



**GOVERNING BOARD**

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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, February 2, 2017

**TIME:** 10:00 a.m.

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

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

**AGENDA**

**PAGE NUMBER**

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

➔ Recognition of long-term employees: **Mehri Kalantari**, Head Start Teacher (20 years)

**II. Consent Items**

- |    |                                                                                                                                        |     |
|----|----------------------------------------------------------------------------------------------------------------------------------------|-----|
| A. | Minutes of the December 20, 2016 Special Meeting and January 5, 2017 Regular Board Meeting                                             | 1-7 |
| B. | Approval of Claims and Warrants                                                                                                        | 8   |
| C. | Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2017 (Loretta Su) | 9   |

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval to Merge the Head Start Substitute Teacher Assistant and Head Start Substitute Child Care Teacher Classifications by Updating the Head Start Substitute Teacher Assistant Job Specification and Eliminating the Head Start Substitute Teacher Child Care Teacher Classification, and Reclassify Current Incumbents from Head Start Substitute Child Care Teacher to Head Start Substitute Teacher Assistant (John Allen) 10-13
2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Job Specification Changes for Family Services Worker (I, II, and III), Associate Teacher Infant Toddler, Early Head Start Educator, and Head Start Cook Driver (John Allen) 14-39

#### B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

##### One Stop Services

1. Agree with the Workforce Development Board's Decision to Select SETA as the WIOA One Stop Operator and Authorize the Executive Director to Negotiate and Enter into an Agreement with the Workforce Development Board for SETA to serve as the One Stop Operator (Legal Counsel) 40-59
2. Approval to Augment Agreement with Valley Vision for Project Slingshot – Capital Region, and Authorize the Executive Director to Negotiate the Agreement (Roy Kim) 60-62

#### C. CHILDREN AND FAMILY SERVICES: No items.

### IV. Information Items

- A. Fiscal Monitoring Reports (Loretta Su) 63-71
  - Asian Resources, Inc.
  - Bach Viet Association, Inc.
  - Elk Grove Unified School District, Adult & Community Education
  - North State Building Industry Foundation
- B. Employer Success Stories and Activity Report (William Walker) 72-76
- C. Dislocated Worker Update (William Walker) 77-79

D. Unemployment Update/Press Release from the Employment Development Department	80-96
E. Head Start Reports (Denise Lee)	97-111
<b>V. <u>Reports to the Board</u></b>	112
A. Chair	
B. Executive Director	
C. Deputy Directors	
D. Counsel	
E. Members of the Board	
F. Public	
<b>VI. <u>Adjournment</u></b>	

**DISTRIBUTION DATE: THURSDAY, JANUARY 26, 2017**

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 20, 2016  
SPECIAL MEETING AND JANUARY 5, 2017 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the December 20, 2016 and January 5, 2017 meetings for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

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

Tuesday, December 20, 2016  
1:00 p.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Schenirer called the meeting to order at 1:02 p.m. Mr. Nottoli led the board in the Pledge of Allegiance. The roll was called and a quorum established.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento  
Sophia Scherman, Public Representative  
Don Nottoli, Member, Board of Supervisors  
Allen Warren, Councilmember, City of Sacramento (arrived at 1:07 p.m.)

Member Absent:

Patrick Kennedy, Vice Chair; Member, Board of Supervisors

**II. Action Item**

**A. WORKFORCE DEVELOPMENT DEPARTMENT**

1. Consideration of Requests to Accept Late Proposals for Project Slingshot

Mr. Roy Kim stated that the deadline for Project Slingshot proposals was 5:00 p.m. on December 13. Fourteen proposals were received; and five were submitted after the 5:00 p.m. deadline. Board members received a copy of the list of late proposals. After organizations were notified that their proposals were late, staff received comments from the organizations requesting consideration. Mr. Kim: in addition, we received written comment from proposers that met the deadline sharing their concern regarding allowing consideration of the late proposals.

Mr. Nottoli asked if the comments were shared with the board; Mr. Kim stated that the comments were fairly short and all stated that they disagreed with the consideration of a policy of allowing late proposals.'

**Speakers before the board.**

- Jeff Louie, Capsity

- Theodore Mponte, Square Root Academy
- Laura Good, Laura Good Consulting

Mr. Warren arrived at 1:07 p.m.

- Mai Linh Tompkins, Capsity
- Thomas Hall, Clean Start

Ms. Kossick stated that the RFP indicates the deadline and is clear what the rules are. If the board approves this, they would be setting a precedent.

Mr. Thatch stated that this is not the first time late proposals have been considered. Because of that, the language was significantly modified that no appeals are allowed for late proposals. As a result, and because this is a competitive process, this board does not have the authority to accept the late proposals. If they do decide to do that, he would suggest the RFP be canceled; the ones that already submitted proposals will have them reviewed as is and the late ones can submit proposals under the new RFP.

Ms. Kossick stated that we are on a tight timeframe on this; we have to spend this money by March, 2018. The contractors will have one year to complete all services; this is a pilot program and no additional funding is guaranteed.

Mr. Schenirer stated that he sides with staff and if this board does nothing, there will be no extension. With that, he is not of a mind to extend the timeline or reissue the RFP. This is part of the 15% discretionary funding.

Ms. Scherman can only recall once when the RFP was extended. She understands how things happen and asked why people wait until the day it is due. She urged proposers to submit their proposals the day before the due date. She does not want to go back and accommodate the people that are late and possibly jeopardize the funding.

Mr. Warren stated that over the years, he has learned valuable lessons about procrastinating.

Ms. Scherman thanked Mr. Schenirer for calling a special Governing Board meeting; we are very concerned about this.

Mr. Nottoli was very disappointed in this situation. He stated that when organizations cut things close, you find yourself in unpredictable situations. If we had a little more time, he may have a different mind but as it stands, he think it is important to continue on with the timeframe. He supports the staff recommendation to not accept the late proposals.

Mr. Thatch stated that unless there is a motion to accept the late proposals, staff will read the proposals and give feedback to those submitting proposals. The late proposals will not be considered for funding.

Members asked if there were a reason why proposals are not accepted electronically. Mr. Kim stated that for the first Slingshot proposal, electronic submission was not available; a hard copy was required. Those interested in submitting a proposal to the second Slingshot RFP can submit their proposals electronically.

Mr. Kim stated that the traditional process has required proposers submitting hard copies. There have been 1-2 occasions where an RFP was released that electronic submission was allowed; staff will consider it from now on.

Mr. Kim stated that with the second slingshot RFP, the actual market we are soliciting is much larger than the Sacramento Metro area.

Members expressed their desire for any future RFP's to allow for electronic submission of proposals.

Ms. Kossick stated that the construction has moved one week so the Board will meet in the SETA Board Room in January.

**III. Adjournment:** The meeting was adjourned at 1:29 p.m.

**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, January 5, 2017  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Schenirer called the meeting to order at 10:03 a.m. Mr. Greg Thatch led the board in the Pledge of Allegiance. The roll was called and a quorum established.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento  
Sophia Scherman, Public Representative  
Don Nottoli, Member, Board of Supervisors  
Patrick Kennedy, Vice Chair; Member, Board of Supervisors (arrived at 10:06 a.m.)

Member Absent:

Allen Warren, Councilmember, City of Sacramento

- ➔ Recognition of long-term employees: **Terri Carpenter**, Workforce Development Manager, was recognized for her 20 years of service at SETA.

**II. Consent Items**

The following consent items were reviewed:

- A. Approval of Minutes of the December 1, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Add ABworkshops to SETA's Vendor Services List
- D. Approval to Release a Request for Proposals for Audit Services
- E. Approval to Release a Request for Proposals for Head Start Janitorial Services

Mr. Nottoli inquired about the status of the current janitorial services providers. Ms. Saurbourne stated that there are four janitorial services providers and all know that the contracts will end June 30. Ms. Saurbourne stated that there are eight geographical areas and staff is anticipating a large number of proposers.

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

- A. Approve the December 1, 2016 minutes.
- B. Approve the claims and warrants for the period 11/23/16 through 12/20/16.
- C. Approve the addition of ABworkshops to SETA's VS list.
- D. Approve the release of a Request for Proposals for Audit Services.



E. Approve the release of a Request for Proposals for Head Start Janitorial Services .

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Workforce Development Planner (I and II) Classification and Salary Schedule

Mr. John Allen reviewed this item and offered to answer questions.

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

Moved/Kennedy, second/Scherman, to close the public hearing and approve the Workforce Development Planner (I and II) Classification and Salary Schedule.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

B. **WORKFORCE DEVELOPMENT DEPARTMENT:** No items.

C. **CHILDREN AND FAMILY SERVICES:** No items.

### IV. Information Items

A. Fiscal Monitoring Reports: No report.

B. Sacramento Works Fourth Quarter Performance Report: Mr. Roy Kim provided a correction on OJT's; the 128 number is in-house only, the total is 378. There has been a decrease in the number of people accessing services primarily due to WIOA transition and the case management system that was down for a month. Staff has been monitoring the decrease in the earnings rate, which is probably due to the high number of CalWORKs participants.

Ms. Scherman really liked the graphs; it was very easy to follow.

C. Employer Success Stories and Activity Report: No additional report.

D. Dislocated Worker Update: No report.

E. Unemployment Update/Press Release from the Employment Development Department: No additional report.

F. Head Start Reports: No additional report.

**V. Reports to the Board**

A. Chair: Mr. Schenirer stated that he and Ms. Kossick talked last month about putting more focus on our meetings; he distributed a schedule of topic areas for this year.

Ms. Kossick stated that the policy and topic areas will be in line with funding periods. Head Start will be first and will present a brief overview. On the topic dates, there will be staff presentations.

Mr. Schenirer asked this to be sent to the new mayor and the county executive.

B. Executive Director: Ms. Kossick wished the board Happy New Year; the board meetings will continue to be held in our board room.

Staff received notice that the Sacramento Works board was considered a high performing board. The Agency received \$54,838 this year which will be used for board activities.

Staff is working with the Employment Training Panel on a career work experience program for at-risk youth. SETA will coordinate with a number of different parties to run this program utilizing \$700,000-900,000. Ms. Terri Carpenter will be working on this.

C. Deputy Directors: No reports.

D. Counsel: No report.

E. Members of the Board

F. Public: No comments.

**VI. Adjournment:** The meeting was adjourned at 10:22 a.m.

ITEM II-B-CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 12/21/16 through 1/26/17, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 12/21/16 through 1/26/17.

PRESENTER: Kathy Kossick

## ITEM II-C - CONSENT

### RECEIVE, ADOPT AND FILE THE SACRAMENTO COUNTY ANNUAL INVESTMENT POLICY OF THE POOLED INVESTMENT FUND – CALENDAR YEAR 2017

#### BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2017 Sacramento County Annual Investment Policy is being sent under separate cover. There are no major changes to the investment policy. The investment policy was amended to reflect the current Fair Political Practices Commission dollar amount limit on gifts, honoraria, and gratuities that the County Director of Finance, investment staff, and Treasury Oversight Committee members may receive in a calendar year. The policy was also amended to clarify that funds held in separate portfolios are not included in the Total Investable Fund, adding language to allow the purchase of negotiable certificated of deposit from foreign banks in countries with sovereign rating of AAA from Standard & Poor's or Moody's, and update the maximum Local Agency Investment Fund (LAIF) to \$65 million from \$50 million.

This is an annual event and the Investment Policy approved by the County Board of Supervisors then rules the investments of SETA money. The Joint Powers Agreement creating this Agency requires the County to be the fiscal agent for SETA. As such, the County Investment Policy is part of the fiscal agent's duty, and approval by the Sacramento County Board of Supervisors ratifies the propriety of the fiscal agent's investment strategy. Action by the SETA Governing Board to receive and file the policy constitutes consideration at a public meeting as recommended by Government Code section 53646(a) (2).

#### RECOMMENDATION:

Receive, adopt, and file the Sacramento County Annual Investment Policy of the Pooled Investment Fund for the Calendar Year 2017.

STAFF PRESENTER: Loretta Su

ITEM III-A - 1 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL TO MERGE THE HEAD START SUBSTITUTE TEACHER ASSISTANT, AND HEAD START SUBSTITUTE CHILD CARE TEACHER CLASSIFICATIONS BY UPDATING THE HEAD START SUBSTITUTE TEACHER ASSISTANT JOB SPECIFICATION AND ELIMINATING THE HEAD START SUBSTITUTE TEACHER CHILD CARE TEACHER CLASSIFICATION, AND RECLASSIFY CURRENT INCUMBENTS FROM HEAD START SUBSTITUTE CHILD CARE TEACHER TO HEAD START SUBSTITUTE TEACHER ASSISTANT**

**BACKGROUND:**

To address increased competition for staff, new Head Start performance standards, and increased minimum wage, the Children and Family Services Department (CFS) is updating and streamlining, where possible, job specifications.

Currently, CFS recruits substitute teachers under two different job specifications - the Head Start Substitute Teacher Assistant and the Head Start Substitute Child Care Teacher. In the past, CFS was able to hire entry level substitute teachers with different unit requirements. However, with updates in the Head Start Act and the newly revised Head Start Program Performance Standards, unit requirements are more aligned. Additionally, tasks, hours and responsibilities being assigned to substitutes no longer differ from one specification to the other. It follows that the Agency would merge the two classifications into one.

Title	Current Salary Schedule	Wage 1/1/2017 New Salary Schedule
Head Start Substitute Teacher Assistant	\$10.41	\$10.50

The Head Start Policy Council reviewed and approved this item at their January 24, 2017 meeting.

**RECOMMENDATION:**

Open a public hearing, receive input, close the public hearing, and approve the merge of the Head Start Substitute Child Care Teacher and Head Start Substitute Teacher Assistant job classifications, approve the updated job specification for the Head Start Substitute Teacher Assistant, eliminate the Head Start Substitute Child Care Teacher classification, reclassify current incumbents into the new classification and approve the hourly wage of \$10.50.

**PRESENTER:** John Allen

**HEAD START SUBSTITUTE ~~CHILD CARE~~ TEACHER ASSISTANT**

**ORGANIZATIONAL RESPONSIBILITY**

The Head Start Substitute ~~Child Care~~ Teacher Assistant is responsible to a Site Supervisor or designee.

**DEFINITION**

Under general supervision, to plan and conduct activities for children ~~186~~ months to 5 years old in a child day care program; to provide direction to Head Start/Early Head Start~~child care~~ program teachers assistants and parent volunteers; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for on-call positions assigned to provide a variety of educational activities at a program site for the Head Start/Early Head Start Program operated by the Sacramento Employment and Training Agency.

**INTERPERSONAL SKILLS EXPECTATIONS**

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.

**EXAMPLES OF ESSENTIAL DUTIES**

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

1. Under general supervision, to plan and conduct classroom activities which provide individual developmental experiences for children;
2. To perform classroom teaching duties;
3. To be responsible for the health, safety, and personal welfare of assigned children;
4. ~~To provide some direction for Teacher Assistants and parent volunteers;~~
5. To ~~conduct home visits and~~ promote parent involvement in the classroom; and to do related work as required.

**SPECIAL REQUIREMENTS**

~~Candidates must possess a minimum of six (6) college units in Early Childhood Education (ECE). When assigned to infant care, the teacher shall have at least three (3) of the semester units above related to the care of infants.~~

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- ChildDay Care programs and functions,

- Developmental stages and needs of infants to 5 years old;
- Child abuse reporting laws; problems and needs of low-income families;
- Teaching methods and techniques.

**Ability to:**

- Plan and implement daily activities for children from 186 months to 5 years in a child day-care program operated by Head Start/Early Head Start;
- ~~Provide guidance for the parent volunteers and teacher assistants;~~
- Promote the SETA program within the community it serves;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- ~~Mainstream records and prepare reports;~~
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.
- Arrive to work on time and work throughout the shift.

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

- I. ~~Possession of a minimum of six (6) college units in Early Childhood Education (ECE) or equivalent education. Child Development Permit, Associate’s Degree Bachelor’s Degree, or higher. At least one (1) year of successful work experience as a teacher or a teacher assistant in an educational or recreational setting for children 0-5 years old.~~

**OR**

- II. ~~At least one (1) year of volunteer experience as a teacher or teacher assistant in an educational or recreational setting for children 0-5 years old.~~

**OR**

- III. ~~Any combination of education, work, and volunteer hours that would adequately prepare the candidate for the work.~~

**PHYSICAL DEMANDS/QUALIFICATIONS**

<u>Balancing</u>	<u>Frequently, maintaining body equilibrium to prevent falling and walking, standing or crouching on uneven or slippery surfaces.</u>
<u>Stooping</u>	<u>Frequently bending body downward and forward by bending spine at the waist.</u>
<u>Kneeling</u>	<u>Frequently bending legs at knee to come to a rest on knee or knees.</u>
<u>Crouching</u>	<u>Frequently bending the body downward and forward by bending leg and spine.</u>
<u>Crawling</u>	<u>Rarely moving about on hands and knees or hands and feet.</u>
<u>Reaching</u>	<u>Frequently reaching. Extending hand(s) and arm(s) in any direction.</u>
<u>Standing</u>	<u>Frequently Standing. Particularly for sustained periods of time.</u>
<u>Walking</u>	<u>Often walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.</u>
<u>Pushing</u>	<u>Occasionally pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</u>
<u>Pulling</u>	<u>Occasionally pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</u>
<u>Lifting</u>	<u>Occasionally raising objects from a lower to a higher position or moving objects horizontally from position-to-position.</u>
<u>Dexterity</u>	<u>Occasionally fingering, picking, pinching, typing or otherwise working, primarily with</u>

	<u>fingers rather than with the whole hand as in handling.</u>
<u>Grasping</u>	<u>Occasionally grasping. Applying pressure to an object with the fingers and palm.</u>
<u>Feeling</u>	<u>Occasionally perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.</u>
<u>Talking</u>	<u>Constantly talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Constantly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound, with or without correction.</u>
<u>Physical Requirements</u>	<u>Medium Work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force regularly to move objects.</u>
<u>Visual Requirements</u>	<u>The worker is required to have visual acuity to provide feedback on the work done, read the fine print on medication, and observe and make general observations of facilities, play areas, and children, with or without correction.</u>
<u>Environmental</u>	<u>The worker is subject to both environmental conditions. Activities occur inside and outside.</u>
<u>Biohazard</u>	<u>The worker will come in contact with various bodily fluids and human waste.</u>

Essential Physical Attributes:

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

1. ~~Sufficient Speech to:~~
  - ~~Engage in conversations with children, parents and staff;~~
  - ~~Lead educational activities.~~
2. ~~Sufficient Hearing to:~~
  - ~~Supervise children;~~
  - ~~Engage in conversations with children, parents and staff;~~
  - ~~Hear sounds of the environment.~~
3. ~~Sufficient Vision to:~~
  - ~~Supervise children;~~
  - ~~Observe the environment for health and safety.~~
4. ~~Sufficient Sensitivity of Touch or Dexterity to:~~
  - ~~Tie children's shoes;~~
  - ~~Check children's health.~~
5. ~~Sufficient Ability to Smell to:~~
  - ~~Monitor the environment;~~
  - ~~Check children's health;~~
6. ~~Sufficient Strength and Conditioning to:~~
  - ~~Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;~~
  - ~~Occasionally lift up to thirty (30) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.~~

Non-essential Physical Attributes:

1. ~~Ability to Taste.~~



ITEM III-A – 2 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF  
JOB SPECIFICATION CHANGES FOR FAMILY SERVICES  
WORKER (I, II, and III), ASSOCIATE TEACHER INFANT TODDLER, EARLY  
HEAD START EDUCATOR, AND HEAD START COOK/DRIVER**

**BACKGROUND:**

The Agency is in the process of reviewing all job specifications to ensure that all positions accurately reflect the work assigned; that current methodologies are in compliance with current federal and state regulations; and that the updates enable the Agency to hire the best candidates.

For each classification:

1. Job titles were examined and adjusted as necessary to more accurately reflect the job market or the evolution of the classification.
2. Definitions and Distinguishing Characteristics were edited to better encapsulate expectations for the positions.
3. Interpersonal Skills expectations were added. In a collaborative team based work environment it is important to stress interpersonal skills. The ability to work collaboratively with a diverse group of people across work groups, agencies, backgrounds, and assignments is critical to providing excellent service.
4. Job Duties were added and/or eliminated based upon changes to the positions with input from the affected staff. In the last five years the expectations, staffing levels, technology, regulations, and funding have changed. Duties have needed to be updated to ensure accuracy in the work assigned.
5. Minimum Requirements were updated to ensure that the requirements for the position accurately reflect the job market, skills needed to be successful, requirements based upon regulations, and recruitment history.
6. Physical Demands were reviewed and updated to ensure accuracy. It is important to have accurate physical demands for a position when considering applicable regulations: Worker's Compensation, ADA, FMLA/CFRA, etc.

Attached are the updated job specifications for the following positions:

- Family Services Worker (I, II, and III)
- Associate Teacher/Infant Toddler
- Early Head Start Educator (name change to Infant Toddler Lead Teacher)
- Head Start Cook/Driver

Feedback was solicited from all impacted parties (Manager, Supervisor, Employee, Union, etc.). There is no financial impact with this action.

**PRESENTER:** John Allen

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

Staff will be available to answer questions.

The Head Start Policy Council reviewed and approved this item at their January 24, 2017 meeting.

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and approve the updated job specifications for Family Services Worker (I, II, and III), Associate Teacher/Infant Toddler, Early Head Start Educator (new title: Infant Toddler Lead Teacher), and Head Start Cook/Driver.

