 2015 and June 2015, combined employment located in the counties of El Dorado, Placer, Sacramento and Yolo increased by 5,500 to total 930,100 jobs.

- Employment in leisure and hospitality gained 3,300 jobs, and has added 8,200 jobs since January 2015.
- Professional and business services was up by 1,000 jobs, with professional, scientific and technical services accounting for half of the gain.
- Trade, transportation and utilities added 300 jobs compared to last month. A large gain in retail trade (up 900 jobs) was offset by a decline in wholesale trade (down 600 jobs).
- Three industries saw a month-over decline. Other services and manufacturing lost 100 jobs each and education and health services cutback 1,600 jobs.

Between June 2014 and June 2015, total jobs in the region increased by 19,500, or 2.14 percent.

- Leisure and hospitality added 6,300 jobs over the year. Food services and drinking places led the growth with an expansion of 5,500 jobs.
- Trade, transportation and utilities increased by 4,100 jobs compared to last year. Retail trade improved by 4,300 jobs, offset by a decline in wholesale trade of 200 jobs.
- Construction grew by 1,600 jobs, with gains scattered throughout the industry.
- Information and total farm were the only industries that declined, losing 400 jobs each.

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

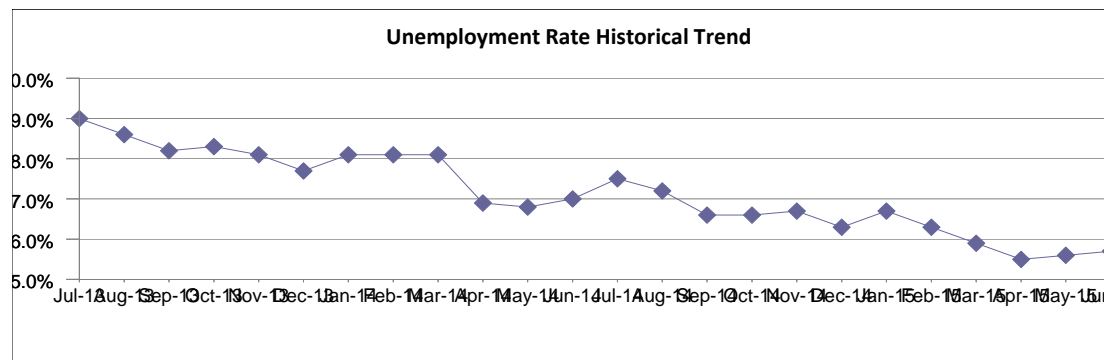
July 17, 2015

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 5.7 percent in June 2015, up from a revised 5.6 percent in May 2015, and below the year-ago estimate of 7.0 percent. This compares with an unadjusted unemployment rate of 6.2 percent for California and 5.5 percent for the nation during the same period. The unemployment rate was 5.4 percent in El Dorado County, 4.9 percent in Placer County, 5.8 percent in Sacramento County, and 6.0 percent in Yolo County.



Industry	May-2015	Jun-2015	Change		Jun-2014	Jun-2015	Change
	Revised	Prelim				Prelim	
Total, All Industries	924,600	930,100	5,500		910,600	930,100	19,500
Total Farm	9,900	10,300	400		10,700	10,300	(400)
Total Nonfarm	914,700	919,800	5,100		899,900	919,800	19,900
Mining and Logging	500	500	0		500	500	0
Construction	47,600	48,100	500		46,500	48,100	1,600
Manufacturing	35,200	35,100	(100)		34,600	35,100	500
Trade, Transportation & Utilities	146,200	146,500	300		142,400	146,500	4,100
Information	13,500	13,500	0		13,900	13,500	(400)
Financial Activities	48,500	48,700	200		48,700	48,700	0
Professional & Business Services	122,600	123,600	1,000		121,000	123,600	2,600
Educational & Health Services	138,700	137,100	(1,600)		134,100	137,100	3,000
Leisure & Hospitality	97,300	100,600	3,300		94,300	100,600	6,300
Other Services	31,600	31,500	(100)		31,000	31,500	500
Government	233,000	234,600	1,600		232,900	234,600	1,700

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

July 17, 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

	Jun 14	Apr 15	May 15	Jun 15	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,055,400	1,045,900	1,058,300	1,062,900	0.4%	0.7%
Civilian Employment	982,000	988,000	998,900	1,002,800	0.4%	2.1%
Civilian Unemployment	73,400	57,900	59,400	60,200	1.3%	-18.0%
Civilian Unemployment Rate (CA Unemployment Rate)	7.0%	5.5%	5.6%	5.7%		
(U.S. Unemployment Rate)	7.4%	6.1%	6.2%	6.2%		
	6.3%	5.1%	5.3%	5.5%		

Total, All Industries (2)	910,600	915,800	924,600	930,100	0.6%	2.1%
Total Farm	10,700	8,800	9,900	10,300	4.0%	-3.7%
Total Nonfarm	899,900	907,000	914,700	919,800	0.6%	2.2%
Total Private	667,000	672,800	681,700	685,200	0.5%	2.7%
Goods Producing	81,600	80,200	83,300	83,700	0.5%	2.6%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	46,500	44,800	47,600	48,100	1.1%	3.4%
Construction of Buildings	10,100	10,200	10,400	10,700	2.9%	5.9%
Specialty Trade Contractors	30,700	29,900	32,000	32,500	1.6%	5.9%
Building Foundation & Exterior Contractors	8,000	8,300	8,600	8,800	2.3%	10.0%
Building Equipment Contractors	11,900	12,000	12,100	12,300	1.7%	3.4%
Building Finishing Contractors	7,000	6,800	7,100	7,200	1.4%	2.9%
Manufacturing	34,600	34,900	35,200	35,100	-0.3%	1.4%
Durable Goods	24,600	25,200	25,400	25,100	-1.2%	2.0%
Computer & Electronic Product Manufacturing	6,600	6,700	6,800	6,700	-1.5%	1.5%
Nondurable Goods	10,000	9,700	9,800	10,000	2.0%	0.0%
Food Manufacturing	3,500	3,200	3,300	3,400	3.0%	-2.9%
Service Providing	818,300	826,800	831,400	836,100	0.6%	2.2%
Private Service Providing	585,400	592,600	598,400	601,500	0.5%	2.8%
Trade, Transportation & Utilities	142,400	144,100	146,200	146,500	0.2%	2.9%
Wholesale Trade	24,600	24,300	25,000	24,400	-2.4%	-0.8%
Merchant Wholesalers, Durable Goods	13,100	13,000	13,300	12,800	-3.8%	-2.3%
Merchant Wholesalers, Nondurable Goods	9,100	9,300	9,300	9,300	0.0%	2.2%
Retail Trade	94,600	97,000	98,000	98,900	0.9%	4.5%
Motor Vehicle & Parts Dealer	12,700	12,900	13,000	13,100	0.8%	3.1%
Building Material & Garden Equipment Stores	8,100	8,200	8,200	8,400	2.4%	3.7%
Grocery Stores	18,200	18,400	18,500	18,700	1.1%	2.7%
Health & Personal Care Stores	5,400	5,200	5,200	5,200	0.0%	-3.7%
Clothing & Clothing Accessories Stores	7,000	6,600	6,700	6,800	1.5%	-2.9%
Sporting Goods, Hobby, Book & Music Stores	4,000	4,200	4,200	4,200	0.0%	5.0%
General Merchandise Stores	19,500	20,100	20,200	20,300	0.5%	4.1%
Transportation, Warehousing & Utilities	23,200	22,800	23,200	23,200	0.0%	0.0%
Information	13,900	13,500	13,500	13,500	0.0%	-2.9%
Publishing Industries (except Internet)	2,500	2,400	2,400	2,400	0.0%	-4.0%
Telecommunications	6,600	6,500	6,500	6,500	0.0%	-1.5%
Financial Activities	48,700	48,900	48,500	48,700	0.4%	0.0%
Finance & Insurance	35,100	35,300	35,100	35,000	-0.3%	-0.3%
Credit Intermediation & Related Activities	12,100	12,000	12,000	12,100	0.8%	0.0%
Depository Credit Intermediation	7,400	7,200	7,100	7,100	0.0%	-4.1%
Nondepository Credit Intermediation	2,600	2,700	2,600	2,600	0.0%	0.0%
Insurance Carriers & Related	19,100	19,400	19,200	19,000	-1.0%	-0.5%
Real Estate & Rental & Leasing	13,600	13,600	13,400	13,700	2.2%	0.7%
Real Estate	10,400	10,400	10,100	10,400	3.0%	0.0%
Professional & Business Services	121,000	121,900	122,600	123,600	0.8%	2.1%
Professional, Scientific & Technical Services	53,100	55,300	55,300	55,800	0.9%	5.1%
Architectural, Engineering & Related Services	9,000	9,300	9,300	9,300	0.0%	3.3%
Management of Companies & Enterprises	10,300	10,600	10,600	10,600	0.0%	2.9%
Administrative & Support & Waste Services	57,600	56,000	56,700	57,200	0.9%	-0.7%
Administrative & Support Services	54,800	53,000	53,700	54,200	0.9%	-1.1%

