



GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

KATHY KOSSICK
Executive Director

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, March 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.

A G E N D A

PAGE NUMBER

- I. Call to Order/Roll Call/Pledge of Allegiance**
 - Recognition of long-term employees:
Julie Davis-Jaffe, Workforce Development Manager (20 years)
Debi Ross-Brownell, Site Supervisor (25 years)
Elvina Carrington, Program Officer (30 years)
- II. Consent Items**
 - A. Minutes of the February 2, 2017 Regular Board Meeting 1-6
 - B. Approval of Claims and Warrants 7
 - C. Appointment of Sacramento Works, Inc. Youth Committee Members (Terri Carpenter) 8
 - D. Approval of Request to the California Workforce Development Board for SETA to Continue to Provide Career Services under the Workforce Innovation and Opportunity Act (Roy Kim) 9-18

E.	Approve the Acceptance of Additional Proposition 39 Funding from the California Workforce Development Board (CWDB), and Authorize the Executive Director to Execute the Funding Agreement, Modifications, or other Documents Required by the Funding Source and Enter into Subcontracts with Training Providers (William Walker)	19
F.	Approval to Submit an Application to the Employment Development Department for Workforce Innovation and Opportunity Act (WIOA) funds for a Veteran’s Employment-Related Assistance Program (VEAP) and Authorize the Executive Director to Execute the Agreement and Any Other Documents Required by the Funding Source (William Walker)	20-21
III.	<u>Action Items</u>	
A.	GENERAL ADMINISTRATION/SETA	
1.	Approval of Selection of Audit Firm (Loretta Su)	22-23
B.	WORKFORCE DEVELOPMENT DEPARTMENT	
	<u>Refugee Services:</u> None.	
	<u>Community Services Block Grant:</u> None.	
	<u>One Stop Services</u>	
1.	Approval of the Capital Region’s Strategic Workforce Development Plan, Program Years 2017-2020 and the Sacramento Area’s Strategic Workforce Development Plan - 2017-2020, and Authorize SETA’s Executive Director to Make Revisions Required by the State (Michelle O’Camb)	24-25
2.	Approval to Submit an Employment Training Panel (ETP) Application to Support Mayor Steinberg’s Career Work Experience for At-Risk Youth Pilot and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source (Terri Carpenter)	26-30
3.	Approval to Augment Existing Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program Providers to Cover Additional Costs Due to an Increase in California’s Minimum Wage (Terri Carpenter)	31-32
4.	Agreement of Youth Services Provider for the Galt Area (Terri Carpenter)	33-39

5. Approval of Project Slingshot - Capital Region Funding Recommendations for Maker Space/Incubator, Business Mentorship and E-Resource Database Services (Roy Kim) 40-43

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

- A. Fiscal Monitoring Reports
✓ Sacramento Chinese Community Service Center, Inc. (2 reports) 44-48
- B. Employer Success Stories and Activity Report (William Walker) 49-54
- C. Dislocated Worker Update (William Walker) 55-57
- D. Head Start Reports (Denise Lee) 58-68
- E. Presentation: Overview of Youth Programs for 16-24 year olds; include positive collaborations and SWOT analysis of current programs in the region (Terri Carpenter)

V. Reports to the Board 69

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, FEBRUARY 23, 2017

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 2, 2017 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the February 2, 2017 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, February 2, 2017
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kennedy called the meeting to order at 10:05 a.m. The roll was called and a quorum established. The Pledge of Allegiance was recited.

Members Present:

Patrick Kennedy, Vice Chair; Member, Board of Supervisors
Sophia Scherman, Public Representative
Larry Carr, Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors (arrived at 10:16 a.m.)

Member Absent:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento

- ➔ Recognition of long-term employees: Ms. Joanne Kennedy recognized Ms. Mehri Kalantari, Head Start Teacher, for her 20 years of service to SETA/Head Start.

Mr. Kennedy welcomed new Governing Board member, Councilman Larry Carr. Mr. Kennedy stated that he is a great addition to the board.

II. Consent Items

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

The consent items were reviewed; there were no questions or comments

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

- A. Approve the December 20, 2016 and January 5, 2017 minutes as distributed.
- B. Approve the claims and warrants for the period 12/21/16 through 1/26/17.
- C. Receive, adopt, and file the Sacramento County Annual Investment Policy of the Pooled Investment Fund for the Calendar Year 2017.

Mr. Thatch stated that although Mr. Carr was not present at the last meetings, his vote was required in order to approve the consent items.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

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

Mr. John Allen offered to answer questions.

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

Moved/Scherman, second/Carr, to close the public hearing and approve 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.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

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

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

Mr. Carr asked what requires this to come to the board. Mr. Thatch stated that the personnel policies and collective bargaining agreements require that job

classification modifications be done with a public hearing and board approval. Mr. Thatch stated that this was patterned after the County's policy.

Moved/Carr, second/Scherman, to close the public hearing and approve job specification changes for Family Services Worker (I, II, and III), Associate Teacher Infant Toddler, Early Head Start Educator, and Head Start Cook Driver.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

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

Mr. Greg Thatch stated that this is a new requirement contained in the new Workforce Innovation and Opportunity Act law. He worked with the Workforce Development Board's legal counsel, Phil Cunningham, to develop this process. This is a matter to be approved by that board and this board. The WIOA requires that procurement be done to pick a one stop operator.

Mr. Nottoli arrived at 10:16 a.m.

Moved/Scherman, second/Carr, to agree with the Workforce Development Board (WDB) and select SETA as the WIOA One-Stop Operator for the Sacramento local area based upon the non-competitive procurement findings stated in the board item, 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.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. Approval to Augment Agreement with Valley Vision for Project Slingshot - Capital Region, and Authorize the Executive Director to Negotiate the Agreement

Mr. Roy Kim reviewed this item. This action is the result of significant delays getting approval on the overall project timeline. In order to continue to engage Valley Vision on the Slingshot Project through March 31, 2018, staff recommends utilizing the unallocated funds to augment the agreement with Valley Vision in an amount not to exceed \$74,000.

Mr. Thatch asked that the board action include that the Executive Director would be authorized to 'negotiate and execute' the agreement.

Moved/Nottoli, second/Carr, to 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 negotiate and execute the agreement.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- A. Employer Success Stories and Activity Report: No additional report.
- B. Dislocated Worker Update: No additional report.
- C. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- D. Head Start Reports: Ms. Denise Lee provided a presentation highlighting the New Head Start Program Performance Standards and the potential impacts on the program in upcoming years. Included in the presentation were Strengths, Weaknesses, Opportunities, and Threats in the areas of Extended Duration Services, Enrollment, Health and Dental Care, and Staff Qualifications/Retention and Recruitment

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick welcomed Councilman Carr to the Board. We will be in the board room for the March meeting.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman welcomed Mr. Carr to the board; they go way back. He is a very caring and knowledgeable person. Ms. Scherman stated that it will be great to have a participating member. Mr. Carr stated that he is very happy to be on this board because SETA's issues are near and dear to his heart.

Jobs and programs for children are very important and he has been working on these for the past couple of years. He wants more activities for children and jobs for their parents.

F. Public: No comments.

VI. **Adjournment**: The meeting was adjourned at 10:53 a.m.

ITEM II-B-CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/27/17 through 2/22/17, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 1/27/17 through 2/22/17.

PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPOINTMENT OF SACRAMENTO WORKS, INC. YOUTH COMMITTEE MEMBERS

BACKGROUND:

The Sacramento Works Youth Committee is responsible for the planning and procurement of the Workforce Innovation and Opportunity Act (WIOA) youth services. The Sacramento Works Youth Committee seeks to develop a continuum of services to engage youth in the workforce system; works with community partners to coordinate youth initiatives; and is responsible for the oversight of youth providers. The WIOA requires no minimum or maximum number of representatives on the Youth Committee.

The WIOA and the State of California have identified the following categories of membership on the Youth Committee:

- Members of the local board with special interest or expertise in youth services or policy;
- Representatives of youth service organizations, including juvenile justice and local law enforcement agencies;
- Representatives of local public housing organizations;
- Education representatives;
- Parents of local youth seeking assistance under WIOA;
- Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- Representatives of the Job Corps.

Three applications have been submitted for consideration:

- ✓ Laron Robinson: Mr. Robinson is a student at American River College and works as a Youth Specialist at the Employment Development Department. He is a **Youth** nominee.
- ✓ Sandra Waterhouse: Ms. Waterhouse works for the Sacramento Regional Conservation Corps as the *YouthBuild* Sacramento Program Coordinator. She is a **Youth Service Organization** nominee.
- ✓ Jane Ross: Ms. Ross works for Elk Grove Unified School District as a Program Specialist/Industry Pipeline Developer. She is an **Education** nominee.

All applications will be sent under separate cover.