PRESENTER: John Allen

## **FAMILY SERVICES WORKER**

### **ORGANIZATIONAL RESPONSIBILITY**

A Family Services Worker (FSW) is responsible to a Head Start Manager or designee.

### **DEFINITION**

Under general supervision, the FSW class is responsible to maintain full enrollment at the site level and to ensure enrollments follow applicable selection criteria and enrollment procedures put in place by the Head Start and State funded programs operated by the Sacramento Employment and Training Agency. In addition, the FSW class is responsible to provide services to families.

### **DISTINGUISHING CHARACTERISTICS**

This is a deep class with three ranges. Professional development factors required for FSW incumbents in each of the three ranges is assessed to determine readiness for advancement in rank. Actual range advancement is dependent upon:

1. Documentation of the required level of competence as determined in accordance with the Family Services Worker (FSW) Alternative Range Criteria, which is attached to and made part of this specification, and
2. The availability of an assignment with a predetermined degree of complexity (see Alternative Range Criteria) based upon such factors as:
  - Size of caseload;
  - Knowledge of state preschool funding terms and conditions;
  - Volume and variety of data entry;
  - Complexity of special projects;
  - Act as a mentor when assigned.

### **INTERPERSONAL SKILLS EXPECTATIONS**

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.

- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.
- Must be self-directed and able to work collaboratively as a team to get larger department work completed.

**ALL LEVELS:**

**EXAMPLES OF ESSENTIAL DUTIES:**

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

1. Completes all Head Start enrollment documentation for each child and when necessary, all State required paperwork;
2. Effectively uses computer software, general applications and software specifically to perform work;
3. Plans and implements parent involvement activities; and facilitates monthly parent meetings;
4. Conducts all health screenings and follow-up procedures required by federal Performance Standards, and maintains health records;
5. Tracks health requirements utilizing electronic tracking systems and software;
6. Develops Family Partnership Agreements with each family and conducts follow up;
7. Assists with presenting health information to students and parents;
8. Coordinates work assignments with other Head Start staff;
9. Works with parent advisory groups and organizations;
10. Assists families in locating and using community resources;
11. Contacts families and provides information on Head Start and State funded;
12. Attends home visits and discusses programs and family issues with parents and families;
13. Attends meetings concerned with Head Start operations and any other mandatory meetings;
14. Submits time sensitive reports;
15. Monitors work to ensure full compliance of Performance Standards;
16. Manages caseload and family needs;
17. Recruits and maintains a Parent Advisory Committee (PAC) representative.

**MINIMUM QUALIFICATIONS**

Knowledge of:

- Basic knowledge of Head Start programs, functions and procedures;
- Effective case management principles;
- Goal setting and follow up strategies;
- Effective interviewing techniques;
- Local community, social, employment and educational resources;
- Basic computer skills and business machinery, including word processing, fax use and use of scanners;

- Basic customer service skills;
- Personal time management including appropriate attendance patterns.

**ABILITIES**

Ability to:

- Work collaboratively with staff, customers, community agencies and the general public;
- Fill out all paperwork accurately and within timelines determined by either federal Performance Standards or the Agency;
- Document all Family Contacts and update Family Partnership Agreements (FPAs) within required timelines;
- Speak and write effectively by accurately completing reports, petty cash requests, parent activity forms and other reports or forms; keeping cohesive case notes, ability to use basic grammar and sentence structure, speak clearly;
- Provide customer service and maintain professional working relationships by meeting and greeting families, staff and the community in a professional manner in person and on the phone, promptly responding to family needs and requests for services;
- Exhibit personal time management by arriving to work on time ready to work, follow outlined call-in procedures when absent, maintaining reasonably predictable attendance;
- Make appropriate referrals when requested or determined necessary, and utilize agencies for parent meetings, and recruitment opportunities;
- Operate audiovisual, computer, and other appropriate electronic equipment and access the Internet; create flyers, agendas, meeting minutes; send and receive email with attachments; scan documents and send and receive faxes;
- Plan, organize and facilitate parent meetings and parent activities by filling out appropriate paperwork and submitting in a timely manner, prepare flyers, advertise, create agendas, type minutes and keep an up to date parent meeting binder.

**Training and Experience:**

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

1. \_\_\_\_\_ Previous experience in working with pre-school children and community groups on a paid or volunteer basis is highly desirable. Some selection preference may be given to current or past Head Start parents.

\_\_\_\_\_ AND \_\_\_\_\_

2. Have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.

**RANGE – 2 – IN ADDITION TO THE ABOVE**  
**EXAMPLES OF ESSENTIAL DUTIES**

18. Responsible for data entering all fields for Health events in child tracking/reporting system;
19. Responsible for carrying a caseload of 41-60 Head Start only or at least 20 Full Day State Preschool families to total between 41-60 total enrollments;
20. Responsible for maintaining state preschool required documentation, including enrollment applications, work/school verification, and completing and updating Notices of Action (NOA's) on a routine basis;
21. Serves as an Agency representative for Recruitment Fairs and recruitment events that take place within the community.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Funding Terms and Conditions for State funded programs including eligibility, and all other paperwork including work/school verification, and updated NOA's;
- Health tracking software (i.e., Child Plus; EZ-ID or other related data tracking system);
- Workshop facilitation;
- Recruitment and community outreach.

**ABILITIES**

**Ability to:**

- Data enter all health data with required information, using accurate codes and events, treatment tracking, complete reports accurately and timely and submit to appropriate designee;
- Plan, prepare and organize workshops by reserving space, preparing handouts, invitations or flyers; advertise; create agendas; schedule guest speakers, type minutes and gather evaluations;
- Gather and analyze a variety of data and information;
- Assist in the development and preparation of a variety of reports;
- Enroll families into Full Day California State Preschool Program (Full Day -CSPP) and maintain NOA's and contract hours;
- Competently use program specific databases and software;
- Conduct file review, indicating areas of non-compliance and prepare plans of correction.

**Training and Experience:**

A typical way of obtaining the required training and experience would include at least two (2) years in the work described above.

OR

An alternative path would be educational achievement in a Social Services discipline or psychology with an emphasis in family dynamics or a related field and at least two (2) years' experience in community social services.

**RANGE – 3 – IN ADDITION TO THE ABOVE**

**EXAMPLES OF ESSENTIAL DUTIES**

- 22. Responsible for accurately data entering all fields for enrollment applications in child tracking/reporting system;
- 23. Responsible for a caseload of 60 Head Start families or 40 or more full day State preschool families;
- 24. Other special projects as assigned, including Self-Assessment, mentor FSW's, and file review.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Application data entry into child tracking software systems;
- File Review Procedures utilizing developed tool;
- Mentoring relationships.

**ABILITIES**

**Ability to:**

- Coordinate projects, services and activities and follow them through to conclusion;
- Data enter enrollment applications into child tracking software databases accurately and within timelines dictated by the manager or the designee;
- Represent Head Start in the coordination of services with a variety of community partners;
- Provide training and technical assistance to staff including developing mentor relationships, training plans with staff and developing follow up plans and a way to monitor those plans;
- Monitor files using a predetermined tool, indicate areas of noncompliance, develop plans of correction, and complete with accuracy, plans of correction.

**Training and Experience:**

A typical way of obtaining the required training and experience would include at least three (3) years in the work described above.

OR

An alternative path would be educational achievement in a Social Services discipline or psychology with an emphasis in family dynamics or a related field and at least three (3) years' experience in community social services.

**PHYSICAL DEMANDS/QUALIFICATIONS**

**Essential Physical Attributes:**

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

<b><u>Required Activity</u></b>	<b><u>Description</u></b>

<b><u>Dexterity</u></b>	<u>Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling</u>
<b><u>Talking</u></b>	<u>Regularly expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<b><u>Hearing</u></b>	<u>Regularly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<b><u>Repetitive Motion</u></b>	<u>Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<b><u>Sedentary Work</u></b>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<b><u>Visual Acuity</u></b>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<b><u>Environment</u></b>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<b><u>Relational</u></b>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

1. ~~Sufficient Speech to:~~
  - ~~Engage in conversation both in person and on the phone.~~
2. ~~Sufficient Hearing to:~~
  - ~~Understand conversation in person or on the phone.~~
3. ~~Sufficient Vision to:~~
  - ~~Operate a personal computer.~~
4. ~~Sufficient Sensitivity of Touch to:~~
  - ~~Operate a personal computer.~~
5. ~~Sufficient Strength and Conditioning to:~~
  - ~~Sit for long periods of time throughout the day;~~
  - ~~Operate a personal computer throughout the day without experiencing abnormal hand, wrist or eye strain;~~



- ~~Exert a small amount of effort in moving and lifting (at least 15 lbs.) papers, binders, desk supplies and files in a sedentary or light work environment.~~

### **ALTERNATE RANGE CRITERIA**

Readiness to move from ranges will be assessed by the supervisor and approved by management. Range advancement requires assessment through an on-line CSUS Career Skills Assessment, demonstration of competency in the Performance Measures, and the availability of an assignment in the higher range.

### **READINESS FACTORS:**

### **PERFORMANCE MEASURES:**

#### **ALL LEVELS**

- Completes enrollment paperwork accurately and submits timely to Placement Unit, including routings;
- Checks email daily and several times throughout the day and uses the agency electronic email system to correspond appropriately with supervisors and staff;
- Demonstrates computer knowledge by using word processing software to create flyers, agendas, minutes and correspondence for the center and open and create attachments for email;
- Utilizes Child Plus to enter Program Information Report data (PIR);
- Submits requests for petty cash and parent activities timely and demonstrates recordkeeping organizational skill by returning receipts, minutes, and handouts given within time frames;
- Makes room reservations when necessary and contacts community resource presenters to speak at parent meetings;
- Prepares for meetings by advertising, shopping for refreshments and securing babysitters;
- Maintains center parent meeting binder;
- Completes all screenings within initial 45-day timeframe and follow-up screenings as required. Makes referrals as necessary for results needing follow-up and completes paperwork accurately. Maintains all health records including physicals, dentals, lead results, and 2<sup>nd</sup> year signatures;
- Enters EZ-ID information accurately and timely, and includes copy in file;
- Reviews Family Partnership Agreement (FPA) form with each family and provides info on requested areas of interest; develops at least one goal with each family and follows-up in a timely manner;
- Interprets and explains screening results to parents and provides them with documentation; also provides documentation on information noted or requested on health or nutrition history;
- Works cooperatively with other center staff, or staff at other centers or main office;
- Actively recruits and educates Parent Advisory Committee (PAC) center member and assists with transition to PAC participation;
- Knowledge of community resources (including career centers) and provides

- information to parents as requested or needed and follows-up on referrals;
- Knowledge of Head Start program including eligibility requirements and contacts families on waiting list for potential enrollment;
- Works cooperatively with education staff to coordinate home visit participation; to gather FPA, health and nutrition information and document outcomes;
- Consistently attends all required monthly and mandatory meetings, arriving on time;
- Consistently meets deadlines and submits reports to appropriate units timely;
- Maintains files regularly to ensure family contact notes are updated and all required documentation is on file, to ensure family needs are met as well as time sensitive information;
- Arrive at work on time, ready to work, maintains attendance, and follows call-in procedures when calling in for absences.

**RANGE – 2 – IN ADDITION TO THE ABOVE**

- Enters all information accurately and timely as it relates to all health screenings and events, prints out a copy and submits it to the health/nutrition unit, keeps a copy for the records;
- Maintains: a caseload of between 41 and 60 Head Start families or at least 20 full day preschool families; regular family contact entries; and full enrollment at all times;
- Knowledge of State preschool requirements including Notice of Action (NOA's), employment/training verification, declarations of family size, income, employment status or self-employment, seeking work, semester grades, and statements of parent incapacity;
- Attends recruitment fairs and recruits potential children for enrollment, actively follows up on waiting lists with appropriate centers.

**RANGE – 3 – IN ADDITION TO THE ABOVE**

- Enters all fields of the application in ChildPlus accurately, and submits completed information to the Placement Unit timely;
- Maintains: a caseload of 60 Head Start families; or 40 – 60 full day State preschool families, including regular family contact entries; and full enrollment at all times;
- Completes other special assignments timely and accurately, including but not limited to mentoring, file review, self-assessment, recording contact hours, etc.

**ASSIGNMENT STANDARDS:**

CFS, FSW (*Range 1*)

- Caseload of 40 Head Start families.

CFS, FSW (*Range 2*)

- Caseload of 41-60 Head Start families; or
- Full Day California State Preschool Program (FD-CSPP) for a total caseload of 40-60);

- Child Plus Health data entry;
- Serves as a facilitator for Recruitment Fairs and recruitment events that happen in the community.

CFS, FSW (*Range 3*)

- Caseload of 60 Head Start families or at least 40 FD CSPP;
- Child Plus Health-responsible for data entering all health events and screenings;
- Child Plus Applications -- responsible for data entering all fields for enrollment applications in Child Plus.

Other projects that may be assigned at Range 3:

- NOA's/ Contract Hours-go to all FD-CSPP sites and fill out tracking sheet to ensure NOA's match contract hours;
- Coordinate file review;
- Coordinate Drop File Week;
- Be a trainer for new FSW's (job shadowing);
- Work on Annual Self-Assessment.

## ASSOCIATE TEACHER/INFANT TODDLER

### ORGANIZATIONAL RESPONSIBILITIES

An Associate Teacher/Infant Toddler is responsible to the Site Supervisor.

### DEFINITION

Under general supervision, conduct activities for children birth to 3 years old in an Early Head Start Infant Toddler program; supervise and assist children with learning activities; work with parents; provide direction to parent volunteers and substitutes; and perform related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to provide a variety of educational activities at a program site for the Infant Toddler Early Head Start Program operated by the Sacramento Employment and Training Agency. Responsibilities include educational activity planning, teaching, and promotion of parent involvement in site activities.

### INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.
- Must be self-directed and able to work collaboratively as a team to get larger department work completed.

### EXAMPLES OF ESSENTIAL DUTIES

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

1. Under general supervision, conducts classroom activities which provide individual developmental experiences for children;
2. Performs classroom teaching duties;

3. Responsible for the health, safety, and personal welfare of assigned children,
4. Assists in planning and implementing educational activities in an Early Head Start classroom;
5. Assists with observing and assessing the progress of children;
6. Supervise children in outdoor activities and field trips;
7. Participates in parent and staff meetings;
8. Assists children with basic needs;
9. Provides some direction for parent volunteers;
10. Promotes parent involvement in the classroom;
11. Performs related work as required.

**MINIMUM QUALIFICATIONS**

Knowledge of:

- Child Care programs and functions,
- Developmental stages and needs of infants to toddlers;
- Problems and needs of low-income families;
- Teaching methods and techniques;
- Some word processing software.

AND

Ability to:

- Perform care-giving routines for children from 6 months to 3 years in a child care program operated by SETA;
- Provide developmentally appropriate center-based activities for infants/toddlers;
- Provide guidance for the parent volunteers and substitutes;
- Promote the SETA program within the community it serves;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

AND

**MINIMUM QUALIFICATIONS**

Education: Possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing, including a minimum of ~~three (3)~~ ~~six (6)~~ units infant/toddler ~~development~~ coursework.

OR

I. An Associate, Bachelor's or advanced degree in early childhood education and three (3) units of infant/toddler development coursework;

OR

II. An Associate degree in a field related to early childhood education and possession of a Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus three (3)six (6) units of infant/toddler development coursework;

OR

III. A Bachelor's or advanced degree in any field and possession of a Child Development Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus three (3)six (6) units of infant/toddler development coursework.

Experience: ~~At least one (1) year of successful work experiences as a Teacher Assistant.~~

**PHYSICAL DEMANDS/QUALIFICATIONS**

<u>Balancing</u>	<u>Frequently, maintaining body equilibrium to prevent falling and walking, standing or crouching on uneven or slippery surfaces.</u>
<u>Stooping</u>	<u>Frequently bending body downward and forward by bending spine at the waist.</u>
<u>Kneeling</u>	<u>Frequently bending legs at knee to come to a rest on knee or knees.</u>
<u>Crouching</u>	<u>Frequently bending the body downward and forward by bending leg and spine.</u>
<u>Crawling</u>	<u>Rarely moving about on hands and knees or hands and feet.</u>
<u>Reaching</u>	<u>Frequently reaching. Extending hand(s) and arm(s) in any direction.</u>
<u>Standing</u>	<u>Frequently Standing. Particularly for sustained periods of time.</u>
<u>Walking</u>	<u>Often walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.</u>
<u>Pushing</u>	<u>Occasionally pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</u>
<u>Pulling</u>	<u>Occasionally pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</u>
<u>Lifting</u>	<u>Occasionally raising objects from a lower to a higher position or moving objects horizontally from position-to-position.</u>
<u>Dexterity</u>	<u>Occasionally fingering, picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.</u>
<u>Grasping</u>	<u>Occasionally grasping. Applying pressure to an object with the fingers and palm.</u>
<u>Feeling</u>	<u>Occasionally perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.</u>
<u>Talking</u>	<u>Constantly talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Constantly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Physical Requirements</u>	<u>Medium Work. Exerting up to 40 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move</u>

	<u>objects.</u>
<u>Visual Requirements</u>	<u>The worker is required to have visual acuity to provide feedback on the work done, read the fine print on medication, and observe and make general observations of facilities, play areas, and children.</u>
<u>Environmental</u>	<u>The worker is subject to both environmental conditions. Activities occur inside and outside.</u>

Essential Physical Attributes:

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

~~1. Sufficient Speech to:~~

- ~~• Engage in conversations with children, parents and staff;~~
- ~~• Lead educational activities.~~

~~2. Sufficient Hearing to:~~

- ~~• Supervise children;~~
- ~~• Engage in conversations with children, parents and staff;~~
- ~~• Hear sounds of the environment.~~

~~3. Sufficient Vision to:~~

- ~~• Supervise children;~~
- ~~• Observe the environment for health and safety.~~

~~4. Sufficient Sensitivity of Touch or Dexterity to:~~

- ~~• Tie children's shoes;~~
- ~~• Check children's health.~~

~~5. Sufficient Ability to Smell to:~~

- ~~• Monitor the environment;~~
- ~~• Check children's health.~~

~~6. Sufficient Strength and Conditioning to:~~

- ~~• Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;~~
- ~~• Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.~~

Non-essential Physical Attributes:

~~1. Ability to Taste.~~

**INFANT TODDLER LEAD TEACHER/EARLY HEAD START EDUCATOR**

**ORGANIZATIONAL RESPONSIBILITY**

An Infant Toddler Lead Teacher/Early Head Start Educator is responsible to the Deputy Director/Children and Family Services Department or designee, Head Start Coordinator (Education) (Supervisory) or designee.

**DEFINITION**

The Infant Toddler Lead Teacher is responsible for the care, supervision and management of infants and toddlers (ages birth to 36 months old) in accordance with the goals and curriculum plan of the SETA Head Start/Early Head Start program. The principal duties of the Infant Toddler Lead Teacher include: conduct focused observations of children, develop action plans, carry out and evaluate the effectiveness of child development activities, ensure the safety and well-being of the children, maintain regular communication with parents, and contribute to the effective operation of the overall early care and education of young children. The Infant Toddler Lead Teacher reports to the Site Supervisor in a center-based program and an Education Coordinator (Supervisory) in the home based program. Under general supervision, the Early Head Start Educator is responsible for the planning, and implementation of individualized home based and center based programs for a specific number of infants/toddlers and their families.

**DISTINGUISHING CHARACTERISTICS**

There are two distinct areas an Infant Toddler Lead Teacher could be assigned: 1) in a center-based location or 2) in the home-based program. This classification is designed to combine all the skill of a Tier III Head Start Associate Teacher with an educational outlook that transcends the classroom environment.

**INTERPERSONAL SKILLS EXPECTATIONS**

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.



- Must be self-directed and able to work collaboratively as a team to get larger department work completed.

### **EXAMPLES OF ESSENTIAL DUTIES**

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

1. Conduct enrollment in-take in accordance with eligibility criteria and maintain full enrollment on a regular basis.
2. Maintain up-to-date waiting lists.
3. Plan and conduct an effective child development program to meet the physical, social, emotional and intellectual needs of each child. This should be done based on the goals and general curriculum plan of the SETA Head Start/Early Head Start program.
4. Create an open, friendly, and cooperative atmosphere in which children and families feel comfortable and secure.
5. Provide experiences that promote individual expression through conversation, play and creativity.
6. Provide a variety of language stimulation activities.
7. Maintain written records designed to evaluate each individual child.
8. Promote and nurture parent-child bonding and relationships.
9. Make referrals to program specialists and/or outside agencies as necessary in order to meet family needs.
10. Plan and participate in parent meetings and group activities for parents.
11. Greet infant/toddlers and their parents warmly and with enthusiasm.
12. Observe children to detect signs of illness, injury, abuse, neglect, emotional disturbance, or other special needs, and report these signs immediately to the supervisor.
13. Perform health and educational screenings/assessments and prepare monthly reports.
14. Obtain children's health histories and ensure that physical examinations are obtained from the family doctor, Child Health Disability Prevention Program (CHDP) provider or the SETA health team at the time of enrollment.
15. Work with parents and the SETA health team to ensure that all immunizations and other medical and dental follow-up is completed.
16. Maintain confidentiality of child and family information at all times.
17. Work as a member of a team to ensure continuity and a high standard of quality in all areas of service.
18. Conduct routine home visits and parent conferences.
19. Adhere to Licensing and/or CPS reporting protocols if a situation requires.