July 17, 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

	Jun 14	Apr 15	May 15 Revised	Jun 15 Prelim	Percent Change	
					Month	Year
Employment Services	22,800	20,700	21,100	21,200	0.5%	-7.0%
Services to Buildings & Dwellings	11,300	11,500	11,600	11,700	0.9%	3.5%
Educational & Health Services	134,100	139,100	138,700	137,100	-1.2%	2.2%
Education Services	12,900	14,600	14,300	13,700	-4.2%	6.2%
Health Care & Social Assistance	121,200	124,500	124,400	123,400	-0.8%	1.8%
Ambulatory Health Care Services	42,100	44,200	43,600	43,200	-0.9%	2.6%
Hospitals	23,300	23,700	23,700	23,700	0.0%	1.7%
Nursing & Residential Care Facilities	16,000	16,400	16,400	16,500	0.6%	3.1%
Leisure & Hospitality	94,300	94,100	97,300	100,600	3.4%	6.7%
Arts, Entertainment & Recreation	15,700	14,000	14,800	15,700	6.1%	0.0%
Accommodation & Food Services	78,600	80,100	82,500	84,900	2.9%	8.0%
Accommodation	8,600	8,300	9,000	9,400	4.4%	9.3%
Food Services & Drinking Places	70,000	71,800	73,500	75,500	2.7%	7.9%
Full-Service Restaurants	32,300	33,300	34,100	35,500	4.1%	9.9%
Limited-Service Eating Places	34,100	34,400	35,600	36,200	1.7%	6.2%
Other Services	31,000	31,000	31,600	31,500	-0.3%	1.6%
Repair & Maintenance	8,800	8,800	8,800	8,900	1.1%	1.1%
Government	232,900	234,200	233,000	234,600	0.7%	0.7%
Federal Government	13,700	13,500	13,400	13,600	1.5%	-0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	219,200	220,700	219,600	221,000	0.6%	0.8%
State Government	114,700	116,000	116,300	116,500	0.2%	1.6%
State Government Education	29,100	29,500	29,600	29,800	0.7%	2.4%
State Government Excluding Education	85,600	86,500	86,700	86,700	0.0%	1.3%
Local Government	104,500	104,700	103,300	104,500	1.2%	0.0%
Local Government Education	58,600	59,800	57,800	57,800	0.0%	-1.4%
Local Government Excluding Education	45,900	44,900	45,500	46,700	2.6%	1.7%
County	18,400	18,200	18,300	18,700	2.2%	1.6%
City	10,400	9,900	10,100	10,500	4.0%	1.0%
Special Districts plus Indian Tribes	17,100	16,800	17,100	17,500	2.3%	2.3%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: 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
 July 17, 2015
 March 2014 Benchmark

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,056,900	17,878,400	1,178,500	6.2%
ALAMEDA	9	819,000	781,000	38,000	4.6%
ALPINE	49	480	430	50	9.4%
AMADOR	24	14,820	13,910	910	6.1%
BUTTE	34	102,800	95,500	7,200	7.0%
CALAVERAS	25	20,840	19,540	1,290	6.2%
COLUSA	57	10,930	9,530	1,410	12.9%
CONTRA COSTA	11	548,800	522,000	26,800	4.9%
DEL NORTE	42	10,110	9,290	810	8.1%
EL DORADO	18	89,800	84,900	4,900	5.4%
FRESNO	50	450,300	407,800	42,600	9.5%
GLENN	45	13,030	11,920	1,110	8.6%
HUMBOLDT	18	62,500	59,100	3,400	5.4%
IMPERIAL	58	79,200	62,500	16,700	21.1%
INYO	16	9,200	8,710	490	5.3%
KERN	52	396,000	356,600	39,300	9.9%
KINGS	53	57,200	51,400	5,900	10.2%
LAKE	32	30,570	28,500	2,080	6.8%
LASSEN	29	10,920	10,200	720	6.6%
LOS ANGELES	37	5,069,300	4,700,000	369,400	7.3%
MADERA	50	63,200	57,200	6,000	9.5%
MARIN	2	142,600	137,700	4,800	3.4%
MARIPOSA	20	8,690	8,200	490	5.6%
MENDOCINO	14	41,820	39,680	2,140	5.1%
MERCED	55	116,300	104,100	12,200	10.5%
MODOC	40	3,500	3,240	260	7.5%
MONO	33	7,560	7,040	520	6.9%
MONTEREY	26	231,600	217,100	14,500	6.3%
NAPA	5	75,100	72,000	3,100	4.1%
NEVADA	15	48,990	46,460	2,530	5.2%
ORANGE	6	1,595,800	1,526,500	69,300	4.3%
PLACER	11	178,900	170,100	8,700	4.9%
PLUMAS	42	8,730	8,020	710	8.1%
RIVERSIDE	29	1,022,100	954,800	67,300	6.6%
SACRAMENTO	21	690,500	650,100	40,300	5.8%
SAN BENITO	35	30,000	27,800	2,100	7.1%
SAN BERNARDINO	28	918,900	859,600	59,300	6.5%
SAN DIEGO	13	1,565,700	1,487,500	78,200	5.0%
SAN FRANCISCO	3	545,400	526,100	19,300	3.5%
SAN JOAQUIN	45	312,500	285,600	26,900	8.6%
SAN LUIS OBISPO	8	143,700	137,300	6,400	4.4%
SAN MATEO	1	441,300	426,600	14,700	3.3%
SANTA BARBARA	10	224,800	214,300	10,500	4.7%
SANTA CLARA	4	1,033,200	992,100	41,100	4.0%
SANTA CRUZ	26	145,700	136,600	9,100	6.3%
SHASTA	39	75,000	69,500	5,500	7.4%
SIERRA	37	1,560	1,440	110	7.3%
SISKIYOU	44	18,180	16,700	1,490	8.2%
SOLANO	22	205,900	193,800	12,100	5.9%
SONOMA	6	260,100	248,800	11,300	4.3%
STANISLAUS	48	242,300	219,700	22,600	9.3%
SUTTER	53	45,200	40,600	4,600	10.2%
TEHAMA	41	25,610	23,660	1,960	7.6%
TRINITY	36	5,140	4,770	370	7.2%
TULARE	56	200,600	178,600	22,000	11.0%
TUOLUMNE	31	21,900	20,440	1,460	6.7%
VENTURA	16	431,100	408,200	22,900	5.3%
YOLO	23	103,800	97,600	6,200	6.0%
YUBA	47	28,400	26,000	2,500	8.7%

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
July 17, 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
June 2015 - Preliminary
Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,056,900	17,878,400	1,178,500	6.2%
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	8	1,595,800	1,526,500	69,300	4.3%
BAKERSFIELD MSA (Kern Co.)	58	396,000	356,600	39,300	9.9%
CHICO MSA (Butte Co.)	39	102,800	95,500	7,200	7.0%
EL CENTRO MSA (Imperial Co.)	64	79,200	62,500	16,700	21.1%
FRESNO MSA (Fresno Co.)	55	450,300	407,800	42,600	9.5%
HANFORD CORCORAN MSA (Kings Co.)	59	57,200	51,400	5,900	10.2%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	42	5,069,300	4,700,000	369,400	7.3%
MADERA MSA (Madera Co.)	55	63,200	57,200	6,000	9.5%
MERCED MSA (Merced Co.)	61	116,300	104,100	12,200	10.5%
MODESTO MSA (Stanislaus Co.)	53	242,300	219,700	22,600	9.3%
NAPA MSA (Napa Co.)	6	75,100	72,000	3,100	4.1%
OAKLAND HAYWARD BERKELEY MD	12	1,367,800	1,303,000	64,800	4.7%
Alameda Co.	11	819,000	781,000	38,000	4.6%
Contra Costa Co.	14	548,800	522,000	26,800	4.9%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	19	431,100	408,200	22,900	5.3%
REDDING MSA (Shasta Co.)	44	75,000	69,500	5,500	7.4%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	32	1,940,900	1,814,400	126,600	6.5%
Riverside Co.	34	1,022,100	954,800	67,300	6.6%
San Bernardino Co.	32	918,900	859,600	59,300	6.5%
SACRAMENTO ROSEVILLE ARDEN ARCADE MSA	24	1,062,900	1,002,800	60,200	5.7%
El Dorado Co.	21	89,800	84,900	4,900	5.4%
Placer Co.	14	178,900	170,100	8,700	4.9%
Sacramento Co.	25	690,500	650,100	40,300	5.8%
Yolo Co.	27	103,800	97,600	6,200	6.0%
SALINAS MSA (Monterey Co.)	30	231,600	217,100	14,500	6.3%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	16	1,565,700	1,487,500	78,200	5.0%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	986,700	952,700	34,000	3.4%
San Francisco Co.	4	545,400	526,100	19,300	3.5%
San Mateo Co.	1	441,300	426,600	14,700	3.3%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,063,200	1,020,000	43,200	4.1%
San Benito Co.	40	30,000	27,800	2,100	7.1%
Santa Clara Co.	5	1,033,200	992,100	41,100	4.0%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	10	143,700	137,300	6,400	4.4%
SAN RAFAEL MSA (Marin Co.)	2	142,600	137,700	4,800	3.4%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	30	145,700	136,600	9,100	6.3%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	12	224,800	214,300	10,500	4.7%
SANTA ROSA MSA (Sonoma Co.)	8	260,100	248,800	11,300	4.3%
STOCKTON LODI MSA (San Joaquin Co.)	50	312,500	285,600	26,900	8.6%
VALLEJO FAIRFIELD MSA (Solano Co.)	26	205,900	193,800	12,100	5.9%
VISALIA PORTERVILLE MSA (Tulare Co.)	62	200,600	178,600	22,000	11.0%
YUBA CITY MSA	57	73,600	66,500	7,100	9.6%
Sutter Co.	59	45,200	40,600	4,600	10.2%
Yuba Co.	52	28,400	26,000	2,500	8.7%
Alpine Co.	54	480	430	50	9.4%
Amador Co.	28	14,820	13,910	910	6.1%
Calaveras Co.	29	20,840	19,540	1,290	6.2%
Colusa Co.	63	10,930	9,530	1,410	12.9%
Del Norte Co.	47	10,110	9,290	810	8.1%
Glenn Co.	50	13,030	11,920	1,110	8.6%
Humboldt Co.	21	62,500	59,100	3,400	5.4%
Inyo Co.	19	9,200	8,710	490	5.3%
Lake Co.	37	30,570	28,500	2,080	6.8%
Lassen Co.	34	10,920	10,200	720	6.6%
Mariposa Co.	23	8,690	8,200	490	5.6%
Mendocino Co.	17	41,820	39,680	2,140	5.1%
Modoc Co.	45	3,500	3,240	260	7.5%
Mono Co.	38	7,560	7,040	520	6.9%
Nevada Co.	18	48,990	46,460	2,530	5.2%
Plumas Co.	47	8,730	8,020	710	8.1%
Sierra Co.	42	1,560	1,440	110	7.3%
Siskiyou Co.	49	18,180	16,700	1,490	8.2%
Tehama Co.	46	25,610	23,660	1,960	7.6%
Trinity Co.	41	5,140	4,770	370	7.2%
Tuolumne Co.	36	21,900	20,440	1,460	6.7%