RECOMMENDATION:

Appoint Mr. Laron Robinson, Ms. Sandra Waterhouse, and Ms. Jane Ross to the Sacramento Works Youth Committee.

STAFF PRESENTER: Terri Carpenter

ITEM II-D - CONSENT

APPROVAL OF REQUEST TO THE CALIFORNIA WORKFORCE
DEVELOPMENT BOARD FOR SETA TO CONTINUE TO PROVIDE
CAREER SERVICES UNDER THE WORKFORCE INNOVATION
AND OPPORTUNITY ACT

BACKGROUND:

Under the Workforce Innovation and Opportunity Act (WIOA), a local board or administrative entity may be designated as an Adult and Dislocated Worker Career Services Provider only with the approval of the Chief Local Elected Official (CLEO) and the Governor. In order to be considered by the Governor for designation as a Career Services Provider, the CLEO must submit a Request for Approval to the California Workforce Development Board (CWDB).

SETA provides Career Services throughout the network of America's Job Centers of California (AJCC), primarily at the four AJCCs hosted by SETA and the AJCC hosted by the Employment Development Department. To continue to provide Career Services under WIOA, staff is seeking approval to submit the attached request to the CWDB.

RECOMMENDATION:

Approve the request to the CWDB for SETA to continue to provide career services under the WIOA.



**Request for Approval to be
America's Job Center of CaliforniaSM
Adult and Dislocated Worker Career
Services Provider**

Local Workforce Development Board

Sacramento Works, Inc.

Local Workforce Development Area

Sacramento

Request for Approval to be Adult and Dislocated Worker Career Services Provider

Local Chief Elected Official Statement

A Local Board or administrative entity that seeks approval to be an Adult and Dislocated Worker Career Services Provider within an America's Job Center of CaliforniaSM must provide a statement from the local CEO indicating his/her request as well as responses to the following questions.

1. What factors guided the Local Board's or administrative entity's decision to submit this application to be an Adult and Dislocated Worker Career Services Provider within the Local Area? *See response below.*
2. How would participants be better served by the Local Board or administrative entity acting in this role rather than through the awarding of contracts? *See response below.*
3. Describe the Basic and Individualized Career Services the Local Board or administrative entity will provide as well as their past experience providing these services. *See response below.*
4. Provide the Local Area's performance outcomes for each of the last three Program Years (PY 2013-14, 2014-15, 2015-16). Describe how these outcomes compare to other Local Areas in the Regional Planning Unit (RPU). For single Local Area RPUs, compare performance outcomes to other comparable Local Areas in the surrounding area. *Please see attached performance outcome comparison for the last three program years.*
5. Provide evidence that the Local Board or administrative entity is qualified to provide Adult and Dislocated Worker Career Services, including testimonials that speak to the effectiveness and efficiency with which the Local Board or administrative entity has provided or can provide those services. Attach supporting documentation.
6. Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved the request in a public meeting. *Please see attached.*

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 the host agency for four Centers, subcontracts with educational and non-profit partners for the operation of eight Centers and partners with the Employment Development Department to operate one Center.

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.

SETA has historically provided the role of One-Stop Operator (coordinating the service delivery of required one-stop partners and service providers), as well as the role of career services provider, as part of its overall responsibility as the grant recipient and administrator of Title I funds. In its role of career services provider, SETA provides all of the Basic and Individualized Career Services in partnership with one-stop partners and service providers.

Due to WIOA's required separation of the role of career services provider from the role of oversight and monitoring of services, and the Local Board, 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. In addition, the Fiscal Chief oversees all fiscal monitoring activities.*
- 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 monitoring, and related matters.*
- SETA has different Workforce Development Managers assigned to oversee the oversight and monitoring of services and the provision of career services. Both Manager report to SETA's Workforce Development Deputy Director.*

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 decades, including the service network of over 40 different partner programs that deliver services within 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 (CAERC) 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.

Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be an Adult and Dislocated Worker Career Services Provider. Each party certifies that this application submission was reviewed and demonstrates that the Local Board or administrative entity will meet all the requirements as an Adult and Dislocated Worker Career Services Provider under WIOA law and regulations.

Instructions – The Local Board chair and local CEO must sign and date this form. Include the original signatures with the request.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Lynn R. Conner

Name

Chair, Sacramento Works, Inc.

Title

Date

Signature

Jay Schenirer

Name

Chair, SETA Governing Board

Title

Date



SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

ADULT	ENTERED EMPLOYMENT			RETENTION RATE			AVERAGE EARNINGS		
PROGRAM YEAR	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate
2013/14	64.6%	51.0%	126.7%	81.5%	78.0%	104.5%	\$ 14,336	\$ 12,177	117.7%
2014/15	67.3%	54.5%	123.5%	79.4%	79.0%	100.5%	\$ 13,637	\$ 13,450	101.4%
2015/16	61.0%	54.5%	111.9%	79.0%	79.0%	100.0%	\$ 12,744	\$ 13,450	94.8%

DW	ENTERED EMPLOYMENT			RETENTION RATE			AVERAGE EARNINGS		
PROGRAM YEAR	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate
2013/14	76.4%	57.6%	132.6%	87.5%	79.7%	109.8%	\$ 19,446	\$ 15,550	125.1%
2014/15	78.1%	62.5%	125.0%	89.2%	83.0%	107.5%	\$ 18,415	\$ 17,800	103.5%
2015/16	75.0%	62.5%	120.0%	88.0%	83.0%	106.0%	\$ 19,284	\$ 17,800	108.3%

Youth	PLACEMENT EDUC./EMPLOYMENT			ATTAINMENT			LITERACY/NUMERACY		
PROGRAM YEAR	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate
2013/14	78.0%	64.3%	121.3%	81.3%	60.5%	134.4%	66.9%	55.0%	121.6%
2014/15	82.3%	65.0%	126.6%	63.3%	64.0%	98.9%	64.4%	59.5%	108.2%
2015/16	77.0%	65.0%	118.5%	81.0%	64.0%	126.6%	71.0%	59.5%	119.3%

YOLO COUNTY

ADULT	ENTERED EMPLOYMENT			RETENTION RATE			AVERAGE EARNINGS		
PROGRAM YEAR	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate
2013/14	81.0%	75.8%	106.9%	71.4%	82.4%	86.7%	\$ 11,083	\$ 14,000	79.2%
2014/15	94.1%	75.0%	125.5%	87.0%	85.0%	102.4%	\$ 14,958	\$ 14,250	105.0%
2015/16	74.0%	75.0%	98.7%	86.0%	85.0%	101.2%	\$ 18,833	\$ 14,250	132.2%

DW	ENTERED EMPLOYMENT			RETENTION RATE			AVERAGE EARNINGS		
PROGRAM YEAR	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate
2013/14	79.4%	77.1%	103.0%	88.5%	89.3%	99.1%	\$ 21,598	\$ 16,900	127.8%
2014/15	79.4%	78.5%	101.1%	85.7%	85.0%	100.8%	\$ 18,229	\$ 15,750	115.7%
2015/16	67.0%	78.5%	85.4%	79.0%	85.0%	92.9%	\$ 20,705	\$ 15,750	131.5%

Youth	PLACEMENT EDUC./EMPLOYMENT			ATTAINMENT			LITERACY/NUMERACY		
PROGRAM YEAR	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate
2013/14	94.4%	72.0%	131.1%	78.1%	70.0%	111.6%	0.0%	75.0%	0.0%
2014/15	95.6%	72.0%	132.8%	76.2%	64.0%	119.1%	75.0%	72.0%	104.2%
2015/16	82.0%	72.0%	113.9%	100.0%	64.0%	156.3%	100.0%	72.0%	138.9%

GOLDEN SIERRA JOB TRAINING

ADULT	ENTERED EMPLOYMENT			RETENTION RATE			AVERAGE EARNINGS		
PROGRAM YEAR	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate
2013/14	77.3%	72.5%	106.6%	85.7%	85.0%	100.8%	\$ 18,442	\$ 16,750	110.1%
2014/15	85.4%	70.5%	121.1%	91.9%	82.0%	112.1%	\$ 18,674	\$ 17,500	106.7%
2015/16	78.0%	70.5%	110.6%	82.0%	82.0%	100.0%	\$ 15,487	\$ 17,500	88.5%

DW	ENTERED EMPLOYMENT			RETENTION RATE			AVERAGE EARNINGS		
----	--------------------	--	--	----------------	--	--	------------------	--	--

PROGRAM YEAR	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate
2013/14	78.1%	67.0%	116.6%	88.2%	87.5%	100.8%	\$ 25,652	\$ 17,900	143.3%
2014/15	86.4%	72.0%	120.0%	91.5%	84.5%	108.3%	\$ 26,747	\$ 18,950	141.1%
2015/16	84.0%	72.0%	116.7%	83.0%	84.5%	98.2%	\$ 24,697	\$ 18,950	130.3%