#### Administrative—

1. Maintains close contact with Head Start Coordinator (Education) (Supervisory), other Early Head Start staff, and community resource persons;
2. Responsible for preparation and maintenance of infants/toddlers, family file;
3. Responsible for the proper use and maintenance of equipment and supplies;
4. Responsible for recording child attendance, sign-in/sign-out sheet, parent and volunteer time, parent meeting attendance, and home visit documentation;
5. Responsible for reviewing and signing all forms to be turned in;
6. Performs related duties as assigned.

Home Visiting/CENTER BASED Program – IN ADDITION TO -DUTIES ABOVE:

Teaching—

1. Ensure the safety of children through constant supervision, effective arrangement of space, proper maintenance of equipment, and regular practice of fire drills and other emergency procedures.
2. Ensure that child care routines are carried out in a manner that is prompt, hygienic, and consistent with the good child development principles. This includes routines related to diapering, hand washing, eating, napping and transitioning between activities.
3. Operate the classroom in compliance with all child care licensing standards and SETA policies and procedures.
4. Ensure that parents receive adequate information about their child's experiences at the center through daily contacts and regularly scheduled parent conferences and home visits.
5. Display children's creative art work on bulletin boards, changing monthly (when age appropriate).
6. Provide daily care individually to each infant/toddler, including but not limited to diapering every 2 hours and feeding on demand.
7. Use equipment and supplies safely and conscientiously, keeping the physical environment clean and orderly.
8. Inspect the indoor and outdoor environment and equipment for potential safety hazards; taking corrective action or informing the Site Supervisor to prevent injuries.
9. Participates in on-going staff training taking related courses when necessary or when directed as a program recommendation.
10. Contribute to the operation of the center by participating in staff meetings and sharing information gained through attendance at workshops and professional development activities.
11. Initiate classroom activities daily (sing-a-longs, art projects, sensory exploration, outdoor stimulation);
12. Work with children individually and in groups on activities which promote language, cognitive, social, emotional and physical development;
13. Plan and implement field trips and/or on-site visiting experts;
14. Complete individualized plans for children and families with in specific timelines.
15. Provide guidance and support to Associate Teachers and substitutes.
- ~~1. Provides high quality, early education services;~~
- ~~2.1. Develops plan for each family, taking into consideration the individual needs of the total family;~~
- ~~Spends one and one half to two hours per week with each individually enrolled family performing education, nutrition, health and safety activities;~~
- ~~3. Develops a daily schedule and prepares learning areas in the classroom;~~
- ~~4.1. Conducts a socialization for all enrolled children once per week,~~
- ~~5. Works with children individually and in groups on activities which promote language, cognitive, social, emotional and physical development;~~
- ~~6. Plans and implements field trips;~~
- ~~7. Develops an Individual Development Plan for each infant/toddler within 45 days of enrollment;~~
- ~~8. Assist parents in developing ways of using household resources for educational activities with their children;~~
- ~~9. Provides developmentally appropriate center-based activities for infants/toddlers.~~

**HOME-BASED - IN ADDITION TO THE FIRST DUTIES SECTION:**

1. Develops plan for each family, taking into consideration the individual needs of the total family;
2. Spends one and one-half to two hours per week with each individually enrolled family performing education, nutrition, health and safety activities;
3. Conducts a socialization for all enrolled children twice per month. ~~once per week.~~
4. Assist parents in developing ways of using household resources for educational activities with their children;
5. Visually inspect the home and equipment for potential safety hazards; assisting the parent with remedies to prevent injuries.
6. Contribute to the operation of the home based program by participating in staff meetings and sharing information gained through attendance at workshops and professional development activities.

~~Continuing Education—~~

~~The Educator participates in ongoing staff training taking related courses when necessary or when directed as a program recommendation.~~

**MINIMUM QUALIFICATIONS**

~~Education: Possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing, including a minimum of six (6) units infant/toddler development coursework.~~

~~OR~~

- ~~I. An Associate, Bachelor's or advanced degree in early childhood education and three (3) units of infant/toddler development coursework;~~

~~OR~~

- ~~II. An Associate degree in a field related to early childhood education and possession of a Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus six (6) units of infant/toddler development coursework;~~

~~OR~~

- ~~III. A Bachelor's or advanced degree in any field and possession of a Child Development Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus six (6) units of infant/toddler development coursework.~~

**Knowledge of:**

- Child Development principles;
- Developmentally - appropriate curriculum for infants/toddlers;

- Positive guidance techniques;
- Health and safety for infants/toddlers;
- Parent education techniques;
- Community resources;
- Some word processing software.

AND

Ability to:

- Read and write effectively;
- Maintain accurate records;
- Work effectively with infants/toddlers including children with disabilities;
- Set up classroom environment and provide developmentally appropriate center-based activities;
- Administer developmental assessments;
- Prepare Individual Development Plans and lesson plans;
- Relate to persons from diverse cultures and to persons from low-income families;
- Conduct home visits and parent meetings.

AND

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

- a. At least one (1) year of successful work experience in an infant/toddler program or in a Head Start program, [Early Head Start program, and/or home visiting program](#)

AND-

II. Education:

- a. -Possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing, including a minimum of [three \(3\) ~~six \(6\)~~ units of infant/toddler development coursework.](#)

OR

b. An Associate, Bachelor's or advanced degree in early childhood education and three (3) units of infant/toddler development coursework;

OR

c. An Associate degree in a field related to early childhood education and possession of an Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus three (3) ~~six (6)~~ units of infant/toddler development coursework;

OR

d. A Bachelor's or advanced degree in any field and possession of a Child Development Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus three (3) ~~six (6)~~ units of infant/toddler development coursework.

### **SPECIAL REQUIREMENTS**

Possession of a current First Aid Certificate and CPR Training Certificate (may be obtained within three (3) months of employment). Possession of, or ability to obtain, a valid Class C Driver's License is required. A good driving record of at least three (3) ~~two (2)~~ years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Readily available transportation and minimum insurance as required by law.

### **PHYSICAL DEMANDS/QUALIFICATIONS**

<u>Balancing</u>	<u>Frequently, maintaining body equilibrium to prevent falling and walking, standing or crouching on uneven or slippery surfaces.</u>
<u>Stooping</u>	<u>Frequently bending body downward and forward by bending spine at the waist.</u>
<u>Kneeling</u>	<u>Frequently bending legs at knee to come to a rest on knee or knees.</u>
<u>Crouching</u>	<u>Frequently bending the body downward and forward by bending leg and spine.</u>
<u>Crawling</u>	<u>Rarely moving about on hands and knees or hands and feet.</u>
<u>Reaching</u>	<u>Frequently reaching. Extending hand(s) and arm(s) in any direction.</u>
<u>Standing</u>	<u>Frequently Standing. Particularly for sustained periods of time.</u>
<u>Walking</u>	<u>Often walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.</u>
<u>Pushing</u>	<u>Occasionally pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</u>
<u>Pulling</u>	<u>Occasionally pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</u>
<u>Lifting</u>	<u>Occasionally raising objects from a lower to a higher position or moving objects horizontally from position-to-position.</u>
<u>Dexterity</u>	<u>Occasionally fingering, picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.</u>
<u>Grasping</u>	<u>Occasionally grasping. Applying pressure to an object with the fingers and palm.</u>
<u>Feeling</u>	<u>Occasionally perceiving attributes of objects, such as size, shape, temperature</u>

	<u>or texture by touching with skin, particularly that of fingertips.</u>
<u>Talking</u>	<u>Constantly talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Constantly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Physical Requirements</u>	<u>Medium Work. Exerting up to 40 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</u>
<u>Visual Requirements</u>	<u>The worker is required to have visual acuity to provide feedback on the work done, read the fine print on medication, and observe and make general observations of facilities, play areas, and children.</u>
<u>Environmental</u>	<u>The worker is subject to both environmental conditions. Activities occur inside and outside.</u>

Essential Physical Attributes:

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

~~Sufficient Speech to:~~

~~Engage in conversations with children, parents and staff;  
Lead educational activities.~~

~~Sufficient Hearing to:~~

~~Supervise children;  
Engage in conversations with children, parents and staff;  
Hear sounds of the environment.~~

~~Sufficient Vision to:~~

~~Supervise children;  
Observe the environment for health and safety.~~

~~Sufficient Sensitivity of Touch or Dexterity to:~~

~~Tie children's shoes;  
Check children's health.~~

~~Sufficient Ability to Smell to:~~

~~Monitor the environment;  
Check children's health;~~

~~Sufficient Strength and Conditioning to:~~

~~Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;~~

~~Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.~~

Non-essential Physical Attributes:

~~Ability to Taste.~~

## HEAD START COOK/DRIVER

### **ORGANIZATIONAL RESPONSIBILITY**

A Head Start Cook/Driver is responsible to the Head Start Head Cook or the Food Service Coordinator.

### **DEFINITION**

Under general direction, to perform food preparation, ~~pick up~~ pick-up and delivery of food to various Head Start sites, and service assignments in the Head Start Program operated by the Sacramento Employment and Training Agency; to assist with menu planning; to maintain food preparation and service facilities in a clean and orderly condition; and to perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for positions which perform food preparation, delivery, and service assignments in the Head Start Program operated by the Sacramento Employment and Training Agency. Duties include food preparation, food delivery, sanitation, and record keeping assignment.

In addition to regular full-time positions, SETA offers temporary on-call Cook/Driver positions ~~an entry level~~ which are ~~is~~ scheduled on an as-needed basis. This position ~~is~~ designed to provide entry level work opportunities within the food and beverage industry.

### **INTERPERSONAL SKILLS EXPECTATIONS**

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.
- Must be self-directed and able to work collaboratively as a team to get larger department work completed.

### **EXAMPLES OF ESSENTIAL DUTIES**

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

- ~~1. Assists with menu planning and working with parent groups;~~



- 2-1. Assists with ordering, inventory, and storage of food and supplies;
- 3-2. Prepares food for meals and snacks;
- 4-3. Maintains food service and preparation facilities in a clean and sanitary condition;
- 5-4. Assists with record keeping assignments;
- 6-5. Picks up and delivers food to various Head Start sites.

**DESIRABLE QUALIFICATIONS**

Knowledge of:

- Basic knowledge of Head Start programs and policies; food service practices for early care and education programs;
- Quantity food production, storage and handling methods;
- Requirements of federal food service programs;
- Some word processing software.

AND

Ability to:

- Perform quantity food preparation and storage assignments;
- Assist with menu planning;
- Maintain food service facilities in a clean and sanitary condition;
- Assist with food ordering and record keeping;
- Follow oral and written directions;
- Deal tactfully and courteously with parents and young children;
- Establish and maintain cooperative working relationships.

AND

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

For a Regular/Full Time Cook/Driver position, aAt least one year of working experience (paid or volunteer) as a cook or experience working at SETA as an Temporary/On-call Cook/Driver.

For the Temporary/On-Call Cook/Driver position, no experience is required.

**SPECIAL REQUIREMENTS**

Possession of a valid class C California Driver's License is required. A good driving record of at least two-three (32) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents. Ability to pass and oObtain any legally required food handling certifications coursework, as provided by SETA.

**PHYSICAL DEMANDS/QUALIFICATIONS**

<u>Climbing</u>	<u>Occasionally ascending or descending step stools and the like, using feet and legs. Regularly entering and exiting vehicles in order to transport and deliver food.</u>
<u>Balancing</u>	<u>Frequently, maintaining body equilibrium to prevent falling and walking, standing or crouching on uneven or slippery surfaces.</u>
<u>Kneeling</u>	<u>Frequently bending legs at knee to come to a rest on knee or knees.</u>
<u>Crouching</u>	<u>Frequently bending the body downward and forward by bending leg and spine.</u>



<u>Crawling</u>	<u>Rarely moving about on hands and knees or hands and feet.</u>
<u>Reaching</u>	<u>Frequently reaching. Extending hand(s) and arm(s) in any direction.</u>
<u>Standing</u>	<u>Frequently Standing. Particularly for sustained periods of time.</u>
<u>Walking</u>	<u>Often walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.</u>
<u>Pushing</u>	<u>Regularly pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. Able to regularly push a cart across an even surface, occasionally up to 300 pounds.</u>
<u>Pulling</u>	<u>Regularly pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</u>
<u>Lifting</u>	<u>Regularly raising objects from a lower to a higher position or moving objects horizontally from position-to-position.</u>
<u>Dexterity</u>	<u>Regularly fingering, picking, pinching, bagging items, sorting, weighing or otherwise working, primarily with fingers rather than with the whole hand as in handling.</u>
<u>Grasping</u>	<u>Constantly grasping. Applying pressure to an object with the fingers and palm.</u>
<u>Feeling</u>	<u>Regularly perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.</u>
<u>Talking</u>	<u>Occasionally talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Constantly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Physical Requirements</u>	<u>Medium Work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</u>
<u>Visual Requirements</u>	<u>The worker is required to have visual acuity to provide feedback on the work done, read the fine print on food labels, and observe and make general observations of facilities, play areas, children and operate a motor vehicle.</u>
<u>Environmental</u>	<u>The worker is subject to both environmental conditions. Activities occur inside and outside. The worker can be exposed to both extreme cold (freezers) and extreme heat (ovens and cook tops).</u>

Essential Physical Attributes:

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

1. Sufficient Speech to:

- Communicate safety issues in a hazardous environment;
- Give or relay directions.

2. Sufficient Hearing to :

- Hear safety warnings;
- Receive verbal directions.

3. Sufficient Vision to:

- Receive a license to drive;
- View and judge the condition of food under preparation.

4. Sufficient Sensitivity to Touch:

- To determine that kitchen items are at a hazardous temperature.

~~5. Sufficient Ability to Taste to:~~

- ~~• Prepare food.~~

~~6. Sufficient Ability to Smell to:~~

- ~~• Determine food freshness;~~
- ~~• Detect Kitchen hazards.~~

~~7. Sufficient Strength and Conditioning to:~~

- ~~• Reach with hands and arms, stoop, kneel, bend, crouch, walk and stand while moving and storing kitchen supplies and food stuffs;~~
- ~~• Lift and move up to (50) pounds of food stuffs and kitchen items;~~
- ~~• Operate a motor vehicle.~~

### ITEM III-B-1 - ACTION

#### AGREE WITH THE WORKFORCE DEVELOPMENT BOARD'S DECISION TO SELECT SETA AS THE WIOA ONE STOP OPERATOR AND AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND ENTER INTO AN AGREEMENT WITH THE WORKFORCE DEVELOPMENT BOARD FOR SETA TO SERVE AS THE ONE STOP OPERATOR

#### BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) and the new regulations implementing it require the Workforce Development Board (WDB) and the Governing Board, serving as the Chief Elected Official, to agree upon the selection of a One Stop Operator to operate the new "America's Job Center of California" system as the mechanism for delivering WIOA services within the Sacramento Workforce Development Area.

The regulations require this selection be performed by a competitive process. The One Stop Operator ultimately selected must, at a minimum, "coordinate the service delivery required of One Stop Partners and Service Providers." The WDB may also establish additional roles for the One Stop Operator.

A One Stop Operator may consist of a single entity (public, private, for profit or not for profit) and may include One Stop Partners (provided they form a consortium of not less than three One Stop Partners). A One Stop Operator may also include a local Workforce Development Board, with the consent of the Governor and the local Chief Elected Official and subject to reasonable firewalls and conflict of interest provisions.

The competitive process may include sole source procurement if certain criteria are satisfied, including a finding that after solicitation of a number of proposals, competition is deemed inadequate. The Request for Proposals (RFP) process is time consuming and expensive. The WDB Executive Committee believed SETA was interested in serving as this area's One Stop Operator. The WDB Executive Committee did not think there were many other interested AND qualified entities interested in submitting proposals for the One Stop Operator contract in this local area.

Before embarking on the expensive and time consuming process of designing and implementing an RFP competitive procurement process for this contract, WDB legal counsel recommended testing the market to see what interest, if any, could be identified. In order to test the market, the WDB Executive Committee authorized its legal counsel to send out an open letter to all known one stop partners, service providers and the public to solicit an expression of interest in proposing for the One Stop Operator contract. A copy of that solicitation letter, sent to 28 specified entities and published in the Sacramento Bee, is attached.

ITEM III-B – 1 – ACTION (continued)

Page 2

The letter briefly outlined the concept envisioned for a contract to provide the minimum services necessary to satisfy WIOA, but it also allowed the responder to include a brief outline of a more comprehensive plan for services to be performed by the One Stop Operator if anyone was interested in proposing such a plan.

Four organizations (SETA, La Familia, Lao Family and Meristem) initially responded with an expression of interest in providing proposals to provide the One-Stop Operator services. Based on this very small response, the WDB Executive Committee, with the advice of its legal counsel, decided not to use a formal RFP procurement, but instead to use a faster and more efficient procurement process known as a Request for Quotations or RFQ. Prior to release of the RFQ, La Familia withdrew from the procurement process. As a result, the RFQ was circulated to the other three interested entities, but only one response was received – from SETA. A copy of the RFQ and SETA's proposal are both attached. Neither Lao Family, nor Meristem submitted a proposal in response to the RFQ.

At its meeting on January 25, 2017, the WDB considered and accepted SETA's proposal to serve as the One Stop Operator. In conjunction with approving SETA's proposal, the WDB also made the following findings to justify its selection of SETA based upon non-competitive proposals:

The Board finds that, after solicitation of a number of sources, competition has been deemed inadequate based on the solicitation letter and the issuance of the RFQ. While four organizations expressed interest in submitting proposals to serve as the One Stop Operator, SETA was the only organization that submitted a proposal. Consistent with Federal WIOA Regulations and the OMB Uniform Guidance (2 CFR 200.320), non-competitive procurement is appropriate in such circumstances.

RECOMMENDATION:

Agree with the WDB and select SETA as the WIOA One-Stop Operator for the Sacramento local area based upon the non-competitive procurement findings stated above and authorize the Executive Director, with the assistance of legal counsel, to negotiate and execute an agreement with the WDB for SETA to serve as the WIOA One-Stop Operator.

PRESENTER: Legal Counsel



Sacramento  
Employment and  
Training  
Agency

11:20 am  
Rec'd

**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**ALLEN WARREN**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

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**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>

December 7, 2016

Phillip M. Cunningham, General Counsel  
Sacramento Works, Inc.  
712 12<sup>th</sup> Street  
Sacramento, CA 95814

**RE: ONE-STOP OPERATOR REQUEST FOR QUOTATION**

Dear Phil,

I am in receipt of your Request for Quotations (RFQ) dated November 15, 2016, requesting quotations to serve as the local One-Stop Operator for the Sacramento Workforce Development Area under the Workforce Innovation and Opportunity Act (WIOA).

Attached, please find the Sacramento Employment and Training Agency's (SETA) responses to the specific information requested in the RFQ. Should you have any questions or need additional information, please contact me at (916) 263-3810.