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
July 17, 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)
June 2015 - Preliminary
Data Not Seasonally Adjusted

Area	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
ALAMEDA COUNTY *	608,100	582,200	25,900	4.3%
ANAHEIM CITY	172,200	162,700	9,500	5.5%
CONTRA COSTA COUNTY *	495,200	471,400	23,800	4.8%
FOOTHILL CONSORTIUM *	159,600	150,400	9,200	5.8%
FRESNO COUNTY	450,300	407,800	42,600	9.5%
GOLDEN SIERRA CONSORTIUM *	269,100	255,400	13,600	5.1%
HUMBOLDT COUNTY	62,500	59,100	3,400	5.4%
IMPERIAL COUNTY	79,200	62,500	16,700	21.1%
KERN-INYO-MONO COUNTIES	412,700	372,400	40,400	9.8%
KINGS COUNTY	57,200	51,400	5,900	10.2%
LOS ANGELES CITY	2,027,000	1,870,700	156,400	7.7%
LOS ANGELES COUNTY *	1,867,100	1,732,700	134,400	7.2%
MADERA COUNTY	63,200	57,200	6,000	9.5%
MARIN COUNTY	142,600	137,700	4,800	3.4%
MENDOCINO COUNTY	41,800	39,680	2,140	5.1%
MERCED COUNTY	116,300	104,100	12,200	10.5%
MONTEREY COUNTY	231,600	217,100	14,500	6.3%
MOTHER LODGE CONSORTIUM *	66,200	62,100	4,200	6.3%
N. CENTRAL COUNTIES CONSORTIUM *	97,600	88,000	9,600	9.9%
N. SANTA CLARA VALLEY (NOVA) CONSORTIUM *	324,500	313,700	10,800	3.3%
NAPA-LAKE CONSORTIUM *	105,600	100,500	5,100	4.9%
NORTEC CONSORTIUM *	310,500	288,800	21,700	7.0%
OAKLAND CITY	211,000	198,800	12,100	5.8%
ORANGE COUNTY *	1,262,000	1,210,300	51,700	4.1%
PACIFIC GATEWAY WIN *	339,500	315,100	24,500	7.2%
RICHMOND CITY	53,600	50,600	3,000	5.6%
RIVERSIDE COUNTY	1,022,100	954,800	67,300	6.6%
SACRAMENTO COUNTY	690,500	650,100	40,300	5.8%
SAN BENITO COUNTY	30,000	27,800	2,100	7.1%
SAN BERNARDINO CITY	83,900	77,000	6,900	8.2%
SAN BERNARDINO COUNTY *	835,000	782,600	52,400	6.3%
SAN DIEGO COUNTY	1,565,700	1,487,500	78,200	5.0%
SAN FRANCISCO CITY AND COUNTY	545,400	526,100	19,300	3.5%
SAN JOAQUIN COUNTY	312,500	285,600	26,900	8.6%
SAN JOSE/SILICON VALLEY *	708,700	678,400	30,300	4.3%
SAN LUIS OBISPO COUNTY	143,700	137,300	6,400	4.4%
SAN MATEO COUNTY	441,300	426,600	14,700	3.3%
SANTA ANA CITY	161,500	153,500	8,100	5.0%
SANTA BARBARA COUNTY	224,800	214,300	10,500	4.7%
SANTA CRUZ COUNTY	145,700	136,600	9,100	6.3%
SOLANO COUNTY	205,900	193,800	12,100	5.9%
SONOMA COUNTY	260,100	248,800	11,300	4.3%
SOUTH BAY CONSORTIUM *	277,100	257,900	19,200	6.9%
SOUTHEAST L.A. COUNTY (SELACO) CONSORTIUM *	229,500	214,800	14,700	6.4%
STANISLAUS COUNTY	242,300	219,700	22,600	9.3%
TULARE COUNTY	200,600	178,600	22,000	11.0%
VENTURA COUNTY	431,100	408,200	22,900	5.3%
VERDUGO CONSORTIUM *	169,500	158,500	11,000	6.5%
YOLO COUNTY	103,800	97,600	6,200	6.0%

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 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
 July 17, 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)
June 2015 - Preliminary
Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
El Dorado County	89,800	84,900	4,900	5.4%	1.000000	1.000000
Cameron Park CDP	8,900	8,500	400	4.7%	0.099797	0.085585
Diamond Springs CDP	5,100	4,700	300	6.8%	0.055621	0.070626
El Dorado Hills CDP	21,600	20,800	800	3.8%	0.245026	0.169084
Georgetown CDP	1,000	900	100	9.3%	0.010742	0.019402
Placerville city	4,600	4,300	300	7.3%	0.050742	0.070172
Pollock Pines CDP	3,100	3,000	100	4.3%	0.034801	0.027652
Shingle Springs CDP	2,600	2,500	100	4.5%	0.029098	0.024025
South Lake Tahoe city	11,800	11,100	700	6.0%	0.130188	0.145059

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

Notes:

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

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2013 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

This method assumes that the rates of change in employment and unemployment, since 2013, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

State of California
 July 17, 2015
 March 2014 Benchmark

Employment Development Department
 Labor Market Information Division
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**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 June 2015 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Placer County	178,900	170,100	8,700	4.9%	1.000000	1.000000
Auburn city	7,000	6,600	400	5.7%	0.038529	0.045307
Colfax city	1,200	1,100	100	9.2%	0.006640	0.013181
Dollar Point CDP	500	500	0	1.1%	0.003152	0.000685
Foresthill CDP	900	900	0	4.2%	0.005264	0.004451
Granite Bay CDP	11,400	10,900	500	4.5%	0.064164	0.058659
Kings Beach CDP	2,500	2,400	200	6.4%	0.013845	0.018260
Lincoln city	18,400	17,400	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	1,400	100	3.8%	0.008042	0.006163
North Auburn CDP	5,600	5,300	300	4.8%	0.031381	0.031155
Rocklin city	30,400	28,900	1,500	4.9%	0.170128	0.172268
Roseville city	63,900	60,900	2,900	4.6%	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	4.5%	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
 July 17, 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)
 June 2015 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Sacramento County	690,500	650,100	40,300	5.8%	1.000000	1.000000
Arden Arcade CDP	44,400	41,400	3,000	6.7%	0.063708	0.073225
Carmichael CDP	29,900	27,900	2,000	6.7%	0.042896	0.049253
Citrus Heights city	43,800	41,100	2,700	6.1%	0.063202	0.066743
Elk Grove CDP	77,100	73,600	3,500	4.5%	0.113216	0.085809
Fair Oaks CDP	16,500	15,700	800	5.0%	0.024089	0.020444
Florin CDP	19,800	18,000	1,800	8.9%	0.027683	0.043810
Folsom city	35,500	34,100	1,300	3.8%	0.052468	0.033253
Foothill Farms CDP	15,900	15,000	1,000	6.0%	0.023006	0.023675
Galt city	11,000	10,200	800	6.9%	0.015711	0.018695
Gold River CDP	4,100	4,000	100	2.5%	0.006200	0.002541
Isleton city	300	300	0	10.1%	0.000411	0.000751
La Riviera CDP	5,700	5,400	400	6.3%	0.008235	0.008869
North Highlands CDP	17,600	16,700	900	5.3%	0.025707	0.022985
Orangevale CDP	17,300	16,200	1,000	6.0%	0.024970	0.025527
Rancho Cordova City	32,800	30,700	2,100	6.5%	0.047165	0.052545
Rancho Murieta CDP	2,800	2,700	100	3.7%	0.004112	0.002552
Rio Linda CDP	6,700	6,300	400	5.7%	0.009698	0.009363
Rosemont CDP	11,500	10,800	600	5.6%	0.016685	0.015989
Sacramento city	229,500	215,300	14,200	6.2%	0.331159	0.351507
Vineyard CDP	12,600	12,000	600	4.4%	0.018491	0.013869
Walnut Grove CDP	600	600	100	10.4%	0.000889	0.001656
Wilton CDP	1,700	1,700	0	2.8%	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

State of California
 July 17, 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)
 June 2015 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Yolo County	103,800	97,600	6,200	6.0%	1.000000	1.000000
Davis city	35,300	33,700	1,600	4.6%	0.345390	0.261124
Esparto CDP	1,300	1,300	100	6.7%	0.012881	0.014454
West Sacramento city	24,700	23,000	1,700	7.0%	0.235558	0.276712
Winters city	3,800	3,600	200	5.4%	0.036611	0.032404
Woodland city	29,200	27,400	1,900	6.4%	0.280544	0.298914

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

Notes:

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

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2013 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

This method assumes that the rates of change in employment and unemployment, since 2013, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

ITEM V-K – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL
SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, April 28, 2015
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:02 a.m. The Pledge of Allegiance was recited. Mr. Tate read the Thought of the Day. Ms. Sabrina Lovelady called the roll.

Members Present:

Linda Litka, San Juan Unified School District (seated at 9:05 a.m.)
Robin Blanks, Elk Grove Unified School District
Brian Short, Women's Civic Improvement Club
Tawana Craig, Women's Civic Improvement Club
Todd Woods, SETA-Operated Program
Sabrina Lovelady, SETA-Operated Program
Amanda Self, Home Base Option
Kenneth Tate, Past Parent Representative
Jenna Kline, KVIE Public Television
Jasmine Jamison, Past Parent
Tyrone Broxton, Elk Grove Unified School District (seated at 9:20 a.m.)
Nicole Chilton, Birth and Beyond (seated at 10:05 a.m.)