Youth	PLACEMENT EDUC./EMPLOYMENT			ATTAINMENT			LITERACY/NUMERACY		
PROGRAM YEAR	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate
2013/14	73.9%	57.0%	129.6%	77.1%	48.0%	160.6%	57.5%	30.0%	191.7%
2014/15	63.8%	63.5%	100.5%	78.0%	64.0%	121.9%	65.0%	48.0%	135.4%
2015/16	71.0%	63.5%	111.8%	84.0%	64.0%	131.3%	40.0%	48.0%	83.3%

NORTH CENTRAL COUNTIES CONSORTIUM

ADULT	ENTERED EMPLOYMENT			RETENTION RATE			AVERAGE EARNINGS		
PROGRAM YEAR	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate
2013/14	82.3%	67.2%	122.5%	88.4%	78.0%	113.3%	\$ 16,974	\$ 13,500	125.7%
2014/15	84.4%	72.0%	117.2%	86.1%	78.0%	110.4%	\$ 18,722	\$ 13,500	138.7%
2015/16	85.0%	72.0%	118.1%	88.0%	78.0%	112.8%	\$ 21,759	\$ 13,500	161.2%

DW	ENTERED EMPLOYMENT			RETENTION RATE			AVERAGE EARNINGS		
PROGRAM YEAR	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate
2013/14	82.9%	68.7%	120.7%	90.3%	78.5%	115.0%	\$ 17,389	\$ 13,863	125.4%
2014/15	90.2%	73.5%	122.7%	86.8%	79.5%	109.2%	\$ 15,827	\$ 14,200	111.5%
2015/16	86.0%	73.5%	117.0%	88.0%	79.5%	110.7%	\$ 18,231	\$ 14,200	128.4%

Youth	PLACEMENT EDUC./EMPLOYMENT			ATTAINMENT			LITERACY/NUMERACY		
PROGRAM YEAR	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate	Actual Perf.	Perf. Goal	Success Rate
2013/14	87.1%	74.0%	117.7%	77.2%	70.0%	110.3%	55.9%	54.0%	103.5%
2014/15	89.2%	68.0%	131.2%	81.4%	60.0%	135.7%	69.1%	54.0%	128.0%
2015/16	84.0%	68.0%	123.5%	78.0%	60.0%	130.0%	54.0%	54.0%	100.0%

Human Assistance
Ann Edwards, Director



Divisions
Operations
Finance and Administration
Program Integrity
Strategic Planning and Innovation

County of Sacramento

February 1, 2017

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

**RE: Letter of Reference for Sacramento Employment and Training Agency -
Provision of Workforce Innovation and Opportunity Act (WIOA) Career
Services**

Dear Kathy:

I am pleased to provide this letter of reference regarding Sacramento Employment and Training Agency's (SETA) qualifications to provide career services through the America's Job Centers of California (AJCC) System under the Workforce Innovation and Opportunity Act (WIOA).

Since 1978, SETA has been the lead agency in workforce development programs and planning in the Sacramento area. Since 1995, prior to the Workforce Investment Act's inception, SETA has successfully coordinated the Sacramento area's One-Stop Center System, including the provision of career services to job seekers. SETA's network for Centers is a model program that provides comprehensive services to neighborhood-based locations that target disadvantaged communities.

Based on its history of excellence, SETA is expertly qualified to continue to successfully provide career services throughout the AJCC System.

Should you have any questions, please contact me at (916) 875-3611.

Sincerely,

A handwritten signature in black ink that reads "Ann Edwards".

Ann Edwards
Director
Department of Human Assistance

ITEM II-E - CONSENT

APPROVE THE ACCEPTANCE OF ADDITIONAL PROPOSITION 39 FUNDING FROM THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB), AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE FUNDING AGREEMENT, MODIFICATIONS, OR OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE AND ENTER INTO SUBCONTRACTS WITH TRAINING PROVIDERS

BACKGROUND:

SETA was originally award \$500,000 in Prop 39 funding in June 2014, and received a subsequent award in February 2016 of \$400,000. In January 2017, the California Workforce Development Board (CWDB) awarded an additional \$354,750 and extended the timeframe for SETA's Proposition 39 Clean Energy Job Creation Project to support energy efficiency-focused "earn-and-learn" job training and placement programs targeting disadvantaged job seekers.

Over the past several years, SETA and Golden Sierra Job Training Agency have worked in partnership with community colleges, community-based organizations, labor organizations, industry associations and employers to provide training, "earn and learn" activities, support services, and job placement assistance. The Golden Sierra Job Training Agency has declined any additional funds for this extended project.

The Capitol Region Multi-Craft Core Curriculum (CRMC3) to date has served 118 youth, veterans, and/or other disconnected/disadvantaged adults with at least 57% enrollments from veterans and/or opportunity youth (ages 18 to 25). Of the enrollments, 33 (28%) were women. Based on past project experience, the extended Project will be enrolling an additional 45 participants.

SETA will continue to support pre-apprenticeship training provided by Northern California Construction Training and American River's STRIPE Pre-Apprenticeship program, and will add Consumes River's Pre-Construction program under this extended project. SETA will be providing case management and On-the-Job Training for enrollees.

RECOMMENDATION:

Approve the acceptance of additional Proposition 39 funding from the CWDB in the amount of \$354,750, and authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source, and enter into subcontracts with the three collaborating organizations mentioned above. Final subcontractor amounts are being negotiated and will be provided at the board meeting.

ITEM II-F - CONSENT

APPROVAL TO SUBMIT AN APPLICATION TO THE EMPLOYMENT DEVELOPMENT DEPARTMENT FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) FUNDS FOR A VETERAN'S EMPLOYMENT-RELATED ASSISTANCE PROGRAM (VEAP) AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The Employment Development Department (EDD) in coordination with the California Workforce Development Board and the California Labor and Workforce Development Agency in January 2017 issued a Notice of Availability of Funds. The goal of the Solicitation of Proposals is to promote the use of regional sector strategies as the framework to help unemployed and underemployed veterans transition from the military to rewarding civilian employment. Successful applicants must use regional sector strategy approaches to meet the workforce and training needs of potential employers within their targeted industries.

Staff is requesting approval to submit a proposal on March 3, 2017 for \$500,000 to serve 70 veterans. The Sacramento Employment and Training Agency (SETA) will continue to work closely the Los Rios Community College District, Pacific Gas & Electric (PG&E), the Sacramento Municipal Utility District (SMUD), the City of Sacramento Utility Department and the City of Roseville Electric Department. SETA will provide the staff and facilities required to conduct orientation, assessment, pre-screening, and interviewing to select 70 veterans for the Power Pathways Program along with case management, supportive services, follow-up and retention services for trainees.

For this proposal, SETA will continue to collaborate with the Veterans Counseling Centers at Community Colleges and the Sacramento Veterans Resource Center for intensive case management services and Post-Traumatic Stress Disorder (PTSD) counseling.

Previous VEAP Projects successes include:

- In June 2012, SETA was awarded \$500,000 to train 34 utility line workers and 25 pipefitter/pipe layer-gas line workers.
- In April 2013, SETA was awarded \$400,000 to train 60 veterans as utility line workers. The primary focus of the program continues to emphasize the recruitment of recently separated veterans (released from duty in the past 48 months) and provide intensive case management along with PTSD assessment as needed.

ITEM II-F – CONSENT (continued)
Page 2

- In June 2015, SETA was awarded \$500,000 to train 60 veterans as welders and utility workers. The Project is currently in operation and is scheduled to end March 31, 2017.

RECOMMENDATION:

Approve the submission of the Veterans Employment Assistance Program application to the California Employment Development Department requesting \$500,000 to provide services to 70 veterans, and authorize the SETA Executive Director to execute the agreement, modifications and any other documents required by the funding source.

PRESENTER: William Walker

ITEM III-A – 1 - ACTION

APPROVAL OF SELECTION OF AUDIT FIRM

BACKGROUND:

On January 5, 2017, SETA released a Request for Proposals (RFP) to procure audit services for the fiscal year ending June 30, 2017. Under the terms of the RFP, the resulting contract may be renewed by SETA for up to two additional one-year terms. A Public Notice Announcement was posted in the Sacramento Bee and on the California Society of Municipal Finance Officers website. In addition, SETA emailed copies of public notices to twenty local audit firms and the RFP was available to download from SETA’s website. On January 19, 2017, a proposers’ conference was held with three accounting firms in attendance. Eight firms submitted proposals by the deadline of February 3, 2017.