Sincerely,

Kathy Kossick  
Executive Director

- a. Full legal name of the entity submitting the quotation.  
*Sacramento Employment and Training Agency*
- b. Type of entity submitting the quotation, i.e., corporation; partnership; limited liability company; sole proprietorship.  
*A California Joint Powers Agency*
- c. Federal and state tax identification numbers.  
*Federal – 81-0640257*  
*State – 499-0354-5*
- d. Tax status, i.e. for profit, not for profit, (if not for profit what exemption applies).  
*Local Governmental Unit – 509(a)(1).*
- e. Name and title of contact person for quoting entity.  
*Roy Kim, Deputy Director*
- f. Description of services to be provided:
  1. Hours of operation;  
*Generally Monday – Friday, 8:00 a.m. – 5:00 p.m.*
  2. Number of employees providing services;  
*Approximately 100 employees in SETA’s Workforce Development Department and 550 employees Agency-wide. For this specific engagement of coordinating the service delivery of required one-stop partners and service providers, the project team will include one (1) Workforce Development Manager, who may be supported by Program Officers and/or a Workforce Development Professional III.*
  3. Location where services will be provided;  
*Throughout the network of America’s Job Centers of California, all in Sacramento County.*
  4. History of experience providing services under federal workforce programs;  
*The SETA Governing Board is the Chief Local Elected Official for the Sacramento Workforce Development Area, and SETA is the designated grant recipient and administrator for WIOA Title I funds. In addition, SETA operates the Head Start, Community Services Block Grant, Refugee Social Services and Targeted Assistance Programs. These programs are supplemented with a variety of federal and state discretionary grant programs.*  
  
*Since 1978, SETA has been the Sacramento area’s lead agency in workforce development programs and planning. Since 1995, prior to the Workforce Investment Act’s inception, SETA has successfully coordinated the Sacramento area’s One-Stop Center System. In 2000, SETA was officially designated as the One-Stop Operator, coordinating a high-performing System comprised of 13 Centers, and continues to perform in that capacity today.*  
  
*SETA is widely recognized for its expertise, innovation and collaboration in its workforce development programs, which have been recognized as model programs by the U.S. Departments of Labor and Health and Human Services and the State Workforce Development Board.*
  5. Conflict of interest policy;  
*Attached is SETA’s Conflict of Interest Policy. In addition, all employees in decision-making positions must complete the Form 700 – Statement of Economic Interests under the California Political Reform Act.*

6. Description of firewalls established to demonstrate internal controls and prevent conflicts of interest if you also intend to serve a different role within the one-stop delivery system at the same time you provide one-stop operator services.
- SETA has historically provided the role of One-Stop Operator (coordinating the service delivery of required one-stop partners and service providers) as part of its overall responsibility as the grant recipient and administrator of Title I funds. Due to WIOA's required separation of the role of service delivery coordinator from the other responsibilities of the grant, SETA has established the following firewalls within its organizational structure to ensure adequate internal controls exist and prevent conflicts of interest:*
- *SETA's Executive Director will retain authority over all grant administration and related matters for the WIOA programs. In addition, SETA's Fiscal Department Chief reports directly to the County of Sacramento, Department of Finance Director, and all financial transactions require the approval of the Fiscal Department Chief, thus ensuring a system of checks and balances on all fiscal-related matters.*
  - *SETA's Workforce Development Deputy Director and program staff will continue to staff the Sacramento Works, Inc. Board and continue to oversee and report on all WIOA planning, procurement, policy, program oversight and related matters.*
  - *SETA's Workforce Development Manager assigned to this engagement will report directly to SETA's Executive Director and the Sacramento Works, Inc. Board on the coordination of service delivery of required one-stop partners and service providers. For all other matters, this Manager will continue to report to SETA's Workforce Development Deputy Director.*
7. Amount of quotation for delivery of services as the One-Stop Operator on an annual basis. **Must be \$50,000 or less.**  
*Services proposed to be provided under this RFQ will cost no more than \$50,000 per year.*
8. Your quote must be for a single entity proposing to serve as the one-stop operator.  
*This quote represents a single entity's proposal to serve as the One-Stop Operator: Sacramento Employment and Training Agency.*
9. Contact information for at least two (2) references who may attest to your experience and qualifications.
- Ms. Ann Edwards, Director  
 County of Sacramento, Department of Human Assistance  
[EdwardsAnn@saccounty.net](mailto:EdwardsAnn@saccounty.net)  
 (916)875-3591*
- Dr. Jamey Nye, Associate Vice Chancellor  
 Los Rios Community College District  
[Nyej@losrios.edu](mailto:Nyej@losrios.edu)  
 (916)563-3207*
10. Description of how you intend to coordinate services among the one-stop partner programs and service providers.
- SETA is widely recognized throughout the region as the lead agency on workforce development services. As indicated above, SETA has successfully coordinated services among all one-stop partner programs and service providers for over two (2) decades, including the service network of over forty (40) different partner programs that deliver services within the America's Job Centers of California. SETA has established robust, system-wide partnerships with the County Department of Human Assistance's TANF/CalWORKs program, the Capital Adult Education Regional Consortium's WIOA Title II, Adult Education and Literacy programs, the State Employment Development Department's WIOA Title III, Wagner-Peyser, Unemployment Insurance, Trade Adjustment Assistance and Veterans' programs and the State Department of Rehabilitation's WIOA Title IV Vocational Rehabilitation program.*

*SETA has established effective partnerships with all other required one-stop partners and recently completed a directory reflecting all of the required one-stop partners career services and service locations across the Sacramento area. In addition, SETA recently embarked on its WIOA Mobile Services Initiative where One-Stop Center staff equipped with mobile technology can enroll and serve customers at partners' locations throughout the Sacramento area. This strategy will allow One-Stop Center staff to travel to those areas that have large numbers of customers and neighborhoods that have the highest need for workforce development services.*

*SETA regularly conducts one-stop partner meetings to discuss the coordination and alignment of one-stop partners' service delivery, share best practices among one-stop partners and cross-train one-stop partner staff in all of the different one-stop partners' programs and services available.*



## CHAPTER 10

### CONFLICT OF INTEREST

#### 1. Introduction.

Any attempt to realize personal gain through public employment is inconsistent with the responsible discharge of that public employment, and is a breach of a public trust.

#### 2. Conflict of Interest.

It shall be a breach of ethical standards for any SETA employee to participate directly or indirectly in any bid proceeding; request for proposals; micro and small purchase; noncompetitive proposal procurement; request for ruling or other determination; claim; or other particular matter pertaining to any award of a contract or subcontract or proposal therefor, in which to such SETA employee's knowledge:

- a. The SETA employee or any member of the SETA employee's immediate family has a financial interest. The term "immediate family" includes: wife, husband, daughter, son, mother, father, sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandmother, grandfather, granddaughter, grandson, aunt, uncle, niece, nephew, step-parent, step-child, step-sister, and step-brother.
- b. A business or organization (whether profit or nonprofit) in which the SETA employee or any member of such employee's immediate family has a financial interest as an officer, director, trustee, partner, member, shareholder or employee; or
- c. Any other person, business or organization with whom the SETA employee or any member of such employee's immediate family is negotiating or has an arrangement concerning prospective employment is a party.

Direct or indirect participation by a SETA employee shall include, but not be limited to, involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory capacity. SETA employees shall not use their positions for a purpose that could result in private gain, or gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business or other ties.

#### 3. Disclosure Requirements For SETA Employees With A Financial Interest.

Any SETA employee who would benefit from a SETA contract with a person or business in which the employee has a financial interest shall report such interest to the Chief of the Fiscal Department. If the SETA employee knows or should have known of such benefit and fails to report it, such employee is in breach of the ethical standards set forth herein.

4. **Gratuities and Kickbacks.**

a. **Gratuities.**

It is a breach of ethical standards for any person to offer, give, or agree to give any SETA employee or former SETA employee, or for any SETA employee or former SETA employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim, controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.

b. **Kickbacks.**

No officer, agent or employee of SETA shall solicit or accept any payment, favor, gratuity, offer of employment or any item of material financial value from any supplier, vendor or potential supplier or vendor of goods or services to SETA in exchange for an award, extension, continuation, renewal, amendment or modification of a contract or order to such supplier or vendor.

It is a breach of ethical standards for any payment, favor, gratuity, offer of employment or offer of any item of material financial value to be made on behalf of any subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, including a SETA employee, as an inducement for the award, continuation, extension, renewal, amendment or modification of a subcontract or order to such subcontractor.

c. **Contingent Fees.**

It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a SETA contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for the retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business.

5. **Restrictions on Employment of Present and Former SETA Employees.**

a. **Contemporaneous Employment Prohibited.**

It shall be a breach of ethical standards for any SETA employee who is involved in purchasing to become or be, while an employee of SETA, the employee of any party contracting with or attempting to contract with SETA.

b. Restrictions On Former SETA Employees.

To avoid conflicts of interest:

1. It shall be a breach of ethical standards for any former SETA employee to knowingly act as a principal or as an agent for anyone other than SETA in connection with any judicial or other proceeding, application, request for a ruling or other determination, bid protest, contract claim, charge or controversy in which such former SETA employee participated personally and substantially through decision, approval, disapproval, recommendation, rendering of advice, investigation, or otherwise while a SETA employee, where SETA is a party or has a direct and substantial interest.

2. It shall be a breach of ethical standards for any former SETA employee, within one (1) year after such employment has ceased, to knowingly act as a principal or as an agent for anyone other than SETA in connection with any judicial or other proceeding, application, request for a hearing or other determination, contract, claim, charge or controversy that was under the former SETA employee's official responsibility within one (1) year prior to the termination of such responsibility, where SETA is a party or has a direct and substantial interest.

3. A breach of these conflict of interest provisions shall be grounds for debarment of the former SETA employee's current employer or company from consideration in further SETA procurement activities.

c. Disqualification of Partners of SETA Employees.

It shall be a breach of ethical standards for a person who is a partner of a SETA employee or former SETA employee to act as principal or as agent for anyone other than SETA in connection with any judicial or other proceeding, application, request for ruling or other determination, contract, claim, charge or controversy in which the SETA employee or former SETA employee participates or participated personally and substantially through decision, approval, disapproval, recommendation, the rendering of advice, investigation or otherwise, or which is the subject of such SETA employee's official responsibilities, where SETA is a party or has a direct and substantial interest.

d. Use of Confidential Information.

It shall be a breach of ethical standards for any SETA employee or former employee to knowingly use confidential information for such SETA employee's actual or anticipated personal gain, or the actual or anticipated personal gain of any other person. "Confidential information" shall mean information that is available only because of such SETA employee's status as a SETA employee.

e. Remedies Against SETA Employees Who Breach Ethical Standards.

In addition to existing legal remedies for breach of the ethical standards set forth in this article, SETA may impose one of the following measures on a SETA employee who breaches ethical standards:

1. Oral or written warnings or reprimands;
2. Suspension with or without pay for specified periods of time;
3. Demotion; or
4. Termination of employment.

All disciplinary procedures taken against a SETA employee under this Section shall be in accord with SETA's Personnel Policies and Collective Bargaining Agreements, as applicable.



November 15, 2016

Lao Family Community Development, Inc.  
Attn: Chaosarn Chao  
1551 23<sup>rd</sup> Avenue  
Oakland, CA 94606

Meristem, Inc.  
Attn: Executive Director  
9200 Fair Oaks Boulevard  
Fair Oaks, CA 95628

Sacramento Employment and Training Agency  
Roy Kim, Deputy Director  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Re: Request for Quotation One-Stop Operator  
Sacramento Works, Inc.

Dear sir or madam:

Your organization recently expressed interest in presenting a quotation for your services as the One-Stop Operator for the Sacramento Workforce Development Area. Enclosed please find a formal "Request for Quotation" for your proposed service as the One-Stop Operator for this region.

If you are still interested in providing a quote please review the enclosed Request for Quotation and submit your response to the undersigned no later than 5 PM, Monday, December 14, 2016.

**PLEASE READ THE REQUEST FOR QUOTATION CAREFULLY AND FULLY COMPLY WITH ITS TERMS.**

Please remember there is no guarantee than any quotation will be accepted.

Very truly yours:

Phillip M. Cunningham A Law Corporation

Phillip M. Cunningham Attorney for Sacramento Works, Inc.

Enclosure

PHILLIP M. CUNNINGHAM

*A Law Corporation*

712 TWELFTH STREET SACRAMENTO, CALIFORNIA 95814  
TEL. 916.446.7941 FAX. 916.446.1350 EMAIL pmclaw@pacbell.net  
Page 50

NOVEMBER 14, 2016

SACRAMENTO WORKS, INC.

SMALL PURCHASE REQUEST FOR QUOTATION

FOR LOCAL ONE STOP OPERATOR

1. This request for quotation is issued by Sacramento Works, Inc. ("SWI") the designated Workforce Development Board of the Sacramento Workforce Development Area. For purposes of this request SWI may be reached at, and all communication regarding this request must be directed to, the office of its general counsel, Phillip M. Cunningham, Phillip M. Cunningham A Law Corporation, 712 12<sup>th</sup> Street, Sacramento, CA 95814; telephone (916) 446-7941 x4101; fax (916) 446-1350; e-mail: [pmclaw@pacbell.net](mailto:pmclaw@pacbell.net).

2. Please furnish a written quotation to Sacramento Works, Inc. on or before 5:00 PM Monday, December 14, 2016 at the office of Phillip M Cunningham A Law Corporation, 712 12<sup>th</sup> Street, Sacramento, CA 95814.

3. Please understand this is a request for quotation pursuant to the Small Purchase provisions of the procurement rules. Any quotation furnished by you will not be considered an offer. If you are unable or unwilling to quote please so indicate by delivering a written statement to that effect to Phillip M Cunningham A Law Corporation by personal delivery, fax or e-mail. **This request does not obligate Sacramento Works, Inc. or the Local Workforce Development Board to pay any costs incurred in the preparation and/or the submission of this quotation or to enter into a contract for the services requested.** All representations and/or certifications attached to your quotation must be completed by an authorized agent or representative of the quoting entity.

4. This is a request for a quotation to provide the services of a "**One Stop Operator**" as that role is specified in the federal regulations adopted to implement the Workforce Innovation and Opportunity Act. That role is described in Title 20, Code of Federal Regulations, Section 678.620, as follows:

*"(a) At a minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers. Local WDBs may establish additional roles of one-stop operator, including but not limited to: coordinating service providers across the*

Page one of three

*one-stop delivery system, being the primary provider of services within the center, providing some of the services within the center, or coordinating service delivery in a multi-center area, which may include affiliated sites. The competition for a one-stop operator must clearly articulate the role of the one-stop operator.*

*(b) (1) subject to paragraph (b) (2) of this section, a one-stop operator may not perform the following functions: convene system stakeholders to assist development of the local plan; prepare and submit local plans (as required under sec. 107 of WIOA); be responsible for oversight of itself; manage or significantly participate in the competitive selection process for one-stop operators; select or terminate one-stop operators, career services, youth providers; negotiate local performance accountability measures; or develop and submit budget for activities of the Local WDB in the local area.*

*(2) An entity serving as a one-stop operator, that also serves a different role within the one-stop delivery system, may perform some or all of these functions when it is acting in its other role, if it has established sufficient firewalls and conflict of interest policies and procedures. The policies and procedures must conform to the specifications in Section 679.430 of this chapter for demonstrating internal controls and preventing conflict of interest.*

5. Sacramento Works, Inc. is requesting a quote only for the minimum role of **coordinating the service delivery of required one-stop partners and service providers.**

6. Sacramento Works, Inc. expects to pay less than \$50,001 annually for these services.

7. Sacramento Works, Inc. is prepared to award a contract for a period of up to four (4) years, subject to written early termination provisions to be negotiated by the parties.

8. In order to be considered your quotation must include all of the following information:

- a. Full legal name of the entity submitting the quotation.
- b. Type of entity submitting the quotation, i.e. corporation; partnership; limited liability company; sole proprietorship.
- c. Federal and state tax identification numbers
- d. Tax status, i.e. for profit, not for profit, (if not for profit what exemption applies).
- e. Name and title of contact person for quoting entity.

Page two of three

f. Description of services to be provided:

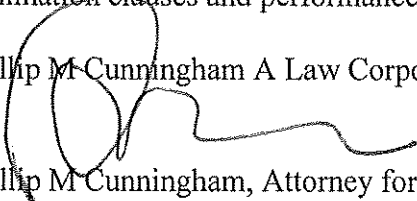
1. Hours of operation;
2. Number of employees providing services;
3. Location where services will be provided;
4. History of experience providing services under federal workforce programs;
5. Conflict of interest policy
6. Description of firewalls established to demonstrate internal controls and prevent conflicts of interest if you also intend to serve a different role within the one-stop delivery system at the same time you provide one-stop operator services.
7. Amount of quotation for delivery of services as the One-Stop Operator on an annual basis. Must be \$50,000 or less.
8. Your quote must be for a single entity proposing to serve as the one-stop-operator.
9. Contact information for at least two (2) references who may attest to your experience and qualifications.
10. Description of how you intend to coordinate services among the one-stop partner programs and service providers.

9. All quotations must be in writing, signed by an officer or owner of the quoting entity, and received by the Law Offices of Phillip M Cunningham a Law Corporation located at 712 12<sup>th</sup> Street, Sacramento, CA 95814 no later than 5 PM Monday, December 14, 2016. Submitting a quote does not guarantee a contract will be awarded.

10. All quotations received in a timely manner will be reviewed by the Executive Committee of the Board of Directors of Sacramento Works, Inc. at a publicly noticed meeting. A final recommendation to accept or reject any or all quotes received will be sent to the full WDB Board for a final decision, to be made at a publicly noticed meeting where any member of the public may be heard. Anyone who submits a quotation will be provided notice of both the meeting of the Executive Committee and the full WDB Board.

11. Should the WDB Board accept a quote the successful bidder will be invited to negotiate a final contract for services in accord with the contracting standards currently in use by Sacramento Works, Inc. The contract terms and conditions will include, but will not be limited to, standard insurance requirements, standard equal rights and non-discrimination clauses, early termination clauses and performance standards.

Phillip M Cunningham A Law Corporation

  
Phillip M Cunningham, Attorney for  
Sacramento Works, Inc.

F4015; one-stop operator request for quotation small purchase.v3

Page three of three





August 22, 2016

Re: Sacramento Works, Inc.  
Workforce Development Board  
Survey of Interest regarding applying to be the Local  
One-Stop Operator under 20CFR678

Dear One-Stop Partners, Service Providers and members of the general public:

The Board of Directors of Sacramento Works, Inc. serves as the Workforce Development Board (the "WDB") for the Sacramento Workforce Development Area pursuant to the provisions of the new federal Workforce Innovation and Opportunity Act ("WIOA"). In this capacity, Sacramento Works, Inc., in concurrence with the Governing Board of the Sacramento Employment and Training Agency ("SETA"), is charged with the responsibility for selecting its One-Stop Operator or Operators through a competitive process every four years. One-Stop Operators are defined in Subpart D: One-Stop Operators; part 678 of Title 20 of the Code of Federal Regulations (20 CFR 678).

The WDB is preparing to issue a formal request for proposals for its One-Stop Operator selection process; however, before it commits to the time and expense of a formal competitive procurement process, the WDB wishes to test the market to determine the level of interest by qualified parties in serving as a One Stop Operator under contract for this Area.

At this time the WDB expects to limit the role of the One Stop Operator to the minimum requirement of "*coordinating the service delivery of required one-stop partners and service providers*".

The WDB expects to budget no more than \$50,000 for this service.

The WDB understands that its One-Stop Operator may be a single entity (public, private or non-profit) or a consortium of entities and that if the consortium consists of One-Stop Partners as defined in the WIOA, the consortium must consist of a minimum of three defined One-Stop Partners.

If you are interested in submitting a proposal to serve as a local One-Stop Operator, please confirm your interest not later than close of business, Monday, September 5, 2016 by writing to

PHILLIP M. CUNNINGHAM

*A Law Corporation*

August 22, 2016  
Survey of Interest  
Page two

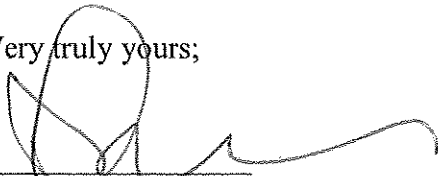
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Sacramento Works Inc., General Counsel Phillip M. Cunningham, in care of Phillip M. Cunningham A Law Corporation, 712 12th Street, Sacramento, CA 95814, stating your interest. Please include a brief statement of your qualifications, a cost range for the services you intend to offer, and if you intend to bid as a consortium of One-Stop Partners please identify the two additional qualified consortium partners you will be working with.

While the WDB currently believes it will only be contracting for the minimum services required of a One-Stop Operator, it is open to consideration of a more comprehensive role for the One-Stop Operator. In that regard, if you wish to outline your vision of a more comprehensive role for the One-Stop Operator please include that outline in your response, together with an estimated cost range for the services you envision and your rationale for why this more comprehensive plan should be considered by the WDB.

This letter is not intended to serve as a Request for Proposal. This survey of interest does not in any way guarantee that the WDB will issue an RFP or that you would qualify or be selected as a One-Stop Operator if an RFP is issued. Thank you in advance for your interest.

Very truly yours;



Phillip M. Cunningham,  
General Counsel  
Sacramento Works, Inc.