Members Absent:

Tulani Simpson, Twin Rivers Unified School District (unexcused)
Lynda Williams, San Juan Unified School District (excused)
Natalie Craig, SETA-Operated Program (excused)
Lenda Wheeler, Grandparent Representative (unexcused)

New Members to be Seated:

Calvin Sheppard, Men's Activities Affecting Children Committee

New Members to be Seated but not Present:

Sonia Torres, Sacramento City Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the March 24, 2015 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Jamison, second/Lovelady, to approve the March 24, 2015 minutes.

Show of hands vote:

Aye: 10 (Blanks, Craig, Jamison, Kline, Litka, Lovelady, Self, Sheppard, Short, Woods)

Nay: 0

Abstention: 1 (Tate)

III. Action Items

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

The Policy Council went into closed session at 9:07 a.m. The board went back into open session at 9:15 a.m. Mr. Tate reported out that the Policy Council approved the eligible list for Head Start/Early Head Start Coordinator (Health-Nutrition) supervisor.

B. TIMED ITEM 9:00 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

Mr. Tate reviewed the item and opened a public hearing.

Ms. Denise Lee shared that this affects SETA employees only, not the delegate agency staff. This item will allow the agency to recruit more teaching staff. There was a challenge to recruit and keep qualified teaching staff. This item represents a 3% salary increase for these particular teaching staff which is to be implemented August 1, 2015 with the new grant year. This affects around 145 SETA/Head Start employees working in the classrooms. The union has been consulted and concurs with this action.

Ms. Lovelady inquired whether the budget can accommodate the increases and Ms. Lee replied that there is room in the budget due to some staff vacancies.

Moved/Self, second/Woods, to close the public hearing and approve the proposed pay ranges 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.

Show of hands vote:

Aye: 10 (Blanks, Craig, Jamison, Kline, Litka, Lovelady, Self, Sheppard, Short, Woods)

Nay: 0

Abstention: 1 (Tate)

Mr. Tyrone Broxton was seated at 9:20 a.m.

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

Ms. Lee stated that this board item is brought for consideration due to cost savings in the personnel category. Unexpended funds at the end of the fiscal year must be returned to the Office of Head Start; by submitting a budget modification, the funds can be utilized elsewhere in the program. Toward the end of each fiscal year, the budget is reviewed to determine whether funds are available to be 'reprogrammed' for other activities. Deferred maintenance is one of the areas where unspent funds can be reallocated. The unexpended funds totaling \$600,000 will include playground replacement, carpet replacement, and a variety of deferred maintenance items. The complete list will be provided at the next Budget/Planning Committee meeting on May 12. Quotes are still being sought by facilities staff. The regional office will be consulted and these projects must be completed by October 1.

Ms. Self asked if new staff positions would not become available if the money is moved from personnel and Ms. Lee replied no. The unexpended funds are a result of staffing vacancies and because lowered salaries expended during the fiscal year.

Ms. Blanks asked about the carpet with VCT (Vinyl Composition Tile) and Ms. Lee replied that it is basically vinyl flooring. We will be replacing carpet where children eat and replacing the carpet with the vinyl with VCT.

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

Show of hands vote:

Aye: 11 (Blanks, Broxton, Craig, Jamison, Kline, Litka, Lovelady, Self, Sheppard, Short, Woods)

Nay: 0

Abstention: 1 (Tate)

At 9:30 a.m., Mr. Tate turned the gavel over to Ms. Jasmine Jamison. Ms. Jamison called the Parent Advisory Committee meeting to order at 9:32 a.m. Ms. Desiree Ledesma Quiroz was introduced as the translator.

→ **Roll Call: Parent Advisory Committee:**

Members Present:

Vanessa Diego (seated at 9:59 a.m.)
Joyce Turner
Kenneth Tate
Amanda Self
Deanna Yee
Rafaela Casillas

Members Absent:

Destini Shepherd (unexcused)
Shalita Calhoun (excused)
Natalie Craig (excused)
Lenda Wheeler (unexcused)

Jasmine Jamison
Todd Woods
Dawanna Paniagua
Sabrina Lovelady

New Members seated:

Carlos Gutierrez, Job Corps
Calvin Sheppard, Men's Activities Affecting Children Committee

New Member to be seated but absent:

Gabriela Perez, Nedra Court (unexcused)

II. Consent Item (PAC agenda)

A. Approval of the Minutes of the March 17, 2015 Regular Meeting

Ms. Jamison reviewed the minutes: There were no corrections or comments.

Moved/Lovelady, second/ Woods to approve the March 17 PAC minutes.

Show of hands vote:

Aye: 10 (Casillas, Gutierrez, Lovelady, Paniagua, Self, Sheppard, Woods, Tate, Turner, Yee)

Nay: 0

Abstention: 1(Jamison)

Ms. Amanda Self was asked to serve as the Parliamentarian.

Ms. Denise Lee reviewed items III-D – III-G (PC agenda; A-D PAC agenda).

The refunding application is due May 1 and this seeks approval of \$51,057,991 for the head Start/Early Head Start program.

The two primary reasons for the reduction of slots include: 1) the OHS has greater emphasis on Quality vs. Quantity. They would rather have outstanding services with fewer children, and 2) The operating costs in our programs has increased and this requests additional funds to provide outstanding services.

Teacher/child interaction is very important as well as health and safety. There will not be a loss of services to children and families.

The EHS conversion proposal will serve more children 0-3 years of age. Ms. Lee stated that the children will be served at Mather and in the home based model; 58 pre-school slots will be converted to infant/toddler slots. The board item moves \$350,000 from preschool to Early Head Start to support the staffing for

supervision and care to the infant/toddlers. The funding level will remain the same even though there is movement of funds from one area to another.

The program has moved to a five-year cycle; Ms. Lee reviewed the goals and objectives that will be included with the grant application.

Ms. Lee stated that our program offers a wide variety of services to families, from four to ten hours a day.

Ms. Vanessa Diego was seated at 9:59 a.m.

D. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Budget **(PC)**

Policy Council:

Moved/Jamison, second/Blanks, to 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.

Aye: 11 (Blanks, Broxton, Craig, Jamison, Kline, Litka, Lovelady, Self, Sheppard, Short, Woods)

Nay: 0

Abstention: 1 (Tate)

A. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Budget **(PAC)**

Parent Advisory Committee:

Moved/Lovelady, second/Yee, to 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.

Show of hands vote:

Aye: 11 (Casillas, Diego, Gutierrez, Lovelady, Paniagua, Self, Sheppard, Woods, Tate, Turner, Yee)

Nay: 0

Abstention: 1 (Jamison)

E. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application **(PC)**

Policy Council:

Moved/Self, second/Woods, to approve the Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application.

Show of hands vote:

Aye: 11 (Blanks, Broxton, Craig, Jamison, Kline, Litka, Lovelady, Self, Sheppard, Short, Woods)

Nay: 0

Abstention: 1 (Tate)

Ms. Nicole Chilton was seated at 10:05 a.m.

- B. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application (**PAC**)

Parent Advisory Committee:

Moved/Self, second/Tate, to approve the Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application.

Show of hands vote:

Aye: 11 (Casillas, Diego, Gutierrez, Lovelady, Paniagua, Self, Sheppard, Woods, Tate, Turner, Yee)

Nay: 0

Abstention: 1 (Jamison)

- F. 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 (**PC**)

Mr. Sheppard excused at 10:07 a.m.

Policy Council:

Moved/Blanks, second/Jamison, to approve the Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical grant application as aligned with established five-year goals and objectives.

Aye: 11 (Blanks, Broxton, Chilton, Craig, Jamison, Kline, Litka, Lovelady, Self, Short, Woods)

Nay: 0

Abstention: 1 (Tate)

(Mr. Sheppard out of the room during the vote.)

- C. 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 (**PAC**)

Parent Advisory Committee:

Moved/Paniagua, second/Diego, to approve the Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical grant application as aligned with established five-year goals and objectives.

Show of hands vote:

Aye: 11 (Casillas, Diego, Gutierrez, Lovelady, Paniagua, Self, Sheppard, Woods, Tate, Turner, Yee)

Nay: 0

Abstention: 1 (Jamison)

Mr. Sheppard returned at 10:10 a.m.

- G. Approval of Fiscal 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies **(PC)**

Policy Council:

Moved/Sheppard, second/Blanks, to approve Fiscal Year 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Chilton, Craig, Jamison, Kline, Litka, Lovelady, Self, Sheppard, Short, Woods)

Nay: 0

Abstention: 1 (Tate)

- D. Approval of Fiscal 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies **(PAC)**

Parent Advisory Committee:

Moved/Tate, second/Woods, to approve Fiscal Year 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote:

Aye: 11 (Casillas, Diego, Gutierrez, Lovelady, Paniagua, Self, Sheppard, Woods, Tate, Turner, Yee)

Nay: 0

Abstention: 1 (Jamison)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Mr. Tate reviewed the calendar of events. Ms. Lee spoke of the upcoming ERSEA meeting; this meeting will inform board members how changes to enrollment will be handled in the coming year.
- Parent, Family & Community Engagement - Events and Activities – None.
- Parent/Staff Recognitions – Ms. Jamison recognized and thanked Mr. Tate for conducting a recent Toastmasters training when Ms. Jackie Bates, Facilitator, could not attend. Ms. Sabrina Lovelady was congratulated on her new marriage. Ms. Natalie Craig is absent due to her having a healthy baby girl. Ms. Alma Hawkins was acknowledged by the California State Legislature. Ms. Jamison read a resolution from the California State Legislature naming Ms. Alma Hawkins as “2015 Christian Woman of the Year”. Mr. Tate read a certificate of recognition from the California State Senate honoring Lady Alma Hawkins of New Bethel Pentecostal. Ms. Hawkins stated that she has been in this church since she was eight years old. Ms. Marie Desha was congratulated on the birth of her new grandson, Zachariah Anakwenze.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed the fiscal report showing expenditures at 56.5% of budget. The non-federal share is at 27% and the admin costs are well below the maximum. Ms. Patterson urged all board members to attend the upcoming Budget/Planning Committee meeting.