Proposal #	Audit Firm	Audit Hours	Audit Fees
1	James Marta & Company, LLP	500	\$ 51,400
2	R.J. Ricciardi, Inc.	410	52,500
3	Mann Urrutia Nelson CPAs	354	45,900
4	Badawi & Associates	454	40,950
5	Sotomayor & Associates, LLP	350	44,795
6	Brown Armstrong CPAs	500	45,260
7	Gilbert Associates, Inc.	570	55,500 (a)
8	Vavrinek, Trine, Day & Company, LLP	438	44,500 (b)

- (a) *The fees for the audit services include single audit up to two major federal programs.*
- (b) *The fees for audit services include single audit for one major federal program. Additional major programs will be audited at an additional cost of \$4,500 per program in future fiscal years.*

The proposal evaluation committee, consisting of individuals from the County of Sacramento Department of Finance and SETA’s Fiscal Department, evaluated and ranked the proposals.

After careful consideration of each firm’s prior audit experience, size and structure, qualifications of staff, responsiveness and fees, the evaluation committee is recommending that the contract be awarded to Vavrinek, Trine, Day & Company, LLP (“VTD”). VTD’s proposal was superior in demonstrating its specialization and expertise in the governmental auditing sector, and offered a competitive fee structure. VTD also

PRESENTER: Loretta Su

ITEM III-A – 1 – ACTION (continued)
Page 2

presented an audit team with special expertise in auditing programs financed by the federal and state government, and an extensive background in government and non-profit accounting including experience working on the audits of the County of Sacramento and the City of Sacramento.

RECOMMENDATION:

Approve the selection of Vavrinek, Trine, Day & Company, LLP for audit services for SETA for the fiscal year ending June 30, 2017 for a fees not to exceed \$44,500 for one year with two optional, additional one-year terms.

PRESENTER: Loretta Su

ITEM III-B – 1 - ACTION

APPROVAL OF THE CAPITAL REGION'S STRATEGIC WORKFORCE DEVELOPMENT PLAN, PROGRAM YEARS 2017-2020 AND THE SACRAMENTO AREA'S STRATEGIC WORKFORCE DEVELOPMENT PLAN - 2017-2020, AND AUTHORIZE SETA'S EXECUTIVE DIRECTOR TO MAKE REVISIONS REQUIRED BY THE STATE

BACKGROUND:

In July of 2014, Congress passed the Workforce Innovation and Opportunity Act (WIOA). The WIOA requires local workforce areas and regional workforce areas, known as regional planning units (RPUs), to submit comprehensive regional and local strategic workforce development plans to State workforce boards. In September 2016, the California Workforce Development Board (CWDB) issued policy guidance establishing the procedures for Local Workforce Development Boards (LWDBs) and RPUs to follow in the preparation and submission of their regional and local plans required by the WIOA. The Capital Region's RPU consists of four workforce development areas - Golden Sierra Job Training Agency (GSJTA), North Central Counties Consortium (NCCC), Sacramento Employment and Training Agency (SETA), and Yolo County representing nine counties - Alpine, Colusa, El Dorado, Glenn, Placer, Sacramento, Sutter, Yolo, and Yuba.

The regional and local plans sent under separate cover, Capital Region's Strategic Workforce Development Plan—Program Years 2017-20, and the Sacramento Area's Strategic Workforce Development Plan – Program Years 2017-2020, were prepared following the CWDB's Unified Strategic Workforce Development Plan. The state's Unified Plan, served as the conceptual map for LWDBs and their partners, and is the controlling state policy document for regional and local workforce plans. Both plans outline strategies that assist adults and youth with barriers to gain access to employment opportunities through career pathways within critical industry sectors identified within the region. The ultimate goal of the strategies is to support economic prosperity and income mobility. This will be accomplished through aligning the regional and local plan objectives with sector strategies that enhance WIOA outcomes and support and align with the CWDB's Unified Plan goals. These goals include producing a million "middle skill" industry-valued credentials, while doubling the number of apprenticeships over the next 10 years.

The regional and local plans developed by the Sacramento Works, Inc. (SWI), Sacramento's LWDB and the Capital Region RPU ensure that the local board, the RPU and partners will assist the CWDB in meeting its planned goals by adopting the state's policy framework, which includes the following:

PRESENTER: Michelle O'Camb

Three policy objectives:

1. Demand Driven Skills Attainment
2. Enabling upward mobility, and
3. Aligning, coordinating and integrating programs and services

Seven strategies:

1. Sector strategies
2. Career pathways
3. Organizing regionally
4. Earn and learn models
5. Supportive services
6. Building cross-system data capacity, and
7. Integrating services and braiding resources

Copies of the full plans and the attachments and exhibits to the plans can be found online at www.seta.net under the Public Notices tab. As stated previously, the documents have been prepared in compliance with the state's policy guidance, as well as evaluation criteria for regional and local plan certification by the CWDB. The draft plans were posted on the SETA website on January 17, 2017. The links to both the local and regional plans were sent out to over 400 partners, stakeholders and interested parties for comment. Additionally, a public notice was published in the Sacramento Bee. No comments were received during the public comment period.

Staff is seeking the Board's approval of the plans in order to meet the initial submission date of March 15, 2017, set forth in the state's policy guidance. Over the next few months, the state will work with the SWI and the RPU to address plan deficiencies, if any, identified prior to "final" plan submissions on August 1, 2017. Therefore, staff is further seeking approval to allow SETA's Executive Director to make revisions to the regional and/or local plan that may be required by the state prior to "final" plan submission.

RECOMMENDATION

Approve the Capital Region's Strategic Workforce Development Plan—Program Years 2017-20 and the Sacramento Area's Strategic Workforce Development Plan – Program Years 2017-2020, and authorize SETA's Executive Director to make revisions required by the state prior to "final" plan submission.

PRESENTER: Michelle O'Camb

ITEM III-B - 2 – ACTION

APPROVAL TO SUBMIT AN EMPLOYMENT TRAINING PANEL (ETP)
APPLICATION TO SUPPORT MAYOR STEINBERG'S CAREER WORK
EXPERIENCE FOR AT-RISK YOUTH PILOT AND AUTHORIZE THE EXECUTIVE
DIRECTOR TO EXECUTE THE AGREEMENT AND ANY OTHER DOCUMENTS
REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The Employment Training Panel (ETP) provides funding to employers to assist in upgrading the skills of their workers through training that leads to good paying, long-term jobs. The ETP was created in 1982 by the California State Legislature and is funded by California employers through a special payroll tax.

One of Mayor Steinberg's initiatives is to increase the number of internships available for high-school youth. In or around September 2016, the Mayor's office approached the Employment Training Panel (ETP) and SETA with the concept of an ETP-funded program for in-school youth. SETA was included because of its history in successfully operating ETP programs in the past.

The Career Work Experience for At-Risk Youth pilot program supports the Mayor's Initiative and was considered by the ETP at its meeting on December 16, 2016. The pilot program will be implemented by the City of Sacramento under Mayor Darrell Steinberg, in cooperation with the Sacramento Employment and Training Agency (SETA), a joint-powers agency of the City and County. Under this initiative, SETA will partner with city school districts impacted by poverty or crime, or otherwise disadvantaged, to provide vocational skills training and placement for at-risk youth.

In March, 2017, the ETP application in the amount of \$900,000 to fund a two-year Career Work Experience for At-Risk Youth pilot will be presented to the ETP for funding approval. Upon funding approval, the pilot will begin May 1, 2017 and continue through April 30, 2019.

The Career Work Experience for At-Risk Youth pilot will serve 500 High School Juniors and Seniors ages 16 to 18 from these participating schools:

- Grant
- Hiram Johnson
- Luther Burbank
- Valley High
- American Legion
- Health Professions High School
- Foothill

ITEM III-B – 2 – ACTION (continued)

Page 2

Eligible Youth from the participating schools must have one or more of the following barriers:

- Substance abuse
- Physical disability
- Learning disability
- Educational deficiency (functional academic skill is below the 9th grade level)
- History of juvenile offense or incarcerated parent
- Homeless
- A low-income individual (i.e., their household income is below the poverty line or 70% of the lower living standard income level)
- An English language learner
- Pregnant or parenting
- An individual who requires additional assistance to enter or complete an education program or to secure or hold employment.