F4015.survey of interest letter. One stop operator 8.22.16v3

1. Sacramento Employment and Training Agency  
Roy Kim, Deputy Director  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815  
[roy.kim@seta.net](mailto:roy.kim@seta.net)
  
2. Karen Malkiewicz  
Sacramento County Office of Education  
Post Office Box 269003  
Sacramento, CA 95826-9003  
[kmalkiew@egusd.net](mailto:kmalkiew@egusd.net)
  
3. State of California  
Employment Development Department  
Attn: Cornelio Gomez  
Workforce Services  
PO BOX 826880 MIC 50  
Sacramento, CA 94280-0001  
[Cornelio.gomez@edd.ca.gov](mailto:Cornelio.gomez@edd.ca.gov)
  
4. State of California  
Department of Rehabilitation  
Attn: Jay Onasch  
721 Capitol Mall, Suite 110  
Sacramento, CA 95814  
[jay.onasch@dor.ca.gov](mailto:jay.onasch@dor.ca.gov)
  
5. County of Sacramento  
Department of Human Assistance  
Attn: Ann Edwards  
2433 Marconi Avenue  
Sacramento, CA 95821  
[edwardsann@saccounty.net](mailto:edwardsann@saccounty.net)
  
6. AARP Foundation  
Attn: Brenda Harden  
4640 Marconi Ave, Suite 4  
Sacramento, CA 95821  
[bharden@aarp.org](mailto:bharden@aarp.org)
  
7. Sacramento Job Corps Center  
Attn: Brian Broadway  
3100 Meadowview Road  
Sacramento, CA 95832  
[broadway.brian@jobcorps.org](mailto:broadway.brian@jobcorps.org)

8. California Indian Manpower Consortium  
Attn: Lorenda Sanchez  
738 North Market Blvd.  
Sacramento, CA 95834  
[lorenda@cimeinc.com](mailto:lorenda@cimeinc.com)
  
9. California Human Development Corporation  
Attn: Paul Castro  
2730 Gateway Oaks Drive, Suite 200  
Sacramento, CA 95833  
[paul.castro@cahumandevlopment.org](mailto:paul.castro@cahumandevlopment.org)
  
10. Sacramento Regional Conservation Corps  
Attn: David De Mers  
6101 27th Street  
Sacramento, CA 95822  
[ddemers@saccoprs.org](mailto:ddemers@saccoprs.org)
  
11. Sacramento Housing and  
Redevelopment Agency  
Attn: LaShelle Dozier  
801 12th Street  
Sacramento, CA 95814  
[ldozier@shra.org](mailto:ldozier@shra.org)
  
12. **Asian Resources, Inc.**  
Attn: Stephanie Nguyen  
2411 Alhambra Blvd., Suite 110  
Sacramento, CA 95817  
[stephanie@asianresources.org](mailto:stephanie@asianresources.org)
  
13. **Bach Viet Association, Inc.**  
Attn: Mel Demoff  
1050 Fulton Avenue, Suite 110  
Sacramento, CA 95825  
[bachviet@sbcglobal.net](mailto:bachviet@sbcglobal.net)
  
14. **Children's Receiving Home of Sacramento**  
Attn: Tanya Kravchuk  
3555 Auburn Blvd.  
Sacramento, CA 95821  
[tkravchuk@crhkids.org](mailto:tkravchuk@crhkids.org)
  
15. **City of Sacramento/Department of Parks and Recreation**  
Attn: Monica Blanco  
5699 S. Land Park Drive  
Sacramento, CA 95822  
[mblanco@cityofsacramento.org](mailto:mblanco@cityofsacramento.org)
  
16. **The Community College Foundation**  
Attn: Jamie Stedman  
1901 Royal Oaks Drive  
Sacramento, CA 95815  
[jstedman@communitycollege.org](mailto:jstedman@communitycollege.org)

17. **Crossroads Diversified Services, Inc.**  
Attn: Jim Estep, Andrea Rogozinski  
9300 Tech Center Drive, Suite 100  
Sacramento, CA 95826  
[andrea@cdsdiv.com](mailto:andrea@cdsdiv.com)
18. **Folsom Cordova Community Partnership**  
Attn: Michele Nunn  
Post Office Box 3227  
Rancho Cordova, CA 95741-3227  
[mnunn@thefccp.org](mailto:mnunn@thefccp.org)
19. **Galt Joint Union High School District**  
Attn: Sibba Alexanders  
12945 Marengo Road  
Galt, CA 95632  
[salexanders@gshsd.k12.ca.us](mailto:salexanders@gshsd.k12.ca.us)
20. **Goodwill Industries of Sacramento Valley & Northern Nevada**  
Attn: Carolyn Brodt  
8001 Folsom Boulevard  
Sacramento, CA 95826  
[carolynb@goodwillsacto.org](mailto:carolynb@goodwillsacto.org)
21. **Greater Sacramento Urban League**  
Attn: Angelina Garcia  
3725 Marysville Boulevard  
Sacramento, CA 95838  
[agarcia@gsul.org](mailto:agarcia@gsul.org)
22. **La Familia Counseling Center, Inc.**  
Attn: Rachel Rios  
5523 - 34th Street  
Sacramento, CA 95820  
[rachelr@lafcc.org](mailto:rachelr@lafcc.org)
23. **Lao Family Community Development, Inc.**  
Attn: Chaosam Chao  
1551 23<sup>rd</sup> Avenue  
Oakland, CA 94606  
[chaosarn@lfcd.org](mailto:chaosarn@lfcd.org)
24. **Meristem, Inc.**  
Attn: Michael Mancini  
9200 Fair Oaks Boulevard  
Fair Oaks, CA 95628  
[mm@meristem.pro](mailto:mm@meristem.pro)
25. **My Sister's House**  
Attn: Nilda Valmores  
3053 Freeport Blvd., Suite 120  
Sacramento, CA 95818  
[nildamsh@gmail.com](mailto:nildamsh@gmail.com)
26. **North State Building Industry Foundation**  
Attn: Rick Larkey  
536 Eureka Road  
Roseville, CA 95661  
[rick@northstatebia.org](mailto:rick@northstatebia.org)

27. **Sacramento Chinese Community  
Service Center, Inc.**

Attn: Henry Kloczkowski Kevin Thai  
420 "I" Street, Suite 5  
Sacramento, CA 95814

[kevin@sccsc.org](mailto:kevin@sccsc.org)

28. **Sacramento City U.S.D.  
Skills & Business Education Center**

Attn: Susan Lytle Gilmore, Ph.D.  
5451 Lemon Hill Avenue  
Sacramento, CA 95824

[GilmoreS@scusd.edu](mailto:GilmoreS@scusd.edu)

## ITEM III-B – 2 - ACTION

### APPROVAL TO AUGMENT AGREEMENT WITH VALLEY VISION FOR PROJECT SLINGSHOT - CAPITAL REGION, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE THE AGREEMENT

#### BACKGROUND:

In early 2014, the California Workforce Development Board (CWDB) announced its State-wide “Slingshot” Initiative designed to promote regional, innovative and risk-taking projects that “moved the needle” on big employment, education and jobs issues. The initiative was designed to regionally align local workforce development boards in preparation for the implementation of the Workforce Innovation and Opportunity Act’s (WIOA) Planning Regions, and was founded on the key principles of industry engagement, integrated partnerships and shared outcomes.

As part of this strategy, the CWDB set-aside funds to develop innovative regional projects under which successful applicants would be funded up to \$1,000,000 for approved projects. While traditional workforce development projects involve federally prescribed customers, services and performance outcomes, the Slingshot Project allowed for a great degree of flexibility in all aspects of program design.

In October 2014, the SETA Governing Board approved the submission of an initial proposal to the CWDB to grow jobs and support economic mobility by creating an ecosystem of services and resources for entrepreneurs, start-ups and small businesses throughout the Capital Region, which includes four regional workforce development areas: SETA/Sacramento Works, Inc., Golden Sierra Job Training Agency, North Central Counties Consortium and Yolo County.

The initial application was submitted to access \$20,000, which funded the “Slingshot Design” phase, where regional collaborative research and development efforts by workforce, economic development, education and business partners led to the development of an Implementation Plan/Proposal (“Compact”) that was submitted to the CWDB in January 2016 to secure the remainder of the \$1,000,000 set aside for the project.

The regional boards engaged Valley Vision to plan and coordinate the initial design phase and the compact development and implementation phases, which was originally scheduled to be completed by February 28, 2017, one month prior to the original grant end date of March 31, 2017. The engagement was procured consistent with SETA’s procurement policies which authorize the agency to procure services without competition in certain circumstances, including when the services are only available from a single source or when such procurement has been authorized by the funding

PRESENTER: Roy Kim

ITEM III-B – 2 – ACTION (continued)

Page 2

source. To that end, the board approved proceeding with noncompetitive procurement and contracted with Valley Vision for \$130,000, based on the following findings:

- Valley Vision is the sole local entity available to provide independent, unbiased research on regional issues and apply that research to drive regional initiatives
- Valley Vision planned and coordinated the Next Economy Prosperity Plan, a regional endeavor involving the region's education, workforce and economic development leadership organizations that outlined initial strategies for fostering a strong innovation environment
- Valley Vision possesses the unique experience, knowledge and information required to build on the Next Economy initial strategies through the Slingshot project.

This justification was included in the Slingshot Project's Compact that was submitted to, and approved by, the CWDB.

In August 2016, the CWDB approved the Compact and released the additional funds. Recognizing the significant delays that resulted from the approval process, the CWDB extended the Slingshot Project timeline by an additional year from March 31, 2017 to March 31, 2018.

As a result of the CWDB extension of the Slingshot Project through March 31, 2018, it is necessary to augment Valley Vision's original contract to provide additional services through the completion of the Project. The attached chart reflects the overall Slingshot Project budget, the amounts allocated/expended to date, and total unallocated funds of \$85,800 available for allocation derived from various operating budget line items.

In order to continue to engage Valley Vision on the Slingshot Project through March 31, 2018, staff is recommending utilization of currently unallocated funds to augment the agreement with Valley Vision in an amount not to exceed \$74,000. In addition to extending Valley Vision's current project management and coordination role, Valley Vision will also be responsible for the Slingshot Project's Evaluation.

As indicated on the attached chart, the augmentation will have no impact on the allocations for the Innovation Fund and the Ecosystem E-Resource Database.

Staff will be available to answer questions.

RECOMMENDATION:

Approve augmenting the agreement with Valley Vision for Project Slingshot – Capital Region in an amount not to exceed \$74,000, and authorize the Executive Director to execute the agreement.



**SlingShot Project  
Operating Budget Comparison**

<b>Category</b>	<b>Overall Budget</b>	<b>Allocated- Valley Vision</b>	<b>Allocated- Other</b>	<b>Unallocated Balance</b>
<b>Assessment/Compact Development/Implementation Plan</b>	<b>\$ 91,300</b>	<b>\$ 67,485</b>	<b>\$ 12,000</b>	<b>\$ 11,815</b>
<b>Implementation Innovation Fund/Pilots</b>				
Design of Innovation Fund	20,000	4,400	0	15,600
Coalition Employer/Partner Engagement	40,000	24,500	0	15,500
Innovation Fund/Pilots	700,000	0	700,000	-
Analysis of Pilots/Replication Potential	20,000	3,800	0	16,200
Innovation Ecosystem Resource Navigator	50,000	0	50,000	-
<b>Subtotal</b>	<b>830,000</b>	<b>32,700</b>	<b>750,000</b>	<b>47,300</b>
<b>Project Management</b>				
Project Coordination/Management	30,000	24,915	0	5,085
Production/Materials/Communications	8,200	0	8,200	0
Travel and Other Expenses	14,000	0	14,000	0
CWDB Regional Coalition Convenings	6,500	4,900	0	1,600
Evaluation	20,000	0	0	20,000
<b>Subtotal</b>	<b>78,700</b>	<b>29,815</b>	<b>22,200</b>	<b>26,685</b>
<b>Proposed Augmentation to Valley Vision</b>		<b>74,000</b>		<b>(74,000)</b>
<b>Grand Total</b>	<b>\$ 1,000,000</b>	<b>204,000</b>	<b>\$ 784,200</b>	<b>\$ 11,800</b>

ITEM IV-A – INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Loretta Su

**MEMORANDUM**

**TO:** Ms. Stephanie Nguyen **DATE:** January 3, 2017  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult OJT	\$174,852	7/1/15-6/30/16	11/1/15-6/30/16
WIOA	CW OJT SE	\$300,635	7/1/15-6/30/16	11/1/15-6/30/16
WIOA	CW OJT ESE	\$296,581	7/1/15-6/30/16	11/1/15-6/30/16
WIOA	Universal Service Youth	\$61,000	7/1/15-6/30/16	11/1/15-6/30/16
WIOA	Out-of-School Youth	\$245,728	7/1/15-6/30/16	11/1/15-6/30/16
TAD	VESL/ES	\$17,563	10/1/15-9/30/16	11/1/15-9/30/16
TA	ES	\$79,200	10/1/15-9/30/16	11/1/15-9/30/16
RESS	VESL/ES	\$191,475	10/1/15-9/30/16	11/1/15-9/30/16
WIOA	SWCS Adult	\$61,000	7/1/16-6/30/17	7/1/16-9/30/16
WIOA	SWCS DW	\$245,728	7/1/16-6/30/17	7/1/16-9/30/16
WIOA	Adult OJT	\$174,852	7/1/16-6/30/17	7/1/16-9/30/16
WIOA	CW OJT SE	\$268,081	7/1/16-6/30/17	7/1/16-9/30/16
WIOA	CW OJT ESE	\$283,713	7/1/16-6/30/17	7/1/16-9/30/16
WIOA	Out-of-School Youth	\$283,746	7/1/16-6/30/17	7/1/16-9/30/16

Monitoring Purpose: Initial  Follow-up  Special  Final   
 Date of review: 11/7-11/9/16

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

**Program Operator: Asian Resource, Inc.**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from November 1, 2015 to September 30, 2016 have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Melvin Demoff                      **DATE:** January 5, 2017

**FROM:** Mayxay Xiong, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	VESL/ES	\$307,741	10/1/15-9/30/16	4/1/16-9/30/16
TA	ES	\$118,229	10/1/15-9/30/16	4/1/16-9/30/16
TAD	VESL/ES	\$12,825	10/1/15-9/30/16	4/1/16-9/30/16
WIOA	OJT Adult	\$198,030	7/1/15-6/30/16	10/1/15-6/30/16
WIOA	CW ESE	\$301,911	7/1/15-6/30/16	10/1/15-6/30/16
WIOA	CW SE	\$335,090	7/1/15-6/30/16	10/1/15-6/30/16
WIOA	OJT Adult	\$198,030	7/1/16-6/30/17	7/1/16-9/30/16
WIOA	CW ESE	\$212,000	7/1/16-6/30/17	7/1/16-9/30/16
WIOA	CW SE	\$195,626	7/1/16-6/30/17	7/1/16-9/30/16

**Monitoring Purpose:** Initial  Follow-up                      Special                      Final

**Date of review:** 11/16-11/17/16

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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: Bach Viet Association, Inc.**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 1, 2015 to September 30, 2016 for the WIOA and RESS 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. Karen Malkiewicz **DATE:** January 6, 2017

**FROM:** Mayxay Xiong, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of  
EGUSD Adult & Community Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Out-of-School Youth	\$197,200	7/1/15-6/30/16	3/1/16-6/30/16
WIOA	Universal Services Youth	\$61,000	7/1/15-6/30/16	3/1/16-6/30/16
WIOA	Out-of-School Youth	\$227,455	7/1/16-6/30/17	7/1/16-10/31/16

**Monitoring Purpose:** Initial  Follow-up Special Final   
**Date of review:** 12/5-12/6/16

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

**Program Operator:** EGUSD Adult & Community Education

**Findings and General Observations:**

- 1) The total costs as reported to SETA from March 1, 2016 to October 31, 2016 for the WIOA Youth programs have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board



**MEMORANDUM**

**TO:** Mr. Rick Larkey **DATE:** December 16, 2016  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of  
 North State Building Industry Foundation

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OSY	\$160,280	7/1/15-6/30/16	10/1/15-6/30/16
WIA	OJT CW ESE	\$292,000	7/1/15-6/30/16	10/1/15-6/30/16
WIA	OJT DW	\$8,000	7/1/15-6/30/16	10/1/15-6/30/16
	Carry Over			
WIOA	Adult	\$272,083	7/1/15-6/30/16	10/1/15-6/30/16
WIOA	Adult	\$108,412	7/1/16-6/30/17	7/1/16-9/30/16
WIOA	PROP39	\$103,417	6/1/14-11/30/16	10/1/15-9/30/16
WIOA	OSY	\$165,738	7/1/16-6/30/17	7/1/16-9/30/16

Monitoring Purpose: Initial  Follow-up Special Final   
 Date of review: 11/3-11/4/16

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		N/A		

**Program Operator: North State Building Industry Foundation**

**Findings and General Observations:**

- 1) The total costs as reported to SETA for the contract year of October 1, 2015 to September 30, 2016 have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

**ERA**  
**July 1 - January 25, 2017**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
1STOPlighting	1	Customer Service	1
	1	Warehouse Technician	1
347Group	7	Machine Operator/Laborer	6
Amador Stage Lines Inc.	9	Motorcoach Operator	20
Aggressive Legal Svc Inc.	1	Court Runner	1
America's Lawns Inc.	1	Landscaping Crew	3
Arcade Creek Manor	1	Groundskeeper	1
Assurance Roofing and Construction	3	Laborer	1
Black Dog Graphics	1	Warehouse Technician	1
California Caregivers	4	Caregiver	20
California Native Plant Society	1	Director of Communications and Marketing	1
Capitol Architectural Production	3	Welder/Shop Helper	1
Carson's Coatings Inc.	3	CADD Tech	1
Chico Comcast	7	Installation Technician	1
Children's Law Ctr-Sacramento	1	Part Time Administrative Assistant	1
Cosumnes River College	1	Instructional Services Assistant II	1
D V Austin Contractors	3	Helpers--Painters, Paperhangers, Plasterers, and Stucco Masons	1
Davis Academy Driving School	1	Driving Instructor	2
Davis Center	1	Administrative Assistant I	1
Denio's Roseville Farmers Market and Auction, Inc.	1	Cashier	4
Electrofreeze of Northern California	1	Office Administrator	1
Elite Cleaning	1	Housecleaner	2
Enterprise Holdings, Inc.	1	Service Agent	4
Excel Network LLC	1	Core Gas Agent	65
Falafel Corner	8	Line Server	1
Farmers Insurance	1	Bilingual Insurance Sales	1
Fedex Freight	9	City Driver	1
Folsom Dam Car Wash	1	Car Wash Line Work	5
Frito-Lay	9	Route Sales Representative - General	13
Fulton-El Camino Rec-Park District	10	Recreational Leaders	20
Handyman Network	7	Handyman/Contractor	5
Health and Life Organization	1	Member Service I	1
	4	Registered Dental	2
Hialeah Terrace	4	Caregiver	2
Imko Workforce Solutions	7	Automotive Mechanics	1
	3	Mig Welder	1
InSync Consulting Services LLC	1	Customer Service Professional	90
Island Angels	1	Administrative/Care Coordinator	1
	4	Caregiver	1
JUMA Ventures	1	Enterprise Manager	1
L - 3 Communications Corporation	1	Contracts Administrator	1
	1	Sr. Proposal Administrator	1
Labor Finders	9	Labor	1
La Bou Bakery & Cafe	8	Food Prep/Sandwich Maker/Cashier	1
Lewis Group Of Companies	4	Maintenance Technician	3
LICAP Technologies	9	Maintenance & Facility Technician	1
	2	R & D Engineer	1
Los Rios Community College	6	Information Technology Business/Technical Analyst I	1
	1	Accountant	2
	1	Administrative Assistant I	5
	1	Administrative Assistant II	5
	1	Admissions/Records Evaluator I	1
	1	Admissions/Records Clerk II	1
	1	Admissions/Records Clerk III	1
	1	Art Assistant Professor (Studio Art)	1

**ERA**  
**July 1 - January 25, 2017**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Los Rios Community College	1	Associate Vice Chancellor, Resource Development	1
	1	Athletic Trainer	1
	1	Clerk II	2
	1	Clerk III	5
	1	College Police Detective	1
	1	Confidential Human Resources Specialist I	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	1
	1	Counselor	2
	1	Culinary Arts Management Adjunct Assistant Professor	1
	1	Dean of Career and Technical Education	1
	1	Dean of Distance Education, Virtual Education Center	1
	1	Dean of Institutional Effectiveness	1
	1	Dean of Kinesiology, Health, and Athletics	1
	1	Dean of Student Services Admissions and Transition Services	1
	1	Director of Facilities Planning and Construction	1
	1	Director of Human Resources	1
	1	Director of Marketing and Communication, Harris Center for the Arts	1
	6	Educational Media and Web Design Specialist	1
	1	Employee Benefits Supervisor	1
	1	Engineering Assistant Professor	1
	2	Facilities Planning and Engineering Specialist	1
	1	Financial Aid Clerk II	2
	1	Financial Aid Supervisor	1
	1	Foreign Languages Assistant Professor	1
	1	Foster and Kinship Care Education Coordinator	1
	1	Groundskeeper	1
	1	Head Grounds Maintenance Technician	1
	1	Healthcare Interpreting Assistant Professor	1
	6	Information Technology Systems/Database Administrator Analyst II	1
		Instructional Assistant -Costuming and Makeup	
	1	Instructional Assistant - Disabled Student Program & Services	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant-Music	1
	1	Instructional Assistant -Tutorial Center	2
	1	Instructional Assistant - Welding Technology	1
	6	IT Business/Technical Analyst I	1
	1	Journalism Assistant Professor	1
	1	Laboratory Technician-Science Chemistry	1
	7	Lead Laboratory Technician - Mechanics	1
1	Lead Library Media Technical Assistant	1	
3	Lead Maintenance Electrician	1	
1	Learning Skills and Tutorial Services Coordinator	1	
1	Legal Assisting Assistant Professor	1	
1	Library Media Technical Assistant	1	
7	Maintenance Plumber	1	
1	Mathematics Assistant Professor	1	
3	Mechanical-Electrical Systems Technician	1	
1	Nursing (LVN) Assistant Professor	1	
1	Physical Education/Athletic Attendant	1	
1	Physical Therapy Assistant Professor	1	
1	Project Director for TRIO, Educational Talent Search	1	

**ERA**  
**July 1 - January 25, 2017**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Los Rios Community College	1	Project Director for TRIO, Student Support Services, STEM, and Veterans Programs	1
	1	Research Analyst	1
	1	Respiratory Care Assistant Professor	1
	6	Senior IT Network Administrator Analyst	2
	1	Student Personnel Assistant-Assessment and Testing	1
	1	Student Personnel Assistant-Cultural Awareness Center	2
	1	Student Personnel Assistant-DSP&S	1
		Student Personnel Assistant-Student Services	2
	1	Student Success and Support Program Specialist	1
	1	Theater Arts (Technical) Adjunct Assistant Professor	1
	1	Vice Chancellor of Education and Technology	1
	1	Vice President of Instruction	1
	1	Vice President of Student Services	1
1	Women's Basketball Adjunct Faculty Head Coach	1	
1	Women's Track and Field Head Coach	1	
McLane Company, Inc.	10	Independent Sales Representative	1
ProWraps, Inc.	1	Office Manager/Project Manager	1
MGO Strategic Staffing	1	Administrative Assistant	1
	1	Senior Accountant	1
Mr. Security Camera	7	Installation Technician	1
Nor Cal Mobile Mechanics	7	Auto Technician	1
Ramos Oil Company	1	Maintenance Worker	1
Randstad U.S., LP	9	Production	200
Ray McCauley Insurance Agency	1	Insurance Sales Agent	1
Resource Staffing Group	1	Document Agent	30
	1	Inbound Customer Service Representative	2
	9	Warehouse Clerk	3
Retail Business Development	1	Wireless Sales Ambassador	8
RIMNETICS	9	Manufacturing/Production Worker	5
River City Rickshaw LLC.	9	Pedicab Driver	1
Sacramento Employment & Training Agency	1	Accountant II (Supervisory)	1
	1	Administrative Assistant	1
	1	Children and Family Services Facilities Supply Clerk	1
	1	Payroll Specialist	1
	1	Senior Payroll Specialist	1
Sacramento LGBT Community Center	1	Development Coordinator	1
	1	Executive and Finance Assistant	1
Sacramento Regional Transit District	1	Director, Office Management and Budget	1
Safety Center Inc.	4	Alcohol and Drug Program Counselor	1
	1	Alcohol and Drug Program Staff I	1
	1	Bi-Lingual Alcohol and Drug Program Counselor	1
Saint Claire's Nursing Home	1	Cook	3
	4	Dietary Aid	3
	1	Laundry Worker/Housekeeper	3
	1	Janitorial Maintenance Worker	3
Universal Security & Fire Inc.	1	Alarm Technician Trainee	2
University Of The Pacific, Mc George School Of Law	1	Legal Advocate	1
Tele Direct	10	Customer Service Representative (CSR)	30
The Kensington	4	Caregiver	1
	8	Server	1
Tots of Love Child Development Center, LLC.	1	Preschool Teacher	3
Urban Strategies Inc.	1	Education Liaison	1