- Toastmasters Training – The meetings have been changed to the first Friday of the month, 11:30 a.m. in the Shasta Room.
- Child Care Menu: No report.
- CHSA Reports: No additional report.

Mr. Woods excused at 10:32 a.m. and returned at 10:35 a.m.

- Community Resources-Parents/Staff – Ms. Robin Blanks distributed some information to parents.

B. Governing Board Minutes of February 5, 2015: No questions.

V. Committee Reports

- Executive Committee: Mr. Tate reviewed the Policy Council critique.
- Budget/Planning Committee: Mr. Tate reported that the April 14 meeting was canceled. There are things reviewed by the collective bargaining unit and details will be reported out later.
- Personnel/Bylaws Committee: The most recent meeting was canceled.
- Health Services Advisory Committee: Ms. Sabrina Lovelady reported that the next meeting will be June 18.
- Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard reported that there will be a "Daddy Read to Me" event tomorrow evening. The time is actually from 6:00 p.m. – 7:30 p.m. Spouses are encouraged to participate as well. An event at the Crocker Art Museum is being planned; Mr. Sheppard is hoping to have a date by the next board meeting.
- Social/Hospitality Committee: Ms. Robin Blanks reported that the committee met and talked about the parent bonding activity. The committee is recommending the activity include visiting Old Sacramento; there are two dates in mind. Ms. Blanks stated that she should know by the next board meeting what the date will be. Ms. Blanks encourages all board members to attend the committee meeting. Mr. Tate reiterated that the activity would be visiting the railroad museum. Attendees can bring one guest, 18 years or older, but the guest must pay their own expenses.
- Parent Ambassador Report: Ms. Linda Litka handed out a flyer with the roles, responsibilities and procedures for Parent Ambassadors. There are some activities coming up in May in which Parent Ambassadors can participate. Ms. Litka encouraged more board members to become Parent Ambassadors and to tell everyone about Head Start.
- Maternal, Child and Adolescent Health Advisory Board: No report.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self reported that she has attended two meetings. On April 23, she was appointed to the state board for the county. At the most recent meeting they reviewed the First Five website and pushing for the **First Tooth, First Birthday** campaign to encourage parents to take their children to a dentist for a wellness check. It is important to start a relationship with a dentist. At the meeting, the agenda was focused on

reimbursement for the dentists and providing more compensation for dentists. This will allow for more providers/clinics to provide services.

- Community Reports: Ms. Jenna Kline distributed handouts for new KVIE app codes. In addition, she distributed handouts for a lot of ideas of things to do outside with your children. This information is available on the KVIE website by searching 'outdoors' on the KVIE website. Ms. Nicole Chilton will be bringing some flyers; First Five is planning a lot of summer programs starting in June.
- Community Action Board: Mr. Sheppard attended the April 8 meeting and stated that he learned a lot.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick report out on the Hood for Youth Hackathon; they had over 100 kids show up and it was considered very successful; there will be another one with a date to be announced. Ms. Kossick reported that the next meeting of the Community Action Board is May 13 and is the second of a series of public hearings. The CAB is seeking input on the needs to the county. The public input will be utilized to produce a Community Action Plan which will be submitted to the state in June.
- B. Chair's Report: No reports.
- C. Head Start Deputy Director's Report: Ms. Denise Lee reported that the first round for parent interns has been closed and all applications are in hand and being reviewed. There were 18 applications received. Mr. Tate inquired why grandparents or foster parents were not considered. Ms. Lee replied that a current family member is eligible to apply whether grandparent or foster parent. Ms. Lee thanked Mr. Short and Ms. Blanks for attending the Facilities tour. Ms. Lee reminded board members of the upcoming Budget/Planning Committee meeting where attendees can learn more details of the budget modification.
- D. Head Start Managers' Reports
 - ✓ Brenda Campos: Grantee Program Support Services: Ms. Campos stated that the program year will be ending in May or June for some parents. Part of the Performance Standards is that parents are informed of their child's screenings done over the year. At this point, children should have had two growth assessments. Parents were asked to make sure to ask the center staff for this information. The Quality Assurance Unit had their annual monitoring visit with Twin Rivers and Women's Civic Improvement Club. The exit review has already been completed for WCIC and Twin Rivers will be done shortly. San Juan's review and report will be completed in a couple of weeks. Sacramento City will be done soon. The Home Base program will be done over the summer. The Food Services Committee meeting will have a sample example of the food served to the children.
 - ✓ Lisa Carr: No report.
 - ✓ Karen Gonzales: Child Development & Education Services: Employees in the Associate Teacher classification in the SOP will be changing from six hours to eight hours. There will be different staffing configuration. This will assist to create a very strong team of teachers. The first coaching team of teachers will

be done starting in May. This is a great way for teachers to learn from each other with the assistance of a coach. Teachers are continuing to push math in the classroom and the CHSA is adopting a lot of the math resources SETA/Head Start has developed. Mr. Tate is very happy with the quality of the education in Head Start; he has a child and grandchild that skipped kindergarten and went directly to first grade due to their involvement in Head Start.

- E. Open Discussion and Comments: Ms. Jamison reminded board members of the cake for members and visitors, which celebrates birthdays, babies, and acknowledgements.
 - F. Public Participation: Ms. Self inquired whether the secretary slot on the PC Executive Committee would be presented for action. Mr. Tate stated that this will be discussed at the Executive Committee meeting.
- VI. **Adjournment**: The meeting was adjourned at 11:05

Monthly Head Start Report

July 2015

SETA Operated Program

Program Support Services

Quality Assurance (QA) and Monitoring: SCUSD Head Start Center-Based Program was monitored on May 18-June 5, 2015 with 10 school sites participating in the review. Summary Report was completed and Exit Meeting was scheduled for July 8, 2015. SJUSD QA Exit Meeting was held on June 8, 2015.

Unannounced Safety and Supervision Visits: SETA-Operated Program and SCUSD Full-Day Collaboration Programs that operate year-round received unannounced visits for the last quarter of program year.

Delegate Closeout for 2014-2015 and Action Plans for 2015-2016: Closeout letters for Self-Assessment and QA Monitoring have been sent to 2 Delegates in June. Remaining 3 delegates will receive their letters in July. Priority areas for continued monitoring, training and technical assistance for 2015-2016 will be identified on the letters.

Family Engagement

We are so excited that our Parent Intern project has launched! In the Family Engagement Unit we have a paid Parent Intern who will be working with our unit to develop data entry and computer skills. We have also teamed up with Workforce development to provide a job coach for our parent interns. Not only will they be learning a skill and getting paid for it through Head Start, they will also be working with a job coach to help them through resume writing, assessing skills and looking for a career. We are excited that throughout Head Start that five parents in total will have this opportunity to develop and cultivate job skills.

We are also collaborating with Girls Scouts of America on another parent project. As part of her effort to earn her Silver Award, this Girl Scout will be interviewing parents about their Head Start experience and how Head Start has helped them and their children succeed. These stories will be posted on our web page for potential clients and the public to read. We are looking forward to highlighting all the ways that Head Start works not only with children, but also parents.

During the last month, parents in our Home Based program participated in a BBQ to celebrate summer and as a training on encouraging male participation in the lives of children. This event was very successful with over 50 families participating.

Program Operations

Summer is here and we are embracing these last couple months before the children leave for kindergarten. Teachers are planning activities that are both fun and educational. This is also a time

where our programs are celebrating the transition of students with family friendly events. We are so excited for the bright futures and educational adventures in store for Head Start graduates.



Governance

The Annual Parent Leadership Institute Training was held Friday, June 12, 2015 at SETA; it was a great success. A panel of former HS/EHS parents and former HS/EHS children, who are now adults, kicked off the training by sharing their stories. Panel participants included:

- Ms. Denise Nelson, former PC/PAC Rep. and current Chair of the Community Action Board (CAB). Ms. Nelson shared ideas and encouragement for staying engaged in your child's education beyond Head Start.
- Ms. Tracy Camille, former HS child and the daughter of Denise. Tracy's story was shared by her mother Denise via letter. Ms. Camille is a successful nurse in Denver, CO.
- Ms. Katherine Yaipen-Faulter, former HS/EHS PAC Rep. and Secretary. Ms. Yaipen-Faulter shared her experience immersing herself in ESL while attending Head Start and ultimately using her volunteer hours to how her "work" experience which landed her a job with AmeriCorp.
- Mr. Joshua Stewart, former HS child and son of Mr. Steven Stewart. Mr. Steven Stewart, former PC/PAC Rep., is currently employed with SETA HS as a Facilities Analyst. Steven's story was shared by his son Joshua. Joshua shared his passion for reading and higher education which were fostered by his parents at a young age.
- Ms. Shondell Pearson, former PAC Rep., currently employed as a HS Intervention Specialist and Shenille Fleming, former HS child and daughter of Shondell. Ms. Pearson shared the importance of being a strong role model for children, life-long pursuits of excellence, and to harness all opportunities that Head Start has to offer. Her daughter Shenille shared her mother was a positive role model for her family and encouraged them to get an education. Shenille plans to further her education in business management; she graduated for Carrington College of California as a Dental Assistant.
- Ms. Pearson shared the importance of being a strong role model for children; life-long pursuits of excellence, and to harness all opportunities that Head Start has to offer.
- Ms. Tamara Knox, former HS PC/PAC Rep. and Vice Chair. Ms. Knox shared her story of overcoming an abusive relationship and moving on to provide a new life for her and her son. Ms. Knox has published a book and is a freelance photographer.

Each story was unique, inspirational, and heartfelt. It was rewarding to hear how SETA HS/EHS staff had made positive impacts on parents' lives and to know there is life after HS.