The Career Work Experience for At-Risk Youth pilot will provide work readiness training to prepare the young person for placement in employment. The New World of Work 21st Century Skills curriculum will be used for the work readiness training component of the pilot and will include the following lesson plans:

- Resume, Cover Letter and Application Process
- Interview Basics
- Adaptability at Work
- Adaptability – Facing Challenges
- Analysis Solution Mindset- Fixing Problems and Design Thinking
- Collaboration- Team Building and Transformational Leadership
- Communication Etiquette - Interview Dress and Work Appearance
- Communication Styles - Customer Service – How Can I Help You?
- Digital Fluency- Online Presence & LinkedIn Profiles - Social Media/Ethics
- Digital Fluency- Online Platforms
- Empathy- Mirroring/Give & Take
- E-ship Mindset in Modern Workforce
- Resilience- Growth Mindset and Failure
- Self-Awareness at Work/Self Awareness Assessments
- Social Diversity Awareness- Gender & Culture, Disabilities, Ethnicity, Generations
- Financial Literacy - Careers, paychecks, shopping, expenses and budgeting
- Mock Interviews – Interview Technique Application

Upon completion of the Work Readiness Training, youth trainees will be referred and placed in employment. A Job Fair will be held at the end of the training period in June

ITEM III-B – 2 – ACTION (continued)

Page 3

2017, providing employers the opportunity to interview and hire youth trainees from the Career Work Experience program. Youth trainees will also be referred and placed individually with employers on an on-going basis throughout the summer of 2017.

Outreach, trainee enrollment, 40 hours of work readiness training, employment referral and placement including case management will be provided by SETA WIOA youth providers and community based youth service provider organizations including the following:

Asian Resources, Inc.	Green Tech
Boys & Girls Club	Hawk
Brown Issues	La Familia Counseling Center, Inc.
City of Sacramento	North State Building Industry Foundation
Crossroads Diversified Services	PRO Youth
Folsom Cordova Community Partnership	Roberts Family Development
Goodwill/Wind Youth	Sacramento Chinese Community Service Center
Greater Sacramento Urban League	Sacramento City Unified School District

Additionally, SETA staff will assist with recruitment, job placement, case management and ETP reporting and the City of Sacramento Mayor's Office will assist with employer recruitment.

Once hired by the employers, up to 60 hours of occupational skills training can be provided by the employer, service provider or third party trainers. Third party trainers will include those organizations on the SETA Vendor Services List or Local Training Provider List that offer up to 60 hour courses in:

- Construction
- Restaurant/Hospitality
- Business Skills
- General Computer Skills

Additional training providers, if needed to deliver occupational skills training, will be selected through a competitive procurement process.

SETA will be the administrative and fiscal agent for the ETP funded Career Work Experience for At-Risk Youth Pilot program. The ETP funding model will reimburse SETA for the training of 500 youth for up to 90 hours at \$20.00 per hour for a total of \$900,000. SETA will earn reimbursement Payment 1 for the 40 hours of work readiness

ITEM III-B – 2 – ACTION (continued)
Page 4

training each trainee received at the time each trainee is placed in employment for a maximum reimbursement total of \$400,000 (500 trainees x 40 hours of work readiness training x \$20 per hour). Payment 2 will be earned and paid at the end of the trainee employment retention period of 500 hours completed within 272 days for a maximum total of \$500,000 (500 trainees x 50 hours x \$20 per hour). The City of Sacramento will be providing SETA with the cash flow necessary to operate this program.

The ETP funding model involves outcome based payments and therefore the risk of being reimbursed for less than the contract award of \$900,000 will be passed through in outcome-based payments to SETA's subcontractors on the project.

See the attached Career Work Experience for At-Risk Youth Pilot Program flowchart for more details on program design.

RECOMMENDATION:

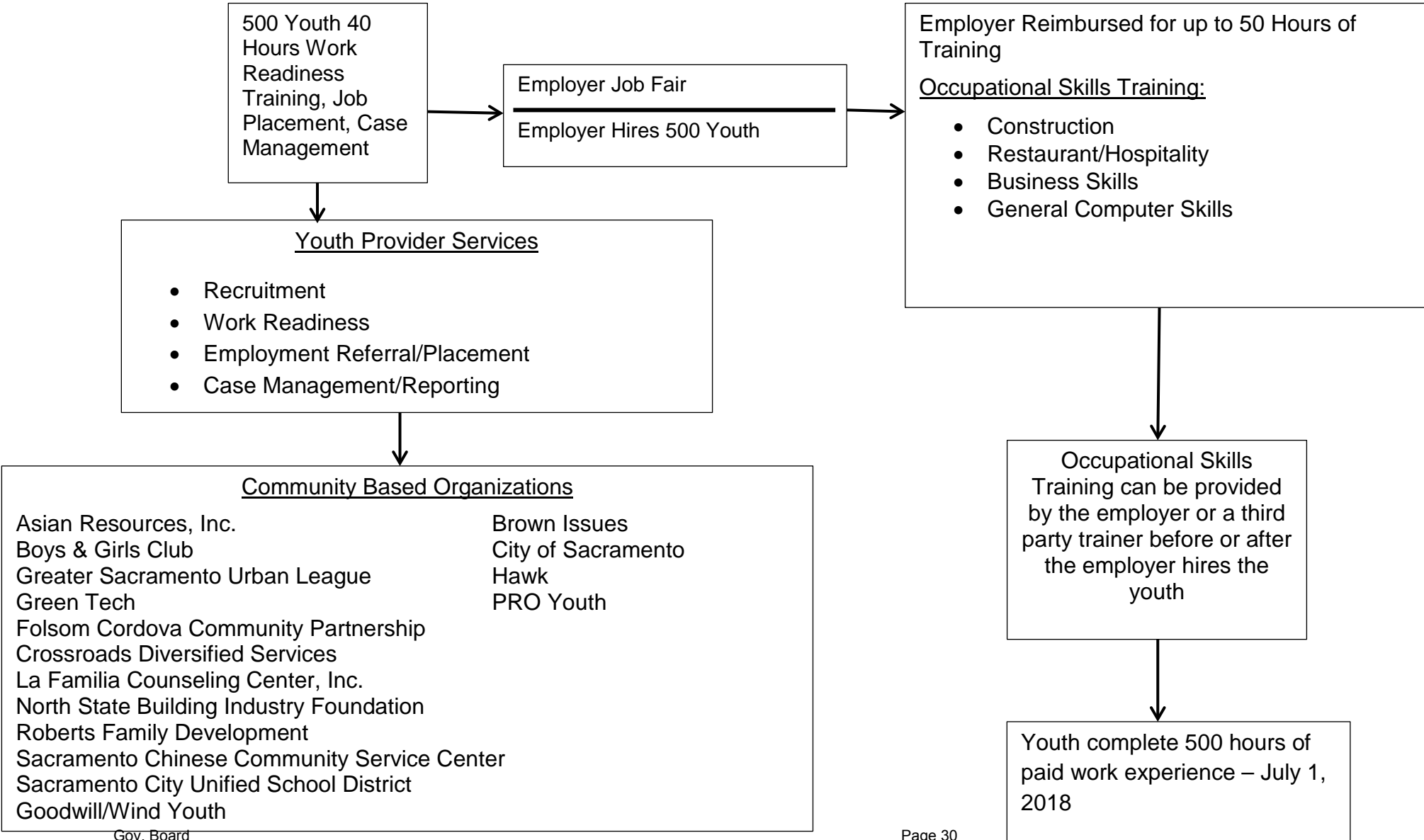
Approve the submission of an Employment Training Panel (ETP) application in the amount of \$900,000 to support Mayor Steinberg's Career Work Experience for At-Risk Youth pilot program and authorize the SETA Executive Director to execute the agreement and any other documents required by the funding source.

PRESENTER: Terri Carpenter

Program Eligibility

ETP CAREER WORK EXPERIENCE FOR AT-RISK YOUTH PILOT

- Juniors and Seniors
- Ages 16-18
- From the following participating schools:
Grant, Hiram Johnson, Luther Burbank, Valley High, American Legion, Health Professions High School, and Foothill.



ITEM III-B – 3 - ACTION

APPROVAL TO AUGMENT EXISTING WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, YOUTH PROGRAM PROVIDERS TO COVER ADDITIONAL COSTS DUE TO AN INCREASE IN CALIFORNIA'S MINIMUM WAGE

BACKGROUND:

On June 2, 2016, the SETA Governing Board approved the WIOA, Title I, Youth Program provider subgrant agreements for Program Year (PY) 2016-2017. A condition of SETA's Youth Program Subgrant Agreements is that all youth must be provided a paid work experience (WEX) opportunity during the Program Year. On January 1, 2017, California's minimum wage was increased from \$10.00 to \$10.50 per hour. As a result, Youth Program providers are requesting additional funding to cover the wage increase to support youth in paid work experience opportunities for the remainder of the program year. To address the issue, part of the WIOA Youth Funding Recommendations for (PY) 2016-2017 included set aside funds to cover wages, support services and special youth initiatives. The augmentations are specific to each provider's program design and use of work experience. SETA is recommending an augmentation of WIOA, Title I, Youth funds to the WIOA Youth providers reflected below in the following amounts:

	PY 2016- 17 Allocations	Recommended Augmentation	Recommended Revised PY 2016-17 Allocations
Out of School Youth			
Asian Resources, Inc.	\$283,746	\$1,781	\$285,527
Crossroads Diversified Services	161,782	1,158	162,940
Elk Grove Unified School District	277,455	2,456	279,911
Greater Sacramento Urban League	79,004	805	79,809
North State Building Industry Foundation	165,738	1,980	167,718
Sacramento Chinese Community Service Center, Inc.	188,384	3,267	191,651
Sacramento City Unified School District	165,230	2,132	167,362
In School Youth			
City of Sacramento Department of Parks and Recreation	269,520	5,415	274,935
Sacramento Chinese Community Service Center	221,720	2,704	224,424
	\$1,812,579	\$21,698	\$1,834,277

ITEM III-B – 3 – ACTION (continued)

Page 2

The following providers accounted for the wage increase in their budgets and have sufficient funds to cover the minimum wage increase to support youth in paid work experience opportunities for the remainder of the PY 2016-2107:

- Folsom Cordova Community Partnership
- Goodwill Industries
- La Familia Counseling Center

Staff will be available to answer questions.