**ERA**  
**July 1 - January 25, 2017**

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering;3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Victoria S Mosur DDS PC	4	Registered Dental Assistant (RDA)	1
Villara Corporation	1	Sales	1
Volunteers of America Sacramento	1	Support Staff/Monitor	6
Weidmann-ACTI Inc.	9	Shipping Technician	1
WFVC Contact Centers	1	Phone Banker I	1
Wheel Pros	9	Warehouse Worker	2
	9	Warehouse Driver/Worker	1
<b>Total</b>			<b>722</b>

ITEM IV-C – INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker



## Dislocated Worker Information PY 2016/2017

The following is an update of information as of January 25, 2017 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
Unofficial	3/10/2016	<b>Orchard Supply Hardware</b> 905 E. Bidwell St. Folsom, CA 95630	8/1/2016	40	7/7/2016 7/14/16
Unofficial	5/19/2016	<b>Sports Authority</b> 3350 Arden Way Sacramento, CA 95815	8/31/2016	150	7/28/2016
Official	6/10/2016	<b>CVS Health: Financial Services Center</b> 11092 Sun Center Dr. Rancho Cordova, CA 95670	9/30/2016	152	8/29/2016 8/31/16 9/20/16 9/22/16
Unofficial	6/27/2016	<b>Hancock Fabrics</b> 2711 El Camino Sacramento, CA 95821	7/13/2016	22	6/6/16 6/8/16
Official	6/27/2016	<b>CST California Stations</b> 4625 San Juan Avenue Fair Oaks, CA 95628	7/5/2016	6	8/18/2016
Unofficial	6/29/2016	<b>CalStar</b> 4933 Bailey Loop McClellan, CA 95652	9/15/2016	20	8/24/2016
Official	6/30/2016	<b>DCS Facility Services</b> 3731 Metro Dr. Suite 600 Sacramento, CA 95215	8/31/2016	11	Packets Delivered
Unofficial	7/5/2016	<b>California State Senate</b> 1020 N Street Sacramento, CA 95814	11/20/2016	40	8/5/16 9/28/16
Unofficial	7/24/2016	<b>Flapjacks</b> 2721 El Camino Ave. Sacramento, CA 95821	7/23/2016	27	7/29/2016
Unofficial	8/1/2016	<b>Farrell's Ice Cream</b> 1625 Watt Ave Sacramento, CA 95864	8/1/2016	100	8/3/2016
Official	9/6/2016	<b>ITT Technical Institute</b> 10863 Gold Center Dr. Ranch Cordova, CA 95670	9/16/2016	104	Declined Services
Official	10/3/2016	<b>Sutter VNA &amp; Hospice</b> 8330 Ferguson Ave Sacramento, CA 95828	12/2/2016	15	Declined Services
Official	10/10/2016	<b>Red Lion Hotel Woodlake</b> 500 Leisure Ln Sacramento, CA 95815	12/12/2016	120	12/2/2016
Official	10/11/2016	<b>Verizon Wireless</b> 10734 International Dr. Rancho Cordova, CA 95670	1/27/2016	1,180	Job Fair 11/30/16
Unofficial	10/14/2016	<b>AAA</b> 8880 Cal Center Dr. Sacramento, CA 95826	12/31/2016	15	12/8/2016

## Dislocated Worker Information PY 2016/2017

The following is an update of information as of January 25, 2017 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	<b>MONTH RECEIVE NOTICE</b>	<b>COMPANY AND ADDRESS</b>	<b>WARN STATUS</b>	<b># OF AFFECTED WORKERS</b>	<b>SETA'S INTERVENTION</b>
Official	11/3/2016	<b>Marvell Semiconductor, Inc.</b> 890 Glenn Dr. Folsom, CA 95630	1/27/2017	12	Pending
Unofficial	1/12/2017	<b>TransAmerica</b> 870 Glenn Dr. Folsom, Ca 95670	2/28/2017	30	2/1/2017
			<b>Total # of Affected Workers</b>	2,044	

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of December was 4.9%.

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.

PRESENTER: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA  
(MSA)  
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)  
Educational and health services led year-over growth with 8,900 jobs**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.9 percent in December 2016, unchanged from a revised 4.9 percent in November 2016, and below the year-ago estimate of 5.5 percent. This compares with an unadjusted unemployment rate of 5.0 percent for California and 4.5 percent for the nation during the same period. The unemployment rate was 4.7 percent in El Dorado County, 4.0 percent in Placer County, 4.9 percent in Sacramento County, and 5.8 percent in Yolo County.

**Between November 2016 and December 2016**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 2,100 to total 966,200 jobs.

- Government (down 4,200 jobs) experienced a normal seasonal job decline from November to December as schools closed for winter break. Local government (down 3,900 jobs) accounted for nearly 93 percent of the decrease.
- Construction shed 3,400 jobs over the month. Specialty trade contractors was down 1,700 jobs, and construction of buildings cut back 500 jobs.
- Other services dipped by 800 jobs.
- On the upside, four major industries experienced growth from November to December. Leisure and hospitality grew by 2,600 jobs. Trade, transportation, and utilities added 2,400 jobs. Educational and health services increased by 1,500 jobs. Professional and business services was up 300 jobs.

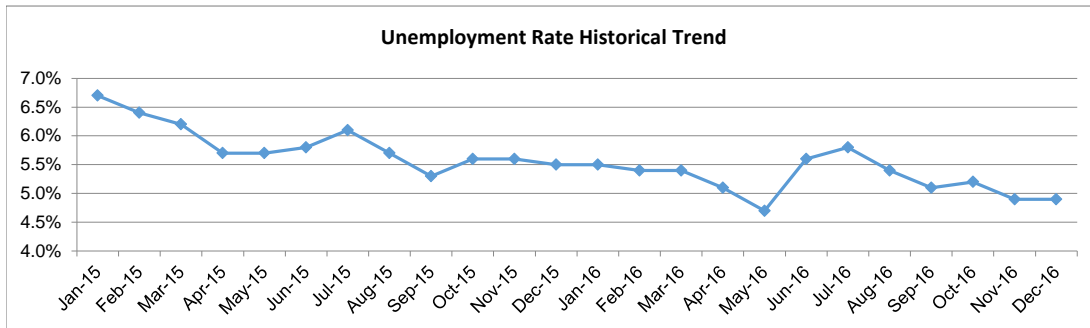
**Between December 2015 and December 2016**, total jobs in the region increased by 29,200, or 3.1 percent.

- Educational and health services continued to lead year-over growth, adding 8,900 jobs. Health care and social assistance led the expansion with 8,100 jobs.
- Professional and business services added 6,300 jobs from last December. Professional, scientific, and technical services and administrative and support and waste services gained 3,000 jobs each. Management of companies and enterprises added 300 jobs.
- Trade, transportation, and utilities gained 4,000 jobs. Retail trade (up 4,000 jobs) and transportation, warehousing, and utilities (up 500 jobs) were responsible for the increase. These gains offset a loss in wholesale trade (down 500 jobs).
- Four major industries experienced job reductions from last December, including other services (down 700 jobs), information (down 300 jobs), mining and logging (down 100 jobs), and farm (down 100 jobs).

#####

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 4.9 percent in December 2016, unchanged from a revised 4.9 percent in November 2016, and below the year-ago estimate of 5.5 percent. This compares with an unadjusted unemployment rate of 5.0 percent for California and 4.5 percent for the nation during the same period. The unemployment rate was 4.7 percent in El Dorado County, 4.0 percent in Placer County, 4.9 percent in Sacramento County, and 5.8 percent in Yolo County.



Industry	Nov-2016	Dec-2016	Change		Dec-2015	Dec-2016	Change
	Revised	Prelim				Prelim	
Total, All Industries	968,300	966,200	(2,100)		937,000	966,200	29,200
Total Farm	8,000	7,700	(300)		7,800	7,700	(100)
Total Nonfarm	960,300	958,500	(1,800)		929,200	958,500	29,300
Mining, Logging, and Construction	59,800	56,400	(3,400)		52,900	56,400	3,500
Mining and Logging	500	500	0		600	500	(100)
Construction	59,300	55,900	(3,400)		52,300	55,900	3,600
Manufacturing	36,800	36,700	(100)		36,500	36,700	200
Trade, Transportation & Utilities	155,200	157,600	2,400		153,600	157,600	4,000
Information	13,900	13,800	(100)		14,100	13,800	(300)
Financial Activities	53,000	53,000	0		51,800	53,000	1,200
Professional & Business Services	126,600	126,900	300		120,600	126,900	6,300
Educational & Health Services	149,900	151,400	1,500		142,500	151,400	8,900
Leisure & Hospitality	94,800	97,400	2,600		94,600	97,400	2,800
Other Services	30,100	29,300	(800)		30,000	29,300	(700)
Government	240,200	236,000	(4,200)		232,600	236,000	3,400

Notes: Data not adjusted for seasonality. Data may not add due to rounding  
 Labor force data are revised month to month

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 December 2016 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Unemp</b>
Placer County	181,100	173,800	7,300	4.0%	1.000000	1.000000
Auburn city	6,900	6,600	300	4.7%	0.037945	0.044642
Colfax city	1,100	1,000	100	7.7%	0.005861	0.011639
Dollar Point CDP	600	500	0	0.9%	0.003152	0.000685
Foresthill CDP	900	900	0	3.5%	0.005264	0.004451
Granite Bay CDP	11,600	11,200	400	3.7%	0.064164	0.058659
Kings Beach CDP	2,500	2,400	100	5.3%	0.013845	0.018260
Lincoln city	18,800	18,000	800	4.4%	0.103334	0.113436
Loomis town	3,100	3,100	100	2.7%	0.017606	0.011748
Meadow Vista CDP	1,400	1,400	0	3.1%	0.008042	0.006163
North Auburn CDP	5,700	5,500	200	4.0%	0.031381	0.031155
Rocklin city	30,700	29,500	1,300	4.1%	0.169433	0.171575
Roseville city	65,300	62,800	2,500	3.8%	0.361434	0.339981
Sunnyside Tahoe City CDP	1,100	1,100	0	4.4%	0.006069	0.006676
Tahoe Vista CDP	1,000	1,000	0	3.7%	0.005670	0.005136

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009-2013 5-Year American Community Survey (ACS).

**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 labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios were calculated from published census data.

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2009-2013 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the

**Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employ- ment</b>	<b>Unemployment Number</b>	<b>Rate</b>	<b>Census Ratios</b>	
					<b>Emp</b>	<b>Unemp</b>

2009-2013 American Community Survey are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 December 2016 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Yolo County	105,100	99,000	6,100	5.8%	1.000000	1.000000
Davis city	35,400	33,800	1,600	4.5%	0.341537	0.258240
Esparto CDP	1,400	1,300	100	6.5%	0.012881	0.014454
West Sacramento city	25,800	24,000	1,700	6.8%	0.242575	0.284938
Winters city	3,800	3,600	200	5.2%	0.036565	0.032407
Woodland city	29,600	27,800	1,800	6.2%	0.280928	0.299300

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009-2013 5-Year American Community Survey (ACS).

**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 labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios were calculated from published census data.

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2009-2013 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013 American Community Survey are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.



**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 December 2016 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
El Dorado County	90,500	86,200	4,300	4.7%	1.000000	1.000000
Cameron Park CDP	9,000	8,600	400	4.1%	0.099797	0.085585
Diamond Springs CDP	5,100	4,800	300	5.9%	0.055621	0.070626
El Dorado Hills CDP	21,900	21,100	700	3.3%	0.245026	0.169084
Georgetown CDP	1,000	900	100	8.2%	0.010742	0.019402
Placerville city	4,700	4,400	300	6.4%	0.050999	0.070532
Pollock Pines CDP	3,100	3,000	100	3.8%	0.034801	0.027652
Shingle Springs CDP	2,600	2,500	100	3.9%	0.029098	0.024025
South Lake Tahoe city	11,800	11,100	600	5.2%	0.129178	0.143933

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009-2013 5-Year American Community Survey (ACS).

**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 labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios were calculated from published census data.

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2009-2013 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013 American Community Survey 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.

**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**December 2016 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,192,800</b>	<b>18,228,600</b>	<b>964,200</b>	<b>5.0%</b>
ALAMEDA	7	836,100	804,400	31,700	3.8%
ALPINE	18	610	580	30	4.8%
AMADOR	28	14,720	13,880	840	5.7%
BUTTE	31	102,800	96,400	6,400	6.3%
CALAVERAS	27	20,450	19,330	1,110	5.4%
COLUSA	58	10,680	8,600	2,090	19.5%
CONTRA COSTA	9	556,500	534,500	22,100	4.0%
DEL NORTE	37	9,530	8,860	660	6.9%
EL DORADO	16	90,500	86,200	4,300	4.7%
FRESNO	49	441,200	399,200	42,000	9.5%
GLENN	44	12,960	11,840	1,120	8.6%
HUMBOLDT	15	62,100	59,330	2,770	4.5%
IMPERIAL	57	77,000	62,500	14,500	18.8%
INYO	18	9,000	8,560	440	4.8%
KERN	50	391,400	352,500	38,900	9.9%
KINGS	50	57,400	51,700	5,700	9.9%
LAKE	36	29,260	27,280	1,980	6.8%
LASSEN	34	10,870	10,130	730	6.7%
LOS ANGELES	16	5,071,100	4,831,200	239,900	4.7%
MADERA	48	60,900	55,100	5,800	9.4%
MARIN	2	144,400	140,200	4,200	2.9%
MARIPOSA	39	7,460	6,920	540	7.2%
MENDOCINO	25	39,720	37,610	2,100	5.3%
MERCED	55	115,300	102,900	12,400	10.8%
MODOC	46	3,200	2,910	290	8.9%
MONO	12	9,090	8,700	390	4.3%
MONTEREY	50	209,500	188,800	20,700	9.9%
NAPA	13	73,800	70,500	3,300	4.4%
NEVADA	13	48,690	46,540	2,160	4.4%
ORANGE	5	1,620,400	1,563,500	56,900	3.5%
PLACER	9	181,100	173,800	7,300	4.0%
PLUMAS	54	7,740	6,920	820	10.6%
RIVERSIDE	25	1,059,400	1,002,900	56,500	5.3%
SACRAMENTO	21	700,100	665,500	34,600	4.9%
SAN BENITO	32	30,400	28,500	1,900	6.4%
SAN BERNARDINO	22	949,400	901,700	47,700	5.0%
SAN DIEGO	11	1,579,400	1,513,900	65,600	4.2%
SAN FRANCISCO	3	559,900	543,300	16,500	3.0%
SAN JOAQUIN	41	314,600	289,400	25,200	8.0%
SAN LUIS OBISPO	8	140,900	135,500	5,500	3.9%
SAN MATEO	1	451,300	439,100	12,200	2.7%
SANTA BARBARA	24	221,900	210,400	11,500	5.2%
SANTA CLARA	4	1,050,300	1,015,500	34,800	3.3%
SANTA CRUZ	40	144,300	133,500	10,800	7.5%
SHASTA	34	73,800	68,900	5,000	6.7%
SIERRA	43	1,290	1,180	110	8.5%
SISKIYOU	47	17,670	16,060	1,620	9.2%
SOLANO	23	210,100	199,400	10,700	5.1%
SONOMA	6	260,100	250,600	9,500	3.7%
STANISLAUS	42	244,100	223,900	20,200	8.3%
SUTTER	53	44,000	39,400	4,600	10.4%
TEHAMA	37	24,540	22,840	1,700	6.9%
TRINITY	33	5,200	4,860	340	6.6%
TULARE	56	200,700	177,500	23,100	11.5%
TUOLUMNE	30	21,470	20,180	1,290	6.0%
VENTURA	18	429,300	408,500	20,700	4.8%
YOLO	29	105,100	99,000	6,100	5.8%
YUBA	45	28,100	25,600	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 2015 benchmark and Census 2010 population controls at the state level.

**REPORT 400 M**  
**Monthly Labor Force Data for California**  
**Counties and Metropolitan Areas**  
**December 2016 - Preliminary**  
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	<b>---</b>	<b>19,192,800</b>	<b>18,228,600</b>	<b>964,200</b>	<b>5.0%</b>
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	7	1,620,400	1,563,500	56,900	3.5%
BAKERSFIELD MSA (Kern Co.)	56	391,400	352,500	38,900	9.9%
CHICO MSA (Butte Co.)	36	102,800	96,400	6,400	6.3%
EL CENTRO MSA (Imperial Co.)	63	77,000	62,500	14,500	18.8%
FRESNO MSA (Fresno Co.)	54	441,200	399,200	42,000	9.5%
HANFORD CORCORAN MSA (Kings Co.)	56	57,400	51,700	5,700	9.9%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	19	5,071,100	4,831,200	239,900	4.7%
MADERA MSA (Madera Co.)	53	60,900	55,100	5,800	9.4%
MERCED MSA (Merced Co.)	61	115,300	102,900	12,400	10.8%
MODESTO MSA (Stanislaus Co.)	47	244,100	223,900	20,200	8.3%
NAPA MSA (Napa Co.)	16	73,800	70,500	3,300	4.4%
OAKLAND HAYWARD BERKELEY MD	10	1,392,600	1,338,800	53,800	3.9%
Alameda Co.	9	836,100	804,400	31,700	3.8%
Contra Costa Co.	12	556,500	534,500	22,100	4.0%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	21	429,300	408,500	20,700	4.8%
REDDING MSA (Shasta Co.)	39	73,800	68,900	5,000	6.7%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	28	2,008,800	1,904,600	104,200	5.2%
Riverside Co.	30	1,059,400	1,002,900	56,500	5.3%
San Bernardino Co.	26	949,400	901,700	47,700	5.0%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	24	1,076,900	1,024,600	52,300	4.9%
El Dorado Co.	19	90,500	86,200	4,300	4.7%
Placer Co.	12	181,100	173,800	7,300	4.0%
Sacramento Co.	24	700,100	665,500	34,600	4.9%
Yolo Co.	34	105,100	99,000	6,100	5.8%
SALINAS MSA (Monterey Co.)	56	209,500	188,800	20,700	9.9%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	14	1,579,400	1,513,900	65,600	4.2%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,011,200	982,500	28,700	2.8%
San Francisco Co.	4	559,900	543,300	16,500	3.0%
San Mateo Co.	1	451,300	439,100	12,200	2.7%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,080,700	1,044,000	36,700	3.4%
San Benito Co.	37	30,400	28,500	1,900	6.4%
Santa Clara Co.	5	1,050,300	1,015,500	34,800	3.3%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	10	140,900	135,500	5,500	3.9%
SAN RAFAEL MD (Marin Co.)	3	144,400	140,200	4,200	2.9%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	45	144,300	133,500	10,800	7.5%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	28	221,900	210,400	11,500	5.2%
SANTA ROSA MSA (Sonoma Co.)	8	260,100	250,600	9,500	3.7%
STOCKTON LODI MSA (San Joaquin Co.)	46	314,600	289,400	25,200	8.0%
VALLEJO FAIRFIELD MSA (Solano Co.)	27	210,100	199,400	10,700	5.1%
VISALIA PORTERVILLE MSA (Tulare Co.)	62	200,700	177,500	23,100	11.5%
YUBA CITY MSA	55	72,100	65,000	7,000	9.8%
Sutter Co.	59	44,000	39,400	4,600	10.4%
Yuba Co.	50	28,100	25,600	2,500	8.7%
Alpine Co.	21	610	580	30	4.8%
Amador Co.	33	14,720	13,880	840	5.7%
Calaveras Co.	32	20,450	19,330	1,110	5.4%
Colusa Co.	64	10,680	8,600	2,090	19.5%
Del Norte Co.	42	9,530	8,860	660	6.9%
Glenn Co.	49	12,960	11,840	1,120	8.6%
Humboldt Co.	18	62,100	59,330	2,770	4.5%
Inyo Co.	21	9,000	8,560	440	4.8%
Lake Co.	41	29,260	27,280	1,980	6.8%
Lassen Co.	39	10,870	10,130	730	6.7%
Mariposa Co.	44	7,460	6,920	540	7.2%
Mendocino Co.	30	39,720	37,610	2,100	5.3%
Modoc Co.	51	3,200	2,910	290	8.9%
Mono Co.	15	9,090	8,700	390	4.3%
Nevada Co.	16	48,690	46,540	2,160	4.4%
Plumas Co.	60	7,740	6,920	820	10.6%
Sierra Co.	48	1,290	1,180	110	8.5%
Siskiyou Co.	52	17,670	16,060	1,620	9.2%
Tehama Co.	42	24,540	22,840	1,700	6.9%
Trinity Co.	38	5,200	4,860	340	6.6%
Tuolumne Co.	35	21,470	20,180	1,290	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 2015 benchmark and Census 2010 population controls at the state level.