The Parent Leadership Institute trainer was Debra Crumpton and the theme was, "My Life, My Quest, Where Do I Go from Here"? Ms. Crumpton is a professor at Sacramento City College teaching business and business technology. She has a Master's Degree in Business Administration from Golden State College in San Francisco and currently completing her doctorate in Leadership & Organizational Behavior through Walden University. Ms. Crumpton was powerful, energizing, enlightening, thought provoking, and engaging. Mr. Kenneth Tate, PC/PAC Vice Chair and Parliamentarian, described her as "off the chain; where did you get her?" Ms. Amanda Self, PC Secretary, commented that Debra was a phenomenal speaker and recommended her for future parent leadership trainings. Parents really enjoyed an exercise on identifying their leadership traits and how others perceive them as leaders. Ms. Jasmine Jamison, PAC Chair, described the exercise as "A blessing to see how someone else perceives you; it was a once in a lifetime opportunity." The goal of training was to bring about positive life changes. Parents were encouraged to connect with their inner self to discover their purpose and mission in life. They were made to feel worthy and valued. To believe in themselves, to know they deserve only the best in life and to fulfill their dreams, whatever they may be. Thanks to parent leaders and Family Services Workers for attendance and participation, and in-house staff for assistance in making the training a big success. Finally, thank you to Debra and panel members for an awesome training. It was all that it was meant to be and more. Thank you Ms. Alma Hawkins!

The PC/PAC Annual Parent Activity was held Friday, June 19, with a tour of the California State Railroad Museum. The tour guide shared a wealth of history on the railroad. After the tour, attendees enjoyed brunch at Perko's. An amnesty citizenship celebration was observed and parents shared it was nice to see smiles on faces of those who had just become US citizens. Mr. Calvin Sheppard shared it was his first experience riding the light rail and city bus. The activity provided an opportunity for parents to spend quality time together during an educational activity.

Ms. Kathy Kossick, Executive Director, shared information on the Sacramento Promise Zone at the June PC meeting. Sacramento is one of eight new Promise Zones selected by the Obama Administration. The Administration will provide federal support to communities with high poverty and economic disadvantages. The Sacramento Housing and Redevelopment Agency and key partner's goals include an interest to increase economic activity, improve educational opportunities, improve health and wellness, and facilitate neighborhood revitalization. The Sacramento Promise Zone includes some of the economically hardest hit neighborhoods in the city. This is a positive move in getting money into our communities.

Elk Grove Unified School District

Enrollment

Elk Grove Unified School District Head Start had fourteen (14) classes on a traditional calendar which ended the school year on May 26, and ten (10) classes on a modified traditional calendar which ended the school year on June 9. Average daily attendance in the ten (10) classes that remained open in June was 89%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK social worker, Catherine Barbero and with the PreK psychologist, Alicia Valero-Kerrick to place students with an active IEP into the Head Start program. The program served 47 students (10%), with active IEP's during the 2013-2014 school year.

Health Services Update

In June, 1032 meals were served to our Head Start students. This month's Elk Grove Meal/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Recruitment

An internal office calendar with registration dates for January through July has been created to ensure full enrollment and create a waiting list to fill vacancies if families move between registration and the first day of school in August.

Sacramento City Unified School District

Health and Nutrition

- Summer is a busy time for our Child Development Nurses. Nurse Lori and Nurse Lisa have been working hard on classroom files so everything will be ready in the Fall for new and returning students. All Head Start files are being reviewed, calls are being made to physicians for clarification of labs (low Hgb, high leads, etc.) and nurses have been busy assisting staff and families with questions regarding the health information portion of their enrollment packets.
- Nurses have been engaged in a variety of other tasks as well. Throughout the summer, parents are being called to pick-up, complete and return health conditions packets. Parents are also being asked to bring in medications so that Emergency Care Plans can be written and med bags/med boxes can be prepared for the start of school. The nurses are continuing to work closely with Nutrition Services to ensure that they will have the information needed for Special Diets so teachers can be trained before the first day of school.
- As families are coming in to register and children are being screened for hearing, vision, and blood pressure. In addition to information about nutrition, iron, lead and dental, families are being given a Poison Control magnet and the phone number for Dial-A-Story.
- Nurse Lori coordinates the dental varnish calendar with the County of Sacramento's Smilekeepers program and she has begun preparing the dental varnish classroom packets for the coming year. While conducting all the normal summer tasks, nurses are also continuing to provide support to five Children Center classrooms that have remained open in the summer.

Education

- June 12, 2015 was the last day of instruction for the 10 month Head Start classrooms.
- Six resource staff and three Early Head Start teachers attended the DRDP 2015 training at SCOE.

Mental Health & Family Engagement

- Social workers continued to support teaching staff in classrooms to provide intervention and strategies for children, families and staff.
- Social Worker, Janet Love, presented at a parent workshop for home-base and preschool families. The focus of the workshop was on Stress Management and Stranger Danger.

Family and Community Engagement

- June 4th was the last meeting of the Policy Committee for the 2014-2015 school year. Policy committee representatives were presented with certificates of appreciation, honoring their commitment to the children and families of the SCUSD Child Development Program. Following the meeting, parents were treated to a variety of deserts and fun conversations. The committee will reconvene in September for the 2015-2016 school year.
- Summer Staff will be working together to plan parent engagement workshops and activities for the 2015-2016 school years.
- Social Workers continued monitoring the FPA process during the final goal setting period for SCUSD families enrolled in the 2014-2015 school year. Social Workers and School Community Liaisons followed up with families as needed.
- Social Workers and the Data Specialist are finalizing the PIR. Staff is preparing for the 2015-16 PIR changes regarding the Father Involvement data collection.
- Family Development Credential (FDC) training will continue during the summer.
- SCUSD's Teaching Pyramid Leadership Team continues planning for CA Teaching Pyramid/CSEFEL implementation, including additional coaching and training for staff in the 2015-16 school year.
- SCUSD is preparing for the opening of the additional EHS centers by July 1st. Resource staff teams are working together in planning and coordination for the EHS Program. EHS staff is receiving training regarding EHS policies and procedures.

Special Education

- In June, the SCUSD Child Development program served 162 preschoolers with IEPs and 17 Early Head Start students with IFSPs. The program has been actively enrolling students in collaboration with SCUSD's special education department and Sacramento County Office of Education to fully include students with disabilities in our preschool and infant toddler programs for the upcoming 2015-2016 school year and in our EHS expansion programs.
- The Head Start preschool full inclusion classrooms will continue collaborative programs at Edward Kemble, Earl Warren, Isador Cohen, Hiram Johnson, and Ethel I Baker, as in previous years, for children with mild to moderate and moderate to severe special needs. Children with disabilities are fully included throughout the Early Head Start program year.

Early Head Start and Home-Based

- Teachers for the new EHS Expansion classrooms have been assigned and training began June 23. Other EHS positions have been posted.
- The EHS social on June 19 had around 8 families that attended and enjoyed being at the Hiram Johnson Family Education Center. Families learned about summer and water safety and received free life jackets of different sizes for their whole family.

- Nine out of twelve Head Start home-based families came to the last social/end-of-year celebration on June 8. Families were excited to get their participation certificates and thanked home visitor, Candi, for her work with them. Children really enjoyed the water play that was available.
- The new Early Head Start CC-expansion classrooms will be ready on July 1st for the children to attend. Enrollment staff is working fast and furiously to get the classrooms filled.

San Juan Unified School District

Education Services Update

June 4th was the last day of school for children, and teachers invited families into their classrooms for end-of-the-year parties and celebrations during this final week. Families left for the summer with collections of their children's work samples, representing their year of preschool learning. Some classrooms also used this week to take children on various fun and educational field trips.

Disabilities Services Update

The decision was made to add a new Diagnostic Preschool class out at the Coleman Center preschool site. This class will begin in the late summer along with the Wrap classes and will provide another inclusionary opportunity for preschool children and families. The Developmental Screenings for students entering classes for the 2015-2016 school year began at the end of the month. The Screening Center was cleaned, organized and fully stocked with forms, sign-in sheets, pens and toys for children to use while waiting for their parents to complete the process. The San Juan ECE Department completed the school year with 95 children with IEPs enrolled in the Head Start programs.

Mental Health Services Update

The Mental Health Therapist worked to support the screening process for the 2015-2016 school year. He continued to address Red Flag mental health concerns in order to better serve those families who need it most. He also provided families with early intervention resources as well as school readiness preparation skills.