RECOMMENDATION:

Approve the augmentation recommendation for the WIOA, Title I, Youth Program providers for PY 2016-17 as reflected in the chart above.

PRESENTER: Terri Carpenter

ITEM III-B - 4 - ACTION

AGREEMENT OF YOUTH SERVICES PROVIDER FOR THE GALT AREA

BACKGROUND:

At the request of the Youth Committee on November 16, 2016 the Sacramento Works Workforce Development Board voted to recommend to the SETA Governing Board the release of a Request for Proposals (RFP) to serve disconnected youth in the Galt area due to a return of funds from the Galt Joint Union High School District. The SETA Governing Board approved the release of this RFP on December 1, 2016. Proposals were due at SETA on January 12, 2017.

The WIOA Youth RFP focus included:

- Significantly increased services to out-of-school youth 16-24 (75% of WIOA youth funds must be expended on providing intensive services for out-of-school youth)
- Paid or unpaid work based learning activities that include both an academic and occupation education component for both in-school and out-of-school youth (at least 20% of WIOA youth funds must be expended on work experience activities)
- The incorporation of specific WIOA Required Youth Elements into program services and training provided to the youth
- Individualized services focusing on career pathways and work-based learning tied to a systematic approach that offers youth a comprehensive set of service strategies to help identify personal and vocational interests and begin to clarify long-term employment goals
- Innovative youth program service strategies which provide support for high school dropout recovery, child care, housing, comprehensive guidance/counseling and mentoring
- Demonstrated linkages with the public schools, alternative schools, and various training providers to extend and enhance learning opportunities as part of a year-round strategy to improve academic achievement and build connections between work and learning
- Achievement of recognized post-secondary credentials
- Required connection between WIOA-funded youth programs and the One-Stop Center System providing information on the full array of appropriate services that are available to youth

Selection/Evaluation Procedure/Criteria

A proposal evaluation committee comprised of staff and Youth Committee members evaluated each proposal and provided the results of their evaluation. Youth program

funding recommendations are based upon an evaluation of each proposal submitted and the applicant agency's past program performance.

Proposal evaluation criteria included program summary, target area, target group, program design, performance benchmarks, statement of capabilities/references, financial management and budget. Points possible in this section are 105 points.

All applicants who are either current or recent SETA funded program operators were evaluated based upon their ability to meet contractual performance standards for up to the last three fiscal years. Other organizations not currently or previously funded by SETA and service providers who received SETA funds prior to 2013 were evaluated based on information obtained from references submitted in their proposal. Points possible in this section are 40 points

FUNDING ALLOCATIONS

The amount of funding estimated to be available is \$95,640. The subgrant will be awarded for an initial term beginning March 6, 2017 and ending June 30, 2018. The Sacramento WIOA youth funds are allocated for Individualized Services for Out-of-School Youth.

Individualized Services:

The Workforce Innovation and Opportunity Act identified specific program elements to be incorporated into the delivery of youth services.

1. Secondary School Completion Services
2. Alternative Secondary School Services
3. Paid or unpaid work experience that have academic and occupation education as a component of the work experience
4. Occupational Skills Training that lead to recognized post-secondary credentials that align with in-demand industry occupations
5. Education offered concurrently with and in the same context as workforce activities and training for a specific occupation
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive and civic behaviors
7. Supportive Services
8. Adult Mentoring
9. Comprehensive Guidance and Counseling
10. Follow-up Services for not less than 12 months after program completion
11. Financial literacy education

ITEM III-B - 4 – ACTION (continued)

Page 3

12. Entrepreneurial skills training
13. Career awareness, career counseling and career exploration services about in-demand industry sectors/occupations
14. Activities that help youth prepare for and transition to post-secondary education and training.

The WIOA Youth Program requires that these elements be part of a comprehensive and community-focused program design providing an age continuum of services to the target population. Program services will address the barriers of the targeted youth and prepare them to obtain employment in a high wage/high growth industry or in an occupation with future career advancement opportunity, enter an education or training program, attain a degree/certificate, achieve measureable skill gains or return to/remain in secondary/alternative secondary school.

Two proposals were received to provide WIOA Youth Program Services for the Galt Area:

1. Sacramento Youth Empowerment Organization, Inc.
2. California Human Development

The Youth Committee met on Wednesday, February 1 and recommended California Human Development to provide youth services. The Sacramento Works Executive Committee met on February 22, 2017 and approved funding to the California Human Development.

RECOMMENDATION:

Agree with the selection of California Human Development for WIOA Youth Services for the Galt area. In addition, approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews.



PRESENTER: Terri Carpenter

**WIOA OSY YOUTH FUNDING - Galt Area
PY 2016-2018**

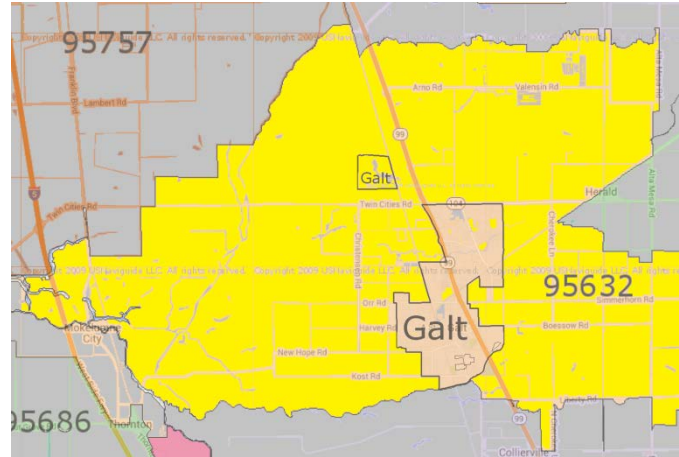
Rank	Total Points	Out of School Youth Provider	Amount Requested	Proposed Number to be Served	2016-2018 Funding	Cost Per Participant	# of Youth	Area/Location
1	119.75	California Development Human	\$95,640	25	\$95,640	\$3,826	25	Galt area (95632,95630,95686,95220,95690,95693,95615) and Galt AJCC
2	51.75	Sacramento Empowerment Youth	\$95,640	10	0	0	0	Galt area (95632) and Sacramento Works AJCC's (La Familia, Galt, Greater Sacramento Urban League and Asian Resources)
Subtotal Out of School Youth			\$191,280	35	\$95,640	\$3,826	25	

At least 20% of funds must be expended on paid work experience.

Proposal Summaries (GALT Area)

Sacramento Youth Empowerment:

Sacramento Youth Empowerment Organization Inc. is a nonprofit corporation targeting at-risk youth ages 18-24 facing high rates of falling behind or dropping out of school, unemployment, lack of life skills training and exposure to crime, violence, and substance abuse. Sacramento Youth Empowerment will provide youth with life skills training, links to educational and job skill resources, mentoring, housing, and transportation in order to assist youth to graduate and become effective mentors. Zip codes to be targeted: 95632.



Sacramento Youth Empowerment will partner with the following Sacramento Works AJCCs: La Familia Counseling Center, Galt, Greater Sacramento Urban League, and Asian Resources, Inc. Sacramento Youth Empowerment will also collaborate with The California Foster Youth Education Task Force, FosterEdConnect.org, Lodi Memorial Hospital, The Galt Pregnancy Resource Center, Galt Medical Services, Galt Branch Library, Visions Unlimited Inc., Galt Laundromat, Blue Ribbon Personnel Services, The Goodwill, Salvation Army, The Mexican American Alcoholism Program, and The Disabled American Veterans Office.

Individualized Services – Sacramento Youth Empowerment will provide services to each of the ten youth with allocated funds which will assist with the following:

- Significantly increased services to Out-of-School youth 18-24 in high school recovery
- Achievement of recognized post-secondary credentials
- Career pathways and work-service strategies
- Closer linkages to the local labor markets and required connection between WIOA funded youth programs and the one-stop system, which provide information on the full array of appropriate services that are available to youth.