**REPORT 400 R**  
**Monthly Labor Force Data for Regional Planning Units**  
**December 2016 - Preliminary**  
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,192,800</b>	<b>18,228,600</b>	<b>964,200</b>	<b>5.0%</b>
<b>COASTAL REGION</b>	<b>13</b>	<b>716,600</b>	<b>668,100</b>	<b>48,500</b>	<b>6.8%</b>
MONTEREY	---	209,500	188,800	20,700	9.9%
SAN LUIS OBISPO	---	140,900	135,500	5,500	3.9%
SANTA BARBARA	---	221,900	210,400	11,500	5.2%
SANTA CRUZ	---	144,300	133,500	10,800	7.5%
<b>MIDDLE SIERRA</b>	<b>11</b>	<b>64,100</b>	<b>60,300</b>	<b>3,800</b>	<b>5.9%</b>
AMADOR	---	14,720	13,880	840	5.7%
CALAVERAS	---	20,450	19,330	1,110	5.4%
MARIPOSA	---	7,460	6,920	540	7.2%
TUOLUMNE	---	21,470	20,180	1,290	6.0%
<b>HUMBOLDT</b>	<b>5</b>	<b>62,100</b>	<b>59,300</b>	<b>2,800</b>	<b>4.5%</b>
HUMBOLDT	---	62,100	59,330	2,770	4.5%
<b>NORTH STATE</b>	<b>12</b>	<b>305,400</b>	<b>285,500</b>	<b>19,800</b>	<b>6.5%</b>
BUTTE	---	102,800	96,400	6,400	6.3%
DEL NORTE	---	9,530	8,860	660	6.9%
LASSEN	---	10,870	10,130	730	6.7%
MODOC	---	3,200	2,910	290	8.9%
NEVADA	---	48,690	46,540	2,160	4.4%
PLUMAS	---	7,740	6,920	820	10.6%
SHASTA	---	73,800	68,900	5,000	6.7%
SIERRA	---	1,290	1,180	110	8.5%
SISKIYOU	---	17,670	16,060	1,620	9.2%
TEHAMA	---	24,540	22,840	1,700	6.9%
TRINITY	---	5,200	4,860	340	6.6%
<b>CAPITOL REGION</b>	<b>10</b>	<b>1,173,200</b>	<b>1,110,600</b>	<b>62,600</b>	<b>5.3%</b>
ALPINE	---	610	580	30	4.8%
COLUSA	---	10,680	8,600	2,090	19.5%
EL DORADO	---	90,500	86,200	4,300	4.7%
GLENN	---	12,960	11,840	1,120	8.6%
PLACER	---	181,100	173,800	7,300	4.0%
SACRAMENTO	---	700,100	665,500	34,600	4.9%
SUTTER	---	44,000	39,400	4,600	10.4%
YOLO	---	105,100	99,000	6,100	5.8%
YUBA	---	28,100	25,600	2,500	8.7%
<b>EAST BAY</b>	<b>3</b>	<b>1,392,600</b>	<b>1,338,800</b>	<b>53,800</b>	<b>3.9%</b>
ALAMEDA	---	836,100	804,400	31,700	3.8%
CONTRA COSTA	---	556,500	534,500	22,100	4.0%
<b>NORTH BAY</b>	<b>4</b>	<b>757,400</b>	<b>725,700</b>	<b>31,700</b>	<b>4.2%</b>
LAKE	---	29,260	27,280	1,980	6.8%
MARIN	---	144,400	140,200	4,200	2.9%
MENDOCINO	---	39,720	37,610	2,100	5.3%
NAPA	---	73,800	70,500	3,300	4.4%
SOLANO	---	210,100	199,400	10,700	5.1%
SONOMA	---	260,100	250,600	9,500	3.7%
<b>BAY-PENINSULA</b>	<b>1</b>	<b>2,091,900</b>	<b>2,026,500</b>	<b>65,400</b>	<b>3.1%</b>
SAN BENITO	---	30,400	28,500	1,900	6.4%
SAN FRANCISCO	---	559,900	543,300	16,500	3.0%
SAN MATEO	---	451,300	439,100	12,200	2.7%
SANTA CLARA	---	1,050,300	1,015,500	34,800	3.3%
<b>SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES</b>	<b>14</b>	<b>1,843,600</b>	<b>1,669,600</b>	<b>174,000</b>	<b>9.4%</b>
FRESNO	---	441,200	399,200	42,000	9.5%
INYO	---	9,000	8,560	440	4.8%
KERN	---	391,400	352,500	38,900	9.9%
KINGS	---	57,400	51,700	5,700	9.9%
MADERA	---	60,900	55,100	5,800	9.4%
MERCED	---	115,300	102,900	12,400	10.8%
MONO	---	9,090	8,700	390	4.3%
SAN JOAQUIN	---	314,600	289,400	25,200	8.0%
STANISLAUS	---	244,100	223,900	20,200	8.3%
TULARE	---	200,700	177,500	23,100	11.5%
<b>SOUTHERN BORDER</b>	<b>8</b>	<b>1,656,400</b>	<b>1,576,400</b>	<b>80,000</b>	<b>4.8%</b>
IMPERIAL	---	77,000	62,500	14,500	18.8%
SAN DIEGO	---	1,579,400	1,513,900	65,600	4.2%
<b>LOS ANGELES BASIN</b>	<b>6</b>	<b>5,071,100</b>	<b>4,831,200</b>	<b>239,900</b>	<b>4.7%</b>
LOS ANGELES	---	5,071,100	4,831,200	239,900	4.7%
<b>ORANGE</b>	<b>2</b>	<b>1,620,400</b>	<b>1,563,500</b>	<b>56,900</b>	<b>3.5%</b>
ORANGE	---	1,620,400	1,563,500	56,900	3.5%
<b>INLAND EMPIRE</b>	<b>9</b>	<b>2,008,800</b>	<b>1,904,600</b>	<b>104,200</b>	<b>5.2%</b>
RIVERSIDE	---	1,059,400	1,002,900	56,500	5.3%
SAN BERNARDINO	---	949,400	901,700	47,700	5.0%
<b>VENTURA</b>	<b>7</b>	<b>429,300</b>	<b>408,500</b>	<b>20,700</b>	<b>4.8%</b>
VENTURA	---	429,300	408,500	20,700	4.8%

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 2015 benchmark and Census 2010 population controls at the state level.

**REPORT 400 W**  
**Monthly Labor Force Data for Local Workforce Development Areas**  
**December 2016 - Preliminary**  
 Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	19,192,800	18,228,600	964,200	5.0%
<b>ALAMEDA COUNTY</b> Alameda County, except Oakland City	4	622,600	600,900	21,700	3.5%
<b>OAKLAND CITY</b> Oakland City	21	213,500	203,400	10,100	4.7%
<b>CONTRA COSTA COUNTY</b> Contra Costa County, except Richmond City	10	502,900	483,300	19,600	3.9%
<b>RICHMOND CITY</b> Richmond City	19	53,700	51,200	2,500	4.6%
<b>LOS ANGELES COUNTY</b> Los Angeles County, except Los Angeles City, Verdugo Consortium, Foothill Consortium, South Bay Consortium, Southeast Los Angeles County Consortium, and Pacific Gateway Workforce Investment Network	20	1,865,100	1,778,000	87,100	4.7%
<b>LOS ANGELES CITY</b> Los Angeles City	24	2,032,300	1,930,400	102,000	5.0%
<b>VERDUGO CONSORTIUM</b> Burbank, Glendale, and La Cañada Flintridge Cities	15	170,800	163,600	7,200	4.2%
<b>FOOTHILL CONSORTIUM</b> Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	7	160,300	154,300	6,000	3.7%
<b>SOUTH BAY CONSORTIUM</b> Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	14	366,700	351,300	15,400	4.2%
<b>SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM)</b> Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	12	228,500	219,000	9,500	4.1%
<b>PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK</b> Long Beach and Signal Hill Cities	27	247,500	234,600	12,800	5.2%
<b>ORANGE COUNTY</b> Orange County, except Anaheim and Santa Ana Cities	3	1,285,800	1,243,100	42,600	3.3%
<b>ANAHEIM CITY</b> Anaheim City	18	172,700	165,000	7,700	4.5%
<b>SANTA ANA CITY</b> Santa Ana City	11	161,900	155,400	6,600	4.0%
<b>SAN JOSE - SILICON VALLEY</b> Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	5	720,100	694,500	25,600	3.6%
<b>NOVA (NORTH VALLEY CONSORTIUM)</b> Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	781,500	760,200	21,300	2.7%
<b>GOLDEN SIERRA CONSORTIUM</b> Alpine, El Dorado, and Placer Counties	16	272,300	260,600	11,600	4.3%
<b>KERN, INYO, MONO CONSORTIUM</b> Kern, Inyo, and Mono Counties	40	409,500	369,800	39,700	9.7%
<b>MOTHER LODE CONSORTIUM</b> Amador, Calaveras, Mariposa, and Tuolumne Counties	32	64,100	60,300	3,800	5.9%
<b>NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM)</b> Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	34	305,400	285,500	19,800	6.5%
<b>NCCC (NORTH CENTRAL COUNTIES CONSORTIUM)</b> Colusa, Glenn, Sutter, and Yuba Counties	43	95,700	85,500	10,200	10.7%
<b>WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM)</b> Napa, Lake, and Marin Counties	8	247,400	238,000	9,400	3.8%
<b>FRESNO COUNTY</b> Fresno County	39	441,200	399,200	42,000	9.5%
<b>HUMBOLDT COUNTY</b> Humboldt County	17	62,100	59,330	2,770	4.5%
<b>IMPERIAL COUNTY</b> Imperial County	46	77,000	62,500	14,500	18.8%
<b>KINGS COUNTY</b> Kings County	42	57,400	51,700	5,700	9.9%
<b>MADERA COUNTY</b> Madera County	38	60,900	55,100	5,800	9.4%
<b>MENDOCINO COUNTY</b> Mendocino County	29	39,720	37,610	2,100	5.3%
<b>MERCED COUNTY</b> Merced County	44	115,300	102,900	12,400	10.8%
<b>MONTEREY COUNTY</b> Monterey County	41	209,500	188,800	20,700	9.9%
<b>RIVERSIDE COUNTY</b> Riverside County	30	1,059,400	1,002,900	56,500	5.3%
<b>SACRAMENTO CITY/COUNTY</b> Sacramento County	23	700,100	665,500	34,600	4.9%
<b>SAN BENITO COUNTY</b>	33	30,400	28,500	1,900	6.4%

San Benito County					
<b>SAN BERNARDINO COUNTY</b> San Bernardino County	25	949,400	901,700	47,700	5.0%
<b>SAN DIEGO CITY/COUNTY</b> San Diego County	13	1,579,400	1,513,900	65,600	4.2%
<b>SAN FRANCISCO CITY/COUNTY</b> San Francisco County	2	559,900	543,300	16,500	3.0%
<b>SAN JOAQUIN COUNTY</b> San Joaquin County	36	314,600	289,400	25,200	8.0%
<b>SAN LUIS OBISPO COUNTY</b> San Luis Obispo County	9	140,900	135,500	5,500	3.9%
<b>SANTA BARBARA COUNTY</b> Santa Barbara County	28	221,900	210,400	11,500	5.2%
<b>SANTA CRUZ COUNTY</b> Santa Cruz County	35	144,300	133,500	10,800	7.5%
<b>SOLANO COUNTY</b> Solano County	26	210,100	199,400	10,700	5.1%
<b>SONOMA COUNTY</b> Sonoma County	6	260,100	250,600	9,500	3.7%
<b>STANISLAUS COUNTY</b> Stanislaus County	37	244,100	223,900	20,200	8.3%
<b>TULARE COUNTY</b> Tulare County	45	200,700	177,500	23,100	11.5%
<b>VENTURA COUNTY</b> Ventura County	22	429,300	408,500	20,700	4.8%
<b>YOLO COUNTY</b> Yolo County	31	105,100	99,000	6,100	5.8%

**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 2015 benchmark and Census 2010 population controls at the state level.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 December 2016 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Sacramento County	700,100	665,500	34,600	4.9%	1.000000	1.000000
Arden Arcade CDP	44,900	42,400	2,500	5.6%	0.063708	0.073225
Carmichael CDP	30,300	28,500	1,700	5.6%	0.042896	0.049253
Citrus Heights city	44,000	41,700	2,300	5.2%	0.062606	0.066109
Elk Grove CDP	79,800	76,800	3,000	3.8%	0.115430	0.087482
Fair Oaks CDP	16,700	16,000	700	4.2%	0.024089	0.020444
Florin CDP	19,900	18,400	1,500	7.6%	0.027683	0.043810
Folsom city	36,300	35,200	1,200	3.2%	0.052870	0.033508
Foothill Farms CDP	16,100	15,300	800	5.1%	0.023006	0.023675
Galt city	11,100	10,500	600	5.8%	0.015735	0.018722
Gold River CDP	4,200	4,100	100	2.1%	0.006200	0.002541
Isleton city	300	300	0	8.7%	0.000473	0.000867
La Riviera CDP	5,800	5,500	300	5.3%	0.008235	0.008869
North Highlands CDP	17,900	17,100	800	4.4%	0.025707	0.022985
Orangevale CDP	17,500	16,600	900	5.1%	0.024970	0.025527
Rancho Cordova City	34,000	32,100	1,900	5.5%	0.048244	0.053744
Rancho Murieta CDP	2,800	2,700	100	3.1%	0.004112	0.002552
Rio Linda CDP	6,800	6,500	300	4.8%	0.009698	0.009363
Rosemont CDP	11,700	11,100	600	4.7%	0.016685	0.015989
Sacramento city	231,800	219,600	12,100	5.2%	0.330031	0.350305
Vineyard CDP	12,800	12,300	500	3.8%	0.018491	0.013869
Walnut Grove CDP	600	600	100	8.8%	0.000889	0.001656
Wilton CDP	1,800	1,700	0	2.4%	0.002610	0.001224

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2009-2013 5-Year American Community Survey (ACS).

**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 labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios

**Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Unemp</b>
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were calculated from published census data.

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2009-2013 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013 American Community Survey 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.



January 20, 2017

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 2015 Benchmark

Data Not Seasonally Adjusted

	Dec 15	Oct 16	Nov 16 Revised	Dec 16 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,058,400	1,087,100	1,085,700	1,076,900	-0.8%	1.7%
Civilian Employment	1,000,700	1,030,600	1,032,800	1,024,600	-0.8%	2.4%
Civilian Unemployment	57,700	56,500	52,900	52,300	-1.1%	-9.4%
Civilian Unemployment Rate	5.5%	5.2%	4.9%	4.9%		
(CA Unemployment Rate)	5.7%	5.3%	5.0%	5.0%		
(U.S. Unemployment Rate)	4.8%	4.7%	4.4%	4.5%		
<b>Total, All Industries (2)</b>	<b>937,000</b>	<b>961,200</b>	<b>968,300</b>	<b>966,200</b>	<b>-0.2%</b>	<b>3.1%</b>
Total Farm	7,800	9,500	8,000	7,700	-3.8%	-1.3%
Total Nonfarm	929,200	951,700	960,300	958,500	-0.2%	3.2%
Total Private	696,600	713,100	720,100	722,500	0.3%	3.7%
Goods Producing	89,400	95,400	96,600	93,100	-3.6%	4.1%
Mining, Logging, and Construction	52,900	58,500	59,800	56,400	-5.7%	6.6%
Mining and Logging	600	500	500	500	0.0%	-16.7%
Construction	52,300	58,000	59,300	55,900	-5.7%	6.9%
Construction of Buildings	10,600	12,300	12,200	11,700	-4.1%	10.4%
Specialty Trade Contractors	35,500	39,600	40,800	39,100	-4.2%	10.1%
Building Foundation & Exterior Contractors	10,000	11,100	11,300	10,600	-6.2%	6.0%
Building Equipment Contractors	13,700	15,300	15,400	15,300	-0.6%	11.7%
Building Finishing Contractors	7,500	8,800	8,800	8,600	-2.3%	14.7%
Manufacturing	36,500	36,900	36,800	36,700	-0.3%	0.5%
Durable Goods	25,400	25,700	25,700	25,700	0.0%	1.2%
Computer & Electronic Product Manufacturing	6,600	6,800	6,800	6,800	0.0%	3.0%
Nondurable Goods	11,100	11,200	11,100	11,000	-0.9%	-0.9%
Food Manufacturing	3,300	3,700	3,600	3,600	0.0%	9.1%
Service Providing	839,800	856,300	863,700	865,400	0.2%	3.0%
Private Service Providing	607,200	617,700	623,500	629,400	0.9%	3.7%
Trade, Transportation & Utilities	153,600	151,200	155,200	157,600	1.5%	2.6%
Wholesale Trade	25,100	24,900	24,400	24,600	0.8%	-2.0%
Merchant Wholesalers, Durable Goods	13,400	13,500	13,300	13,600	2.3%	1.5%
Merchant Wholesalers, Nondurable Goods	9,100	9,000	8,800	8,700	-1.1%	-4.4%
Retail Trade	102,600	101,400	105,300	106,600	1.2%	3.9%
Motor Vehicle & Parts Dealer	13,500	14,000	14,000	14,100	0.7%	4.4%
Building Material & Garden Equipment Stores	7,600	8,000	7,900	7,800	-1.3%	2.6%
Grocery Stores	18,400	18,700	18,800	18,700	-0.5%	1.6%
Health & Personal Care Stores	5,400	5,600	5,700	5,700	0.0%	5.6%
Clothing & Clothing Accessories Stores	8,000	6,800	7,800	7,900	1.3%	-1.3%
Sporting Goods, Hobby, Book & Music Stores	4,800	4,800	5,000	5,200	4.0%	8.3%
General Merchandise Stores	24,300	22,300	24,500	25,100	2.4%	3.3%
Transportation, Warehousing & Utilities	25,900	24,900	25,500	26,400	3.5%	1.9%
Information	14,100	13,900	13,900	13,800	-0.7%	-2.1%
Publishing Industries (except Internet)	2,400	2,300	2,300	2,300	0.0%	-4.2%
Telecommunications	6,100	6,000	6,000	5,900	-1.7%	-3.3%
Financial Activities	51,800	53,100	53,000	53,000	0.0%	2.3%
Finance & Insurance	37,400	37,300	37,400	37,400	0.0%	0.0%
Credit Intermediation & Related Activities	12,000	12,100	12,200	12,200	0.0%	1.7%
Depository Credit Intermediation	6,400	6,400	6,400	6,400	0.0%	0.0%
Nondepository Credit Intermediation	3,000	2,900	3,000	3,000	0.0%	0.0%
Insurance Carriers & Related	21,800	21,700	21,700	21,600	-0.5%	-0.9%
Real Estate & Rental & Leasing	14,400	15,800	15,600	15,600	0.0%	8.3%
Real Estate	11,200	11,800	11,700	11,800	0.9%	5.4%
Professional & Business Services	120,600	125,100	126,600	126,900	0.2%	5.2%
Professional, Scientific & Technical Services	52,500	54,800	55,600	55,500	-0.2%	5.7%
Architectural, Engineering & Related Services	9,000	9,300	9,400	9,400	0.0%	4.4%
Management of Companies & Enterprises	10,200	10,700	10,500	10,500	0.0%	2.9%
Administrative & Support & Waste Services	57,900	59,600	60,500	60,900	0.7%	5.2%
Administrative & Support Services	54,900	56,800	57,400	57,800	0.7%	5.3%
Employment Services	22,000	22,700	23,100	22,900	-0.9%	4.1%

Data Not Seasonally Adjusted

	Dec 15	Oct 16	Nov 16 Revised	Dec 16 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	11,500	12,100	12,100	11,900	-1.7%	3.5%
Educational & Health Services	142,500	148,600	149,900	151,400	1.0%	6.2%
Education Services	11,800	12,700	12,800	12,600	-1.6%	6.8%
Health Care & Social Assistance	130,700	135,900	137,100	138,800	1.2%	6.2%
Ambulatory Health Care Services	46,500	48,000	48,900	49,400	1.0%	6.2%
Hospitals	24,200	25,000	25,000	25,100	0.4%	3.7%
Nursing & Residential Care Facilities	16,700	17,200	17,200	17,400	1.2%	4.2%
Leisure & Hospitality	94,600	94,900	94,800	97,400	2.7%	3.0%
Arts, Entertainment & Recreation	15,000	14,100	14,400	16,100	11.8%	7.3%
Accommodation & Food Services	79,600	80,800	80,400	81,300	1.1%	2.1%
Accommodation	8,600	8,200	8,100	8,400	3.7%	-2.3%
Food Services & Drinking Places	71,000	72,600	72,300	72,900	0.8%	2.7%
Restaurants	66,600	68,200	67,900	68,700	1.2%	3.2%
Full-Service Restaurants	31,900	32,900	32,300	33,300	3.1%	4.4%
Limited-Service Eating Places	34,700	35,300	35,600	35,400	-0.6%	2.0%
Other Services	30,000	30,900	30,100	29,300	-2.7%	-2.3%
Repair & Maintenance	8,700	9,000	8,900	8,800	-1.1%	1.1%
Government	232,600	238,600	240,200	236,000	-1.7%	1.5%
Federal Government	14,100	14,200	14,100	14,200	0.7%	0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	218,500	224,400	226,100	221,800	-1.9%	1.5%
State Government	116,200	117,500	117,700	117,300	-0.3%	0.9%
State Government Education	29,500	30,000	29,800	29,600	-0.7%	0.3%
State Government Excluding Education	86,700	87,500	87,900	87,700	-0.2%	1.2%
Local Government	102,300	106,900	108,400	104,500	-3.6%	2.2%
Local Government Education	57,100	60,700	62,300	58,600	-5.9%	2.6%
Local Government Excluding Education	45,200	46,200	46,100	45,900	-0.4%	1.5%
County	18,600	18,800	18,800	18,700	-0.5%	0.5%
City	9,800	10,200	10,200	10,200	0.0%	4.1%
Special Districts plus Indian Tribes	16,800	17,200	17,100	17,000	-0.6%	1.2%