Health & Nutrition Services Update

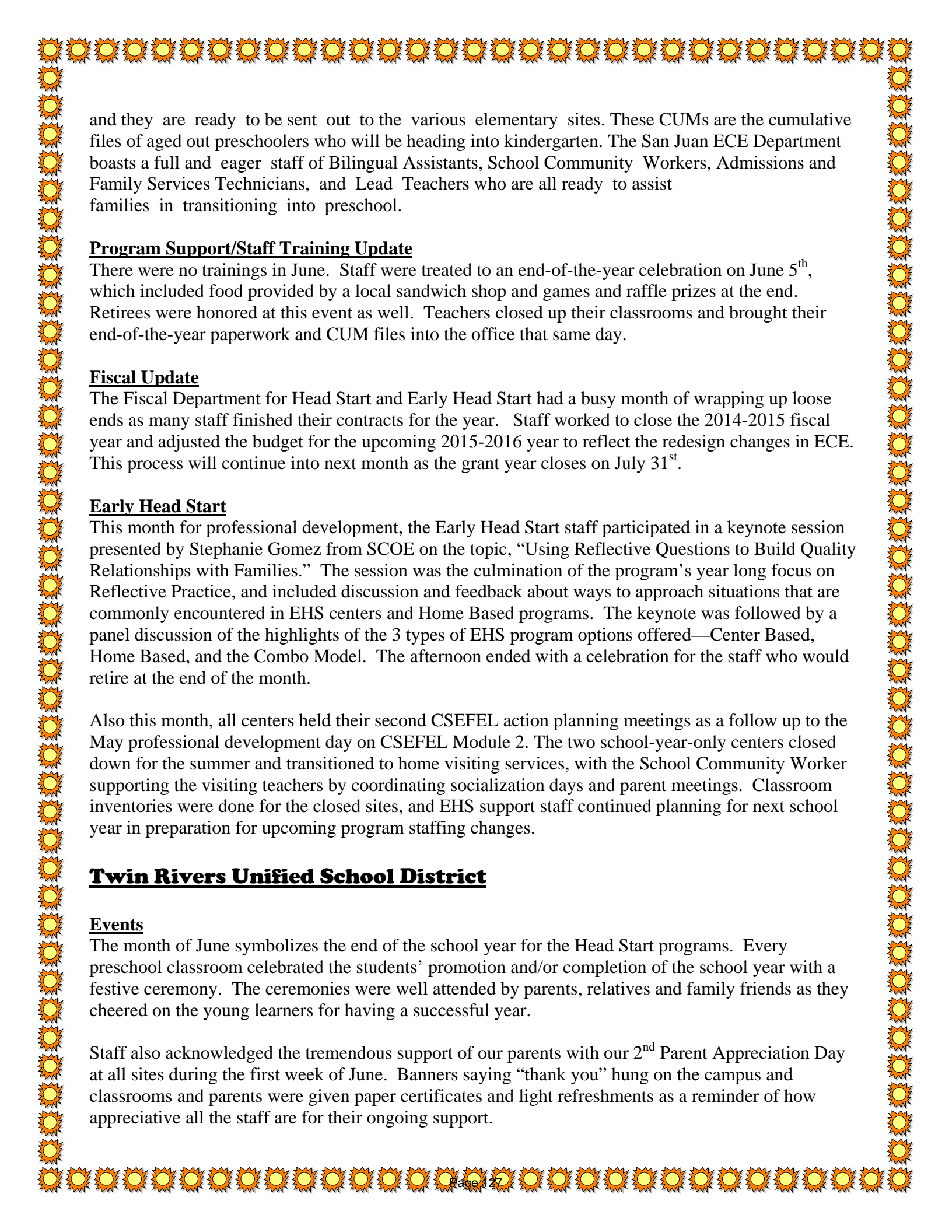
The Health Team reviewed students' health, nutrition, and immunization status, and completed their review of health files from the 2014-2015 school year to ensure there was no missing data for the PIR. Health finished the PIR Report! The team also assessed what returning students will need for the start of the 2015-2016 school year. The School Nurse is completing and updating Individualized Student Health Plans for those who have health concerns. Health is also preparing for the 2015-2016 enrollment year and has begun screening children three days a week, a schedule which will continue throughout the summer months.

Family and Community Partnerships Update

The Policy Committee did not have a June meeting; however, a sub-committee did meet to gather parent input on the ECE redesign. A follow up meeting for this group was scheduled, and it will take place on August 6, 2015. There will be no Policy Committee meeting in July. The next meeting will be held on August 11, 2015.

Transition Services Update

Registration has entered its summer busy season. The Admissions and Family Services Technicians continued to re-register returning families for the upcoming school year, and they also began to register new families to enter the program in late summer. The CUM files were purged and labeled,



and they are ready to be sent out to the various elementary sites. These CUMs are the cumulative files of aged out preschoolers who will be heading into kindergarten. The San Juan ECE Department boasts a full and eager staff of Bilingual Assistants, School Community Workers, Admissions and Family Services Technicians, and Lead Teachers who are all ready to assist families in transitioning into preschool.

Program Support/Staff Training Update

There were no trainings in June. Staff were treated to an end-of-the-year celebration on June 5th, which included food provided by a local sandwich shop and games and raffle prizes at the end. Retirees were honored at this event as well. Teachers closed up their classrooms and brought their end-of-the-year paperwork and CUM files into the office that same day.

Fiscal Update

The Fiscal Department for Head Start and Early Head Start had a busy month of wrapping up loose ends as many staff finished their contracts for the year. Staff worked to close the 2014-2015 fiscal year and adjusted the budget for the upcoming 2015-2016 year to reflect the redesign changes in ECE. This process will continue into next month as the grant year closes on July 31st.

Early Head Start

This month for professional development, the Early Head Start staff participated in a keynote session presented by Stephanie Gomez from SCOE on the topic, “Using Reflective Questions to Build Quality Relationships with Families.” The session was the culmination of the program’s year long focus on Reflective Practice, and included discussion and feedback about ways to approach situations that are commonly encountered in EHS centers and Home Based programs. The keynote was followed by a panel discussion of the highlights of the 3 types of EHS program options offered—Center Based, Home Based, and the Combo Model. The afternoon ended with a celebration for the staff who would retire at the end of the month.

Also this month, all centers held their second CSEFEL action planning meetings as a follow up to the May professional development day on CSEFEL Module 2. The two school-year-only centers closed down for the summer and transitioned to home visiting services, with the School Community Worker supporting the visiting teachers by coordinating socialization days and parent meetings. Classroom inventories were done for the closed sites, and EHS support staff continued planning for next school year in preparation for upcoming program staffing changes.

Twin Rivers Unified School District

Events

The month of June symbolizes the end of the school year for the Head Start programs. Every preschool classroom celebrated the students’ promotion and/or completion of the school year with a festive ceremony. The ceremonies were well attended by parents, relatives and family friends as they cheered on the young learners for having a successful year.

Staff also acknowledged the tremendous support of our parents with our 2nd Parent Appreciation Day at all sites during the first week of June. Banners saying “thank you” hung on the campus and classrooms and parents were given paper certificates and light refreshments as a reminder of how appreciative all the staff are for their ongoing support.

Professional Development

The training calendar for 2015-16 has been created for the upcoming Professional Development Days during the school year and in August. The training focus will continue to be the CLASS domains, ECERS refresher and the implementation of the ASQ and ASQ-SE assessments for all teaching staff.

Components

Each Community Liaison finalized their Family Partnership Agreements with the Head Start families prior to the end of the school year. The staffing group completed the final monthly nutrition activities and finished tracking of blood lead results, hemoglobin and lead risk assessments for Childplus tracking purposes. The Community Liaisons inputted the final data into Childplus and finished analyzing their numeric data for the PIR.

Our School Social Worker/Counselor is still on maternity leave until August 2015 and the programs have a substitute Social Worker, Mr. Grant, who 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. Mr. Grant finished the remaining School Readiness meetings for students going to kindergarten and TK next year and parents were provided information about Kinder Kamp and summer academic activities.

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 Head Start Director continues to be in constant communication about the plans for speech services for the upcoming school year.

The Education Component Leader continues completing the classroom observations to assist with classroom management and planning for the monthly Education Component meetings. File checks are also occurring monthly to ensure the teachers' files continue the appropriate documentation and assessment information.

The enrollment for the 2015-16 school year has begun and the program is about 58% full to date. Recruitment efforts continue including fliers to the local business and personal calls to parents who have picked up packets. Door hangers and mailers to the respective zip codes will also be delivered in June and the school office will remain open 2 days during the summer months for enrollment.

Policy and Parent Committees

The monthly meeting was held on June 8, 2015 at Morey. The agenda included the approval of the minutes from the May meeting and a celebration potluck. Meetings will resume in August 2015 after the summer break.

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 June 2015, WCIC's Enrollment was maintained at 100%.

Training

WCIC/Playmate Head Start Program's Teachers attended the Desired Results Developmental Profile 2015 (DRDP 2015) Training by Sacramento County Office of Education on June 26, 2015 at Mather, CA. The DRDP is an observation tool for teachers to record the individual progress. The DRDP is administered through observation in natural settings either through teacher observations, family observations or examples of children's work. The session was on how to effectively use the DRDP 2015 with children in the program. There are eight Domains of the DRDP (2015). The focus of each domain is on the acquisition of knowledge, skills, or behaviors that reflect each domain's developmental constructs. Domain 1: Approaches to Learning- Self-Regulation (ATL-REG); Domain 2: Social and Emotional Development (SED); Domain 3: Language and Literacy Development (LLD); Domain 4: English-Language Development (ELD); Domain 5: Cognition, Including Math and Science (COG); Domain 6: Physical Development-Health (PD-HLTH); Domain 7: History-Social Science (HSS); and Domain 8: Visual and Performing Arts (VPA). The levels for each DRDP (2015) measure describe a developmental continuum, ranging from earlier developing to later developing competencies. The number of levels in a measure varies depending on the competencies that are appropriate for that measure's developmental continuum. The levels are organized under four categories that reflect a developmental continuum from early infancy up to kindergarten entry: Responding, Exploring, Building, and Integrating.

Education

Ms. Edenausageboye Davis, Executive Director/Head Start; Ms. Janet Wong-Acorda, Head Teacher; and Ms. Irene Ladd, Coach from Sacramento County Office of Education met on June 17, 2015 to discuss the Early Childhood Environment Rating Scale (ECERS-R) Summary Report dated May 27, 2015 on Class 1600 E. Ms. Ladd stated that on a substantial portion of the day for at least one hour and twenty minutes there needs to be books available to children during indoor and outdoor time. Therefore, the WCIC/Playmate Head Start Program's Daily Schedule will be revised in 2015-2016 school year to ensure more time is given for literacy. Ms. Ladd provided a copy of a more thorough Hand Washing and Sanitizer Policy as a guide for developing a revised policy for WCIC/Playmate Head Start Program. Other suggestions included: musical instruments for outside activities and 4 or more items of math materials available for the children during free choice/work time. Ms. Ladd will schedule the next meeting for August 2015.

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

None to report.



SETA Head Start Food Service Operations Monthly Report *June 2015

June 4th - Last day for WCIC Classes.

June 5th - Minimum day Preschool & EHS full day classes.

June 8th to 12th - Painting at Marina Vista & Fruitridge - one full day class will be held at Alder Grove.

June 15th to 30th - Marina Vista still at Alder Grove.

June 15th to 26th - Painting at Mather - classes held at Bright Beginnings.

June 19th - Home Base Preschool Daddy & Me BBQ - potato salad provided.