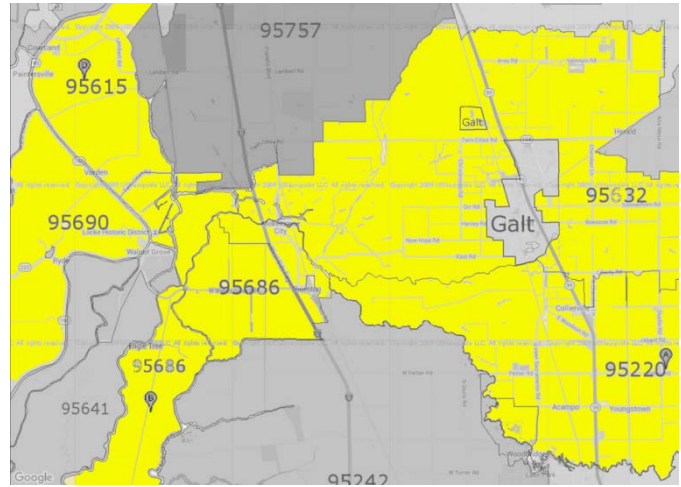
Paid Work Experience – Work Experience is undefined. It is proposed that 10 slots will have an average of 1,821 hours of training at a total cost of \$19,128.00.

Innovative Youth Strategies:

- Vocational /Career Experience
- Civic and Community Leadership and Engagement
- Social and Emotional well-being through connecting with the community

California Human Development:

California Human Development (CHD) will serve at-risk, out-of-school youth ages 16-24 that face multiple barriers including: high school drop outs, substance abuse, homelessness, limited English speaking skills, parenting teens, foster youth, and youth in the criminal justice system. Zip codes to be targeted: 95632, 95630, 95686, 95220, 95690, 95693, 95615.



CHD has a long working relationship with Sacramento Works AJCC Galt and currently receives potential participants from the Job Center. CHD's Galt office is located at the former Estrellita Adult Galt High School campus and holds close and established connections with Galt Joint Union High School District. CHD also collaborates to provide services with Delta College, the Galt Chamber of Commerce and Migrant Education. Migrant Education supports CHD's Youth Program services by referring youth and also providing financial support to eligible youth. The CHD Galt office is also a training center where many referred customers from the AJCC and school district come to receive vocational training. CHD staff will access these services for the benefit of the youth participants.

Individualized Services – Outreach and recruitment are the first services offered to the youth within the community of Galt. Realistic goals and benchmarks are set to ensure that training and educational activities the youth receive have positive outcomes. During the assessment process the barriers to each youth's success are addressed, including:

- Referring participants to substance abuse counseling or treatment
- Housing options to address homelessness
- Lack of parental support mental health issues
- Childcare

The Youth will also have access to all 14 WIOA required elements, including:

- Tutoring
- Alternative and Secondary School Services
- Paid and Unpaid Work Experience
- Occupational Skills Training
- Education
- Leadership Development Opportunities
- Support Services
- Adult Mentoring
- Follow Up Services
- Comprehensive Guidance and Counseling
- Financial Literacy
- Entrepreneurial Skills
- Services that provide LMI
- Services that assist youth prepare for transitioning into postsecondary education and training

Paid Work Experience – Each of the 25 youth participants will begin a volunteer/job shadowing unpaid WEX for the first month of training in a 25 hour work week. Activities such as life skills, soft skills and preparation to enter the workforce will better prepare the youth for employment. Once WEX youth participants have successfully participated in the job shadowing period, they will be placed into paid work experience for the last month of training where they will engage in workforce activities and complete tasks of their desired position. By the end of the training, they will be assisted with job placement activities by obtaining unsubsidized employment. All paid WEX comply with the State’s minimum wage of \$10.50 per hour.

Innovative Youth Strategies:

- Work Experience Opportunities – Job shadowing that will allow the youth to obtain skills needed and soft skills to assist in becoming a valued addition to the workforce.
- Occupational Skills Training – Youth will obtain recognized credentials directly related to in-demand local industries, such as truck driving and construction.

ITEM III-B – 5 - ACTION

APPROVAL OF PROJECT SLINGSHOT - CAPITAL REGION FUNDING RECOMMENDATIONS FOR MAKER SPACE/INCUBATOR, BUSINESS MENTORSHIP AND E-RESOURCE DATABASE SERVICES

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 August 2016, the CWDB funded the Capital Region’s proposal and implementation plan, and in November 2016, the SETA Governing Board approved the release of a Request for Proposals (RFP) to solicit the following services under the Slingshot Project’s \$700,000 Innovation Fund:

- 1) Business Mentorship Services - designed to match successful executives with less experienced startups within the same or similar industry sector.
- 2) Maker Space/Incubator Services – designed to support and/or expand physical space, including tools and equipment that will attract, connect and accelerate startups.

All RFP respondents were required to address the following in their responses:

- 1) Strategies to engage underrepresented groups and/or geographic areas, including disadvantaged neighborhoods and/or rural areas within the nine-county Capital Region.
- 2) Sustainability of the services and how resources and relationships will be leveraged for the benefit of the project.
- 3) Commitment to participating with other organizations as partners and peers in the region’s entrepreneurial ecosystem.
- 4) Organizational history, experience, and ability to successfully perform the requested services.

In addition, in December 2016, the SETA Governing Board approved the release of a second RFP to solicit proposals for an online, entrepreneurial resource database designed to connect entrepreneurs and business startups to specific resources throughout the Capital Region. Consistent with the Slingshot Project's Budget, the amount available for allocation in the second RFP was estimated at \$50,000.

On December 13, 2016, SETA received fourteen (14) timely submitted proposals in response to the first RFP. On January 10, 2017, SETA received three (3) timely submitted proposals in response to the second RFP.

Two RFP Evaluation Teams were formed to review the proposals received under each RFP. The first team reviewed the proposals for Maker Space/Incubator and Business Mentoring services, and included members of Project Slingshot's Business Leadership Council (BLC), representatives from the Capital Region's workforce boards, the Project Manager-Valley Vision, and regional experts from the business startup and entrepreneurial sector. The second team reviewed the proposals for an E-resource Database, and included representatives from the Capital Region's workforce boards, Valley Vision and a regional expert from the business startup and entrepreneurial sector.

The Evaluation Teams scored and ranked the proposals, then discussed and developed the attached funding recommendations based on the proposal scores/rankings. In addition, the first evaluation team applied the following key factors/priorities in developing its recommendations:

- 1) Diversified Investments – applicants are funded in one category, either Maker Space/Incubator or Business Mentorship.
- 2) Relative Need – for Maker Spaces/Incubators is greater; prioritize funding for Maker Spaces/Incubators.
- 3) Geographic Coverage – ensure coverage exists throughout the Capital Region's four (4) Workforce Development Areas.

While Project Slingshot is a regional initiative encompassing the nine (9) county Capital Region, SETA's Joint Powers Agreement limits SETA's ability to contract with organizations that do not provide services within the geographical boundaries of Sacramento County. Three proposals (Glenn County, Center for Land Based Learning, and Agtech Innovation Alliance) did not include Sacramento County in the geographic service area. In order to fund these proposals, SETA will need to contract with the local workforce board representing the proposed geographic service area, and allow up to a 5% administrative fee which may be deducted from the funding award to cover the local workforce board's administrative costs.

ITEM III-B – 5 – ACTION (continued)
Page 3

Staff will be available to answer questions.

RECOMMENDATION:

Approve the attached Funding Recommendations for Project Slingshot – Capital Region for Maker Space/Incubator, Business Mentorship, and E-resource Database services.

PRESENTER: Roy Kim

**PROJECT SLINGSHOT - CAPITAL REGION
FUNDING RECOMMENDATIONS**

Score (Max 95)	Applicant	Category	Workforce Development Area	Amount Requested	Number to be Served	Cost per Customer	FUNDING RECOMMENDATION
87.6	Sac Metro Chamber	Business Mentorship	Capital Region	\$ 147,170	1,000	\$ 147	\$ 125,000
81.7	Hacker Lab	Business Mentorship	Sacramento/Golden Sierra	147,772	300	493	-
80.7	California Capital	Business Mentorship	Sacramento	100,000	400	250	100,000
75.6	Entrepreneurs Showcase	Business Mentorship	Sacramento	100,000	100	1,000	-
72.5	E49 Corporation	Business Mentorship	Sacramento	107,550	150	717	-
72.1	Glenn County	Business Mentorship	North Central Counties	100,000	40	2,500	-
Total				\$ 702,492	1,990	\$ 353	\$ 225,000

Score (Max 95)	Applicant	Category	Workforce Development Area	Amount Requested	Number to be Served	Cost per Customer	FUNDING RECOMMENDATION
85.8	Hacker Lab	Maker Space/Incubator	Sacramento/Golden Sierra	\$ 147,710	200	\$ 739	\$ 125,000
81.1	CSUS-University Enterprises**	Maker Space/Incubator	Sacramento	99,998	550	182	82,498
77.7	Glenn County*	Maker Space/Incubator	North Central Counties	100,000	20	5,000	100,000
75.0	Center for Land Based Learning*	Maker Space/Incubator	Yolo	91,844	20	4,592	91,844
74.5	Agtech Innovation Alliance*	Maker Space/Incubator	Yolo	94,984	440	216	75,658
74.4	Health Education Council	Maker Space/Incubator	Golden Sierra	100,000	100	1,000	-
73.9	With Purpose, Inc.	Maker Space/Incubator	Sacramento	117,220	200	586	-
72.8	Sac Asian Pacific Chamber	Maker Space/Incubator	Sacramento	75,000	4	18,750	-
Total				\$ 826,756	1,534	\$ 539	\$ 475,000

* Up to 5% of the funding recommendation may be set aside for local workforce development board administrative costs

** CSUS-University Enterprises - funding recommendation excludes unallowable prizes/awards

Score (Max. 70)	Applicant	Category	Workforce Development Area	Amount Requested	Number to be Served	Cost per Customer	FUNDING RECOMMENDATION
63.5	I/O Labs, SARTA, Fullstack	E-Resource Database	Capital Region	\$ 50,000-75,500	N/A	N/A	\$ 50,000
62.0	Univ. of Missouri - SourceLink	E-Resource Database	Capital Region	49,018	N/A	N/A	-
48.4	Apptology	E-Resource Database	Capital Region	44,763	N/A	N/A	-
Total				\$ 169,281			\$ 50,000

In addition to overall score, funding recommendations are based on the following key factors emphasized by the Evaluation Team:

- Applicants are funded in only one category: Maker Space or Business Mentorship
- A greater need for Maker Spaces/Incubators exists throughout the region and funding is prioritized for Maker Spaces/Incubators
- Funding ensures that geographic coverage exists throughout the Capital Region's Workforce Development Areas

GRAND TOTAL	\$ 750,000
--------------------	-------------------

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.

MEMORANDUM

TO: Mr. Henry Kloczkowski **DATE:** February 10, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Chinese Community Service

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OY-US	\$ 188,384	7/1/16-6/30/17	7/1/16-12/31/16
WIOA	OY-IS	\$ 221,720	7/1/16-6/30/17	7/1/16-12/31/16

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: Jan 18-19, 2016, follow-up Jan 31, 2016

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

Program Operator: Sacramento Chinese Community Service Center, Inc.

Findings and General Observations:

The total costs as reported to SETA for WIOA have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Henry Kloczkowski **DATE:** February 10, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Chinese Community Service

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OY-US	\$ 85,650	7/1/15-6/30/16	3/1/16-6/30/16
WIOA	OY-IS	\$ 362,880	7/1/15-6/30/16	3/1/16-6/30/16

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Jan 17-18, 2016, follow-up Jan 31, 2016

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

Program Operator: Sacramento Chinese Community Service Center, Inc.

Findings and General Observations:

The total costs as reported to SETA for WIOA have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION

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 - February 17 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
1STOPlighting	1	Customer Service	1
	1	Warehouse Technician	1
347Group	7	Machine Operator/Laborer	6
Advanced Call Center Technologies, LLC.	1	Call Center Training Administrator	2
	1	Customer Service Representative	125
	1	Human Resources Recruiting Admin Assistant	2
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
Essential Healthcare Staffing	4	Occupational Therapist - Home Healthcare	
	4	Physical Therapist - Home Healthcare	
	4	Speech Therapist - Home Healthcare	2
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
Junk King	9	Driver/Loader	1

ERA
July 1 - February 17 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
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	Account Clerk III	1
	1	Administrative Assistant I	6
	1	Administrative Assistant II	5
	1	Admissions/Records Evaluator I	2
	1	Admissions/Records Clerk II	1
	1	Admissions/Records Clerk III	1
	1	Admissions/Records Evaluator I	1
	1	Art Assistant Professor (Studio Art)	1
	1	Associate Vice Chancellor, Resource Development	1
	1	Associate Vice President of Instruction	1
	1	Athletic Trainer	1
	1	Biology Assistant Professor	1
	1	Clerk II	2
	1	Clerk III	5
	1	College Police Detective	1
	1	Communications and Public Information Officer	1
	1	Computer Information Science Assistant Professor	3
	1	Confidential Human Resources Specialist I	1
	1	Confidential Human Resources Specialist II	1
	1	Confidential Human Resources Specialist III	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	2
	1	Counselor	2
	1	Culinary Arts Management Adjunct Assistant Professor	1
	1	Custodial/Receiving Supervisor	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 Instruction	1
	4	Dental Hygiene Assistant Professor	1
		Dean of Kinesiology, Health, and Athletics	1
1	Dean of Student Services Admissions and Transition Services	1	
1	Director of Administrative 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	Electronics Technology Assistant Professor+D160	1	
1	Employee Benefits Specialist	1	
1	Employee Benefits Supervisor	1	

ERA
July 1 - February 17 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College	1	Engineering Assistant Professor	1
	2	Facilities Planning and Engineering Specialist	1
	1	Facilities Planning Specialist	2
	1	Fashion Assistant Professor	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	Grant Coordination Clerk	1
	1	Grant Program Director Career and Technical Programs	1
	1	Groundskeeper	1
	1	Head Grounds Maintenance Technician	1
	1	Healthcare Interpreting Assistant Professor	1
	1	Horticulture Assistant Professor	1
	6	Information Technology Business/Technical Analyst II	1
	1	Information Technology Director of Production Services	1
	6	Information Technology Systems/Database Administrator Analyst II	1
	1	Instructional Assistant - Accounting Laboratory	1
	1	Instructional Assistant - Campus Computer Laboratory	1
	1	Instructional Assistant -Costuming and Makeup	1
	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
	1	Instructional Services Assistant II	1
	6	IT Business/Technical Analyst I	1
	1	Journalism Assistant Professor	1
	1	Kinesiology Assistant Professor/Head Men's Baseball Coach	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 Disabilities Assistant Professor	1
	1	Learning Skills and Tutorial Services Coordinator	1
	1	Legal Assisting Assistant Professor	1
	1	Library Media Technical Assistant	1
	1	Maintenance Operations Clerk	1
	7	Maintenance Plumber	1
	1	Mathematics Assistant Professor	2
1	Mathematics Lab Coordinator	1	
3	Mechanical-Electrical Systems Technician	1	
1	Nursing Assistant Professor	7	
1	Occupational Therapy Assistant (OTA) Assistant Professor	1	
1	Physical Education/Athletic Attendant	1	
1	Physical Therapy Assistant Professor	1	
1	Physics Assistant Professor	1	
1	Physics/Astronomy Assistant Professor	1	
1	Police Officer	1	

ERA
July 1 - February 17 2017

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College	1	President, Folsom Lake College	1
	1	President, Sacramento City College	1
	1	Project Director for TRIO, Educational Talent Search	1
	1	Project Director for TRIO, Student Support Services, STEM, and Veterans Programs	1
	1	Psychology Assistant Professor	1
	1	Public Relations Technician	1
	1	Research Analyst	2
	1	Respiratory Care Assistant Professor	1
	6	Senior IT Network Administrator Analyst	2
	6	Senior IT Technician -Lab/Area Microcomputer Support	1
	6	Sr. Information Technology Network Administrator Analyst	1
	1	Student Personnel Assistant-Assessment and Testing	1
	1	Student Personnel Assistant-Cultural Awareness Center	2
	1	Student Personnel Assistant-DSP&S	1
	1	Student Personnel Assistant-Student Life	2
	1	Student Personnel Assistant-Student Services	2
	1	Student Success and Support Program Specialist	1
	1	Theatre Arts Assistant Professor	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
Pinnacle Telecommunications, Inc.	7	Central Office Installer - Level 2 or Higher	1
	1	CFO/Controller	1
	2	Detail/Field Engineer	1
	1	Engineering Quality Auditor	1
	6	Network Engineer	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
Rimenetics	9	Manufacturing/Production Worker	5
River City Rickshaw LLC.	9	Pedicab Driver	1

ERA
July 1 - February 17 2017

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Sacramento Asian/Pacific Chamber	1	Events Coordinator	1
	1	Manager of Membership Relations/Business Development/Programs	1
	1	Marketing and Events Coordinator	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	Head Start Site Supervisor	2
	1	Personnel Analyst	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
Saint John's Lutheran Church	1	Church Accountant/Bookkeeper	1
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
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
Total			922

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 February 20, 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	Orchard