**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.

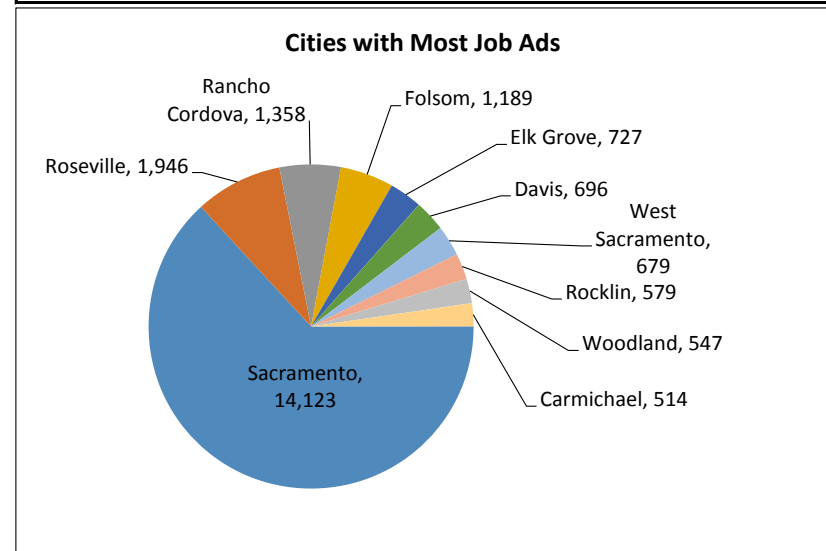
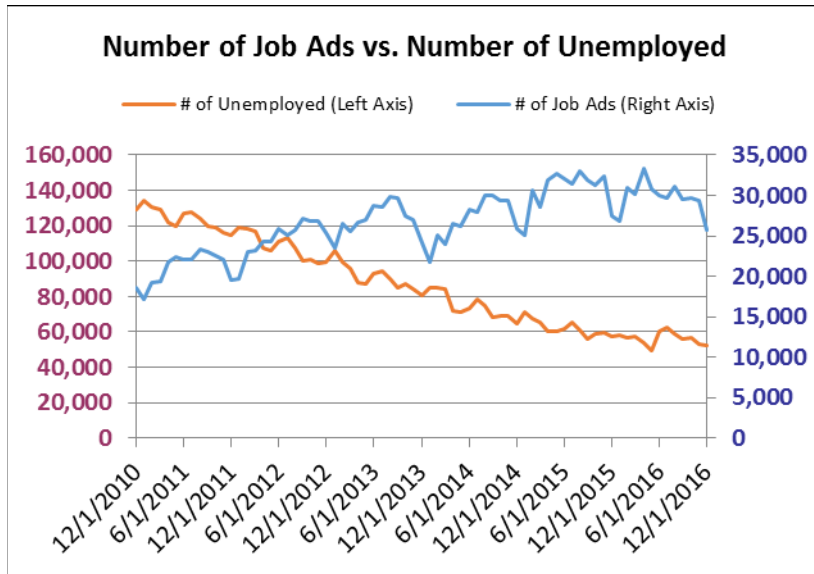
(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916/227-0298 or Elizabeth Bosley 530/741-5191

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.

#####

# Recent Job Ads for Sacramento Roseville Arden Arcade MSA Not Seasonally Adjusted - December 2016



Note: The data provided does not suggest that the occupations of the unemployed directly align with the occupations of the advertised vacancies.

Sources: Employment Development Department, Labor Market Information Division; Help Wanted Online from The Conference Board and WANTED Technologies

ITEM IV-E – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

- Policy Council Minutes

Staff will be available to answer questions.

PRESENTER: Denise Lee

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

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

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

Tuesday, November 22, 2016  
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:09 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Blanks, acting Secretary, called the roll and a quorum was established.

#### **Members Present:**

Tyrone Broxton, Elk Grove Unified School District (seated at 9:10 a.m.)  
Stacy Lewis, Women's Civic Improvement Club/Playmate  
Andrea Scharnow, Sacramento City Unified School District  
Linda Litka, San Juan Unified School District  
Penelope Scott, SETA-Operated Program  
Kenneth Tate, Past Parent Representative  
Robin Blanks, Grandparent Representative  
Calvin Sheppard, Men's Activities Affecting Children Committee  
Terri McMillin, Past Parent Representative  
Thelma Adams SETA (seated at 9:13 a.m.)

#### **Member Absent:**

Reginald Castex, Women's Civic Improvement Club/Playmate (excused)

### **II. Consent Item**

#### **A. Approval of the Minutes of the October 25, 2016 Regular Meeting**

Mr. Tyrone Broxton was seated at 9:10 a.m.

The minutes were reviewed; no questions or corrections.

Moved/McMillin, second/Litka, to approve the October 25, 2016 minutes.

Show of hands vote:

Aye: 8

Nay: 0

Abstention: 1 (Tate)

Absent: 2 (Adams and Castex)

### **III. Action Items**

Ms. Thelma Adams was seated at 9:13 a.m.

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

The board went into closed session at 9:15 a.m. Mr. Tate called the meeting back to order at 9:29 a.m. and reported that the Policy Council took action to approve the following eligible lists for: Associate Teacher, Associate Teacher/ Infant Toddler, Head Start Teacher, Facilities Supply Clerk, Payroll Specialist, Senior Payroll Specialist, and Accountant II.

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

Mr. Tate reviewed the modifications to the bylaws; there was no additional public testimony. Mr. Tate reminded the board that a public hearing was opened at the October 25 meeting.

Moved/McMillin, second/Litka, to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Show of hands vote:

Aye: 8 (Adams, Blanks, Lewis, Litka, McMillin, Scharnow, Scott, Sheppard,

Nay: 0

Abstention: 1 (Tate)

Absent: 1 (Castex)

Mr. Broxton stepped out of the room during the discussion and vote on item III-B.

C. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Salary Schedule for Head Start Parent Intern, Student Intern, Head Start Child Care Teacher Assistant, Head Start On-Call Cook Driver, and Head Start Substitute Child Care Teacher

Mr. John Allen stated that this is due to the federal increase in the minimum wage. The Head Start On-call Cook Driver and the Head Start Substitute Child care Teacher positions are considered temporary which is why there is no step increase indicated.

Mr. Tate opened a public hearing and requested testimony on this item.

Moved/Blanks, second/Scharnow, to close the public hearing and approve the new pay ranges for the Head Start Parent Intern, Student Intern, Head Start Child Care Teacher Assistant, Head Start On-Call Cook Driver, and Head Start Substitute Child Care Teacher.

Show of hands vote:

Aye: 9 (Adams, Blanks, Broxton, Lewis, Litka, McMillin, Scharnow, Scott, Sheppard)

Nay: 0

Abstentions: 1 (Tate)

Absent: 1 (Castex)

#### **IV. Information Items**

##### **A. Standing Information Items**

- Parent/Staff Recognition: Mr. Kenneth Tate and Ms. Linda Litka
  - ✓ Perfect Attendance Recognition: Mr. Calvin Sheppard, Ms. Robin Blanks, Ms. Linda Litka, and Mr. Kenneth Tate were presented with perfect attendance awards.
- Toastmasters Report(s): Ms. Litka provided a report on the most recent Toastmasters training. Training will be from March through June, 2017.
- Committee Reports: None.

Mr. Tate extended condolences to Ms. Robin Blanks on the recent passing of her sister.

- ✓ Budget/Planning Committee: The December 13 meeting was canceled; the next meeting will be planned for January 10, 2017. Ms. Scott reported at the last meeting where Ms. Cisneros provided an overview of immunizations.
- ✓ Executive Committee: Ms. Linda Litka reviewed the Executive Committee Critique.
- Seating of New Policy Council Members (2016-2017): Mr. Tate seated the following new board members:

Elnora Nears, Elk Grove Unified School District  
Linda Harris, Elk Grove Unified School District  
Vocheri Thomas, WCIC/Playmate Child Development Center  
David Lesnick, San Juan Unified School District  
Stacey Soloman, Sacramento City Unified School District  
Mayra Vindiola-Huerta, Sacramento City Unified School District  
Andrea Scharnow, Sacramento City Unified School District  
Jennifer Lane, Twin Rivers Unified School District  
Ezell Humphrey-Grant, Twin Rivers Unified School District  
Taneya Zimmerman, Early Head Start, Sac. City Unified School Dist.  
Duvierica Schneiter, SETA Operated Program  
Angela Burnell, SETA-Operated Program  
Henrietta Gutierrez, SETA-Operated Program  
Brianna Isaac, SETA-Operated Program  
Angel Chenault, SETA-Operated Program

Members to be seated but absent:

Reginald Castex, WCIC/Playmate Child Development Center (excused)

Kimberly Mulhern, SETA-Operated Program (excused)  
April Jean, Birth and Beyond (unexcused)

Board members still holding positions:

- ✓ Kenneth Tate, Past Parent
- ✓ Terri McMillin, Past Parent
- ✓ Robin Blanks, Grandparent
- ✓ Calvin Sheppard, MAACC
- ✓ Linda Litka, San Juan
- ✓ Stacy Lewis, WCIC: Mr. Lewis is still holding until WCIC can fill a vacancy
- ✓ Penelope Scott, SOP: Ms. Scott will hold the seat because Ms. Kimberly Mulhern is not yet seated.

Members stepping down:

- Mr. Tyrone Broxton was thanked for his service and stepped down.
- Ms. Thelma Adams was thanked for her service and stepped down.

- Introduction of Policy Council Members: Newly seated PC representatives introduced themselves.
- Introduction of Staff: SETA/Head start staff introduced themselves.
- How to Present and Make Motions: Ms. Linda Litka and Mr. Kenneth Tate reviewed the process by which motions are made and approved.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne provided a fiscal overview for the \$52 million Head Start grant. This is a use it or lose it grant and staff and board members work diligently to ensure every dollar is spent wisely. The Training/Technical Assistance funds are utilized to train staff, parents, and board members. Our budget requires that a non-federal match of 25% be from a non-federal source, i.e., volunteer time, reading in the FLIP program. It is very important to meet the 25% non-federal share match. The administrative expenditures cannot be more than 15% of all costs. This report is a 'big picture' overview of the county budget. Mr. Tate urged board members to consider serving on the Budget/Planning Committee.

Ms. Brianna Isaac left the meeting at 10:51 a.m.

- Board Procedures
  - ✓ Reimbursements & Budget/Planning: Ms. D'et Saurbourne reviewed the budget planning committee and how to fill out the meeting reimbursement forms.
  - ✓ Personnel: Ms. Allison Noren and Mr. John Allen reviewed the process by which Board members participate in the hiring/interview process for Head Start employees. Ms. Denise Lee and Mr. Tate urged board members to participate in this very important process. There is a sign-up sheet for those that are interested in participating in the screening process.
  - ✓ Conflict of Interest: Ms. Nancy Hogan reviewed SETA's conflict of interest policy.



- Committee Reports (continued): Mr. Kenneth Tate
  - ✓ Maternal, Child and Adolescent Advisory Committee: Ms. Robin Blanks provided an oral report on the most recent committee meeting.
  - ✓ Sacramento Medi-Cal Dental Advisory Committee: Ms. Robin Blanks provided an overview of this committee.
- Officer Elections will be held on January 24, 2017: Mr. Kenneth Tate
- PC/PAC Calendar of Events: Mr. Tate reviewed the calendar of events.
- Community Resources: Parents/Staff: None.

### III. **Action Items** (continued)

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

Mr. Tate reviewed this item; board members read the item; there were no questions or comments.

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

Show of hands vote:

Aye: 20 (Blanks, Burnell, Chenault, Gutierrez, Harris, Humphrey-Grant, Lane, Lesnick, Lewis, Litka, McMillin, Nears, Scharnow, Schneiter, Scott, Sheppard, Soloman, Thomas, Vindiola-Huerta, Zimmerman)

Nay: 0

Abstention: 1 (Tate)

Absent: 1 (Castex, Isaac)

### IV. **Information Items** (continued)

- B. Fiscal Monitoring Reports: No questions.
- C. Governing Board Minutes of October 6, 2016: No questions or comments.

### V. **Other Reports**

- A. Executive Director's Report: No report.
- B. Chair's Report: No report.
- C. Head Start Deputy Director's Report
  - Monthly Head Start Report: No comments on reports.
  - California Head Start Association Conference: Ms. Lee stated that this is an association of Head Start and Early Head Start programs in California. This organization keeps money coming into California. There will be a state conference in Sacramento in January to be held at the Hyatt

Regency Hotel and the Sacramento Convention Center. There are two parts to the conference: Parent and Family Engagement, which is tailored for parents, and Education, which is tailored for staff. Parents can participate by attending the conference on January 9 and 10. SETA will pay the registration fee, child care, and mileage for participation in the conference. Another way to participate is to volunteer for the Education Conference, January 11-13. There are a number of options available as a volunteer. Ms. Lee distributed a sign-up sheet for those interested in attending, volunteering, or both. Ms. Lee thanked board members for joining the board.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Lisa Carr stated that all managers will be tabling their reports.
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
  - ✓ Quality Assurance Report for Elk Grove Unified School District
- Martha Cisneros - Health, Nutrition and Safe Environments Services
- Karen Griffith - School Readiness, Special Education and Mental Health Services

E. Open Discussion and Comments: None.

F. Public Participation: None.

VI. **Adjournment**: The meeting was adjourned at 11:40 a.m.

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**November 2016**

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.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	2028	223	<b>11%</b>	369	60	<b>16%</b>
<b>Twin Rivers USD</b>	233	19	<b>8%</b>			
<b>Elk Grove USD</b>	440	43	<b>10%</b>			
<b>Sac City USD</b>	1211	103	<b>9%</b>	144	19	<b>13%</b>
<b>San Juan USD</b>	668	80	<b>12%</b>	160	13	<b>8%</b>
<b>WCIC</b>	120	7	<b>6%</b>			
<b>EHS CCP</b>				80	2	<b>3%</b>
<b>COUNTY TOTAL</b>	<b>4700</b>	<b>475</b>	<b>10%</b>	<b>753</b>	<b>94</b>	<b>12%</b>

*AFE: Annual Funded Enrollment*

# SPECIAL EDUCATION REPORT

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Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	2028	229	<b>11%</b>	369	63	<b>17%</b>
<b>Twin Rivers USD</b>	233	21	<b>9%</b>			
<b>Elk Grove USD</b>	440	43	<b>10%</b>			
<b>Sac City USD</b>	1211	116	<b>10%</b>	144	19	<b>13%</b>
<b>San Juan USD</b>	668	82	<b>12%</b>	160	13	<b>8%</b>
<b>WCIC</b>	120	12	<b>10%</b>			
<b>EHS CCP</b>				80	4	<b>5%</b>
<b>COUNTY TOTAL</b>	<b>4700</b>	<b>503</b>	<b>11%</b>	<b>753</b>	<b>99</b>	<b>13%</b>

*AFE: Annual Funded Enrollment*



# SETA Head Start Food Service Operations Monthly Report \*November 2016

**November 4th** - Minimum Day Preschool and EHS Full Day "C" Classes.

**November 8th** - Vineland morning class stopped at ten children due to staff shortage.

**November 10th** - Solid Foundation closed afternoon classes due to staff shortage.

**November 11th** - Veteran's Day.

**November 14th** - Bannon Creek one morning class stopped at ten children due to staff shortage.

**November 15th** - Low numbers at Alder Grove. Food cut to a half class for the morning and 15 piece count for the afternoon.

**November 18th** - Ten Preschool classes closed for teacher training.

**November 21st** - North Avenue AM & PM stopping at 10 due to staff shortage.

**November 21st to 23rd** - Walnut Grove closed.

**November 23rd** - Traditional and part-day centers closed.

**November 24th & 25th** - Thanksgiving Holiday.

**Meetings & Trainings:**

The Food Service Staff had a CACFP Training on November 2nd at Plaza Del Paso.

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

Lunch	PM Snack	Breakfast	Field Trips
35,310	12,810	23,120	160

**Total Amount of Meals and Snacks Prepared** 71,400

**Purchases:**

Food	\$70,598.80
Non - Food	\$28,465.99

**Building Maintenance and Repair:** \$1,257.95

**Janitorial & Restroom Supplies:** \$0.00

**Kitchen Small Wares and Equipment:** \$0.00

**Vehicle Maintenance and Repair :** \$882.81

**Vehicle Gas / Fuel:** \$1,311.62  
**Normal Delivery Days** 16



# SETA Head Start Food Service Operations Monthly Report \*December 2016

**December 1st** - Bright Beginnings Class A closed due to staff shortage.

**December 2nd** - Minimum Day Preschool and EHS Full Day "C" Classes.

**December 5th** - North Avenue reduced class 1256A to 10 children due to staff shortage.

**December 8th** - North Avenue reduced class 1256A and 1224 B to 10 children due to staff shortage.

**December 9th** - Northview's four part-day classes closed due to staff shortage.  
Six EHS classes closed for training.  
Hillsdale Center closed until January for painting.

**December 12th** - Bright Beginnings 1201A Reduced to 10 children due to staff shortage.

**December 16th** - Alder Grove I/T closed until January for painting.

**December 23rd** - SETA closes at 12:00 for Winter break - Reopens January 3rd, 2017.

**Meetings & Trainings:**

None

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

Lunch	PM Snack	Breakfast	Field Trips
29,060	10,630	18,680	0

**Total Amount of Meals and Snacks Prepared** **58,370**

**Purchases:**

Food	\$50,648.49
Non - Food	\$11,726.44

**Building Maintenance and Repair:** **\$0.00**

**Janitorial & Restroom Supplies:** **\$0.00**

**Kitchen Small Wares and Equipment:** **\$0.00**

**Vehicle Maintenance and Repair :** **\$2,050.76**

**Vehicle Gas / Fuel:** **\$885.76**  
**Normal Delivery Days** **16**

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
November 2016**

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	477	108	92
Sacramento City USD	1,211	1,156	95	86
SETA	1,988	1,962	99	74
San Juan USD	668	689	103	78
Twin Rivers USD	233	233	100	87
WCIC/Playmate	120	120	100	75
<b>Total</b>	<b>4,660</b>	<b>4,637</b>		

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	148	103	71
SETA	377	380	101	75
San Juan USD	160	173	108	81
<b>Total</b>	<b>681</b>	<b>701</b>		

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	37	103	80
Sacramento City USD	40	40	100	74
SETA/Job Corps.*	4	4	101	TBD
<b>Total</b>	<b>80</b>	<b>81</b>		

- (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

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
December 2016**

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/22/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	477	108	87
Sacramento City USD	1,211	1,179	97	82
SETA	1,988	1,989	100	72
San Juan USD	668	690	103	78
Twin Rivers USD	233	233	100	72
WCIC/Playmate	120	120	100	68
<b>Total</b>	<b>4,660</b>	<b>4,685</b>		

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/22/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	149	103	66
SETA	377	383	102	72
San Juan USD	160	167	104	73
<b>Total</b>	<b>681</b>	<b>699</b>		

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/22/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	78
Sacramento City USD	40	40	100	67
SETA/Job Corps.*	4	4	100	TBD
<b>Total</b>	<b>80</b>	<b>80</b>		

- (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





## Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members  
 RE: Quality Assurance/Monitoring Results – October/November 2016

Agency	Visits	# of Home Visitors	# of Files	Monitoring Purpose
SETA Operated Program	Home Based -Head Start -Early Head Start 4 Home Visits 2 Socializations	4  2 Head Start 2 Early Head Start	8  4 Head Start 4 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

### ***Exemplary Practices (Above Compliance)***

- Home educators and enrolled families are equally engaged in the home visits, and they have trusting relationships as demonstrated by their warm and supportive interactions.
- Socializations were organized and purposeful with high parent participation.
- Agency has strong support system for serving deaf families enrolled in the home-based program.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	82% HS 81% EHS	1-Not all initial ht/wt and subsequent BMI charts were completed/graphed within time lines. 2-Not all immunizations were up-to-date and/or record was completed inaccurately. 3-toothbrushing was not offered during socialization activity.
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	88% HS 90% EHS	1- Limited/no documented follow-up in the child's file regarding nutrition concerns
<b>Health Services to Pregnant Women and New Mothers - EHS</b> <i>(Prenatal Services and New Mother Services)</i>	N/A	No pregnant women in the monitoring sample

<b>Family , Parent and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	90% HS 99% EHS	No significant noted findings
<b>Adult Mental Health</b> <i>(Parent/Guardian Mental Health)</i>	100%	No findings
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	100% HS 96% EHS	No significant noted findings
<b>Written Individualization</b> <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	89% HS 91% EHS	1- Home visit process did not clearly demonstrate the child development goal(s) that parent and the home educator were working on.
<b>Home Based Option</b> <i>(Group Size, Home Visits and Socialization)</i>	98% HS 92% EHS	No significant noted findings
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	93% - HS 100% - EHS	No significant noted findings

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

### **Corrective Action Plans:**

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

## ITEM V - REPORTS TO THE BOARD

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

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

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

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

- C. DEPUTY DIRECTORS REPORT: 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.