June 20th - Daddy & Me Fishing Activity - breakfast provided for 200 guests.

June 22nd - Norma Johnson Daddy & Me 20 extra breakfast & lunch provided.

June 26th - North Avenue Daddy & Me 35 extra breakfast & 25 extra lunches provided.
Daddy & Me also at Sharon Neese for a BBQ, potato salad provided.

Meetings & Trainings:

None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
33,264	20,740	21,860	1460

Total Amount of Meals and Snacks Prepared 77,324

Purchases:

Food	\$60,631.57
Non - Food	\$11,189.20

Building Maintenance and Repair: \$349.38

Janitorial & Restroom Supplies: \$496.82

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$514.92

Vehicle Gas / Fuel: \$1,537.07
Normal Delivery Days 22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(June 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)	26 (10.6 %)	N/A
Elk Grove USD (480)	47 (9.8 %)	N/A
Sacramento City USD (1312)(144)	162 (12.3 %)	17 (11.8%)
San Juan USD (700) (160)	95 (13.3%)	27 (17 %)
WCIC (120)	12 (10 %)	N/A
SETA (2002) (349)	244 (12 %)	84 (24%)
County (4857)* (653)**	589 (12%)	128 (19.2%)

*AFE = Annual Funded Enrollment

**% AFE = Percentage of Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/30/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Elk Grove USD	480 (200)	200**	100	89
Sacramento City USD	1,312	1,270*	97	76
SETA	2,002 (1,662)	1,757**	106	71
San Juan USD	700	690*	99	74
Twin Rivers USD	243	218*	90	90
WCIC/Playmate	120 (0)	Not in Session**	N/A	N/A
Total	4,857 (4,117)	4,135		

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

**Some programs closed or reduced enrollment during the month of June.

Early Head Start

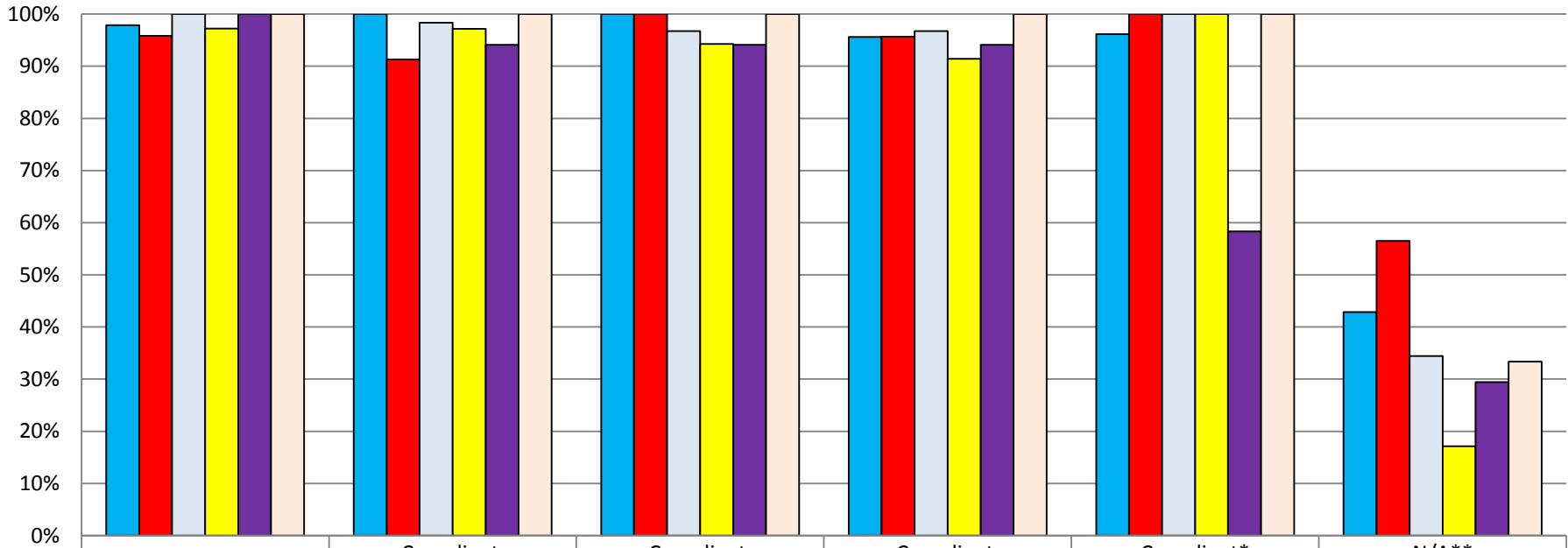
Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/30/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Sacramento City USD	144	144	100	87
SETA	349	366	105	72
San Juan USD	160	161	101	76
Total	653	671	103	

(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.

Unannounced Safety and Supervision Visits Conducted by QA Unit 2/14/15 - 5/15/15 Compliance %



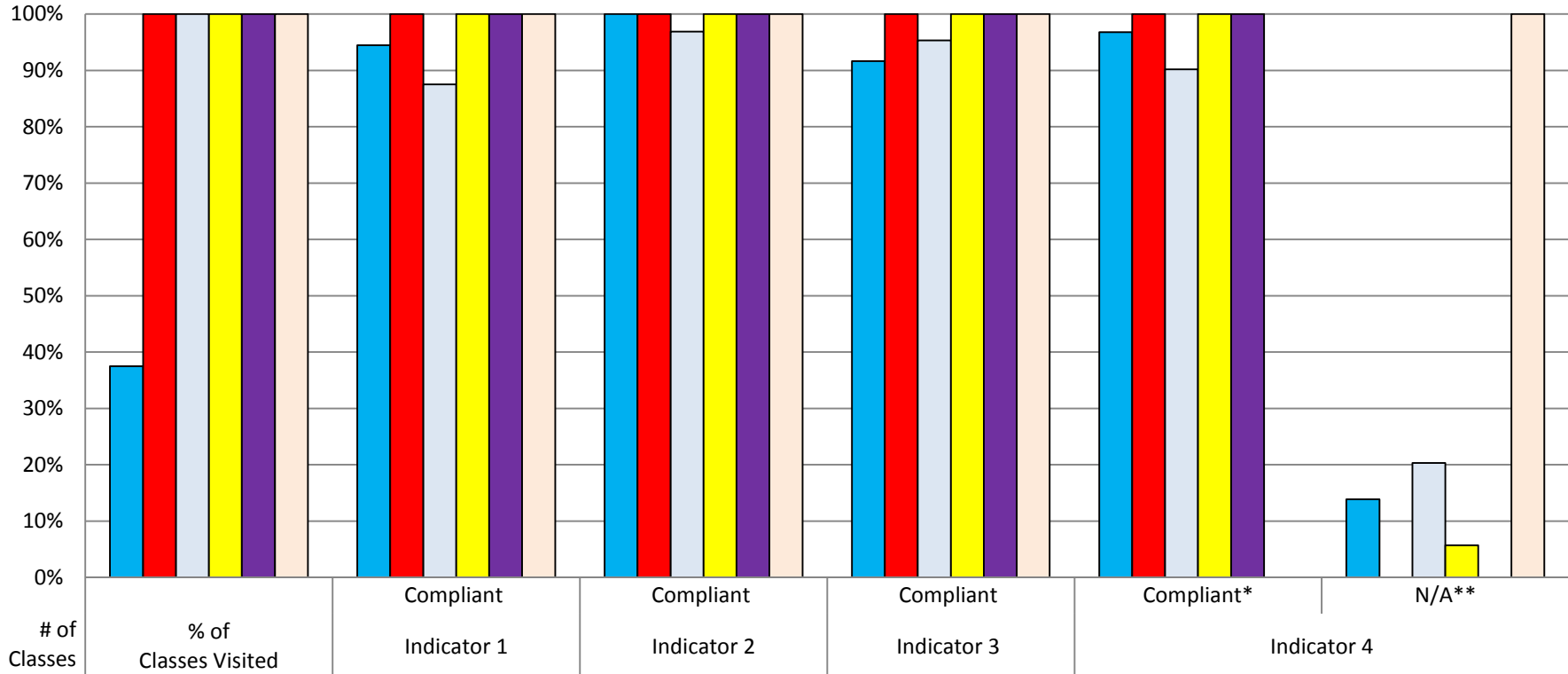
	# of Classes	% of Classes Visited	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4	N/A**
■ SOP	94	98%	100%	100%	96%	96%	43%
■ EGUSD	24	96%	91%	100%	96%	100%	57%
□ SCUSD	61	100%	98%	97%	97%	100%	34%
■ SJUSD	36	97%	97%	94%	91%	100%	17%
■ TRUSD	17	100%	94%	94%	94%	58%	29%
□ WCIC	6	100%	100%	100%	100%	100%	33%

- Indicator 1** - Children are within sight and sound of teaching staff at all times.
- Indicator 2** - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).
- Indicator 3** - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.
- Indicator 4** - Teaching staff ensure all children are safe and accounted for during transitions.

* Percentage reported is based on number of classes where transitions were observed during time of visit

** Did not apply at time of visit

Unannounced Safety and Supervision Visits Conducted by Delegates 2/13/15 - 5/15/15 Compliance %



	# of Classes	% of Classes Visited	Indicator 1	Indicator 2	Indicator 3	Indicator 4
SOP	96	38%	94%	100%	92%	97%
EGUSD	24	100%	100%	100%	100%	100%
SCUSD	64	100%	88%	97%	95%	90%
SJUSD	35	100%	100%	100%	100%	100%
TRUSD	17	100%	100%	100%	100%	100%
WCIC	6	100%	100%	100%	100%	0%

Indicator 1 - Children are within sight and sound of teaching staff at all times.
Indicator 2 - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).
Indicator 3 - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.
Indicator 4 - Teaching staff ensure all children are safe and accounted for during transitions.

* Percentage reported is based on number of classes where transitions were observed during time of visit

** Did not apply at time of visit

ITEM VI - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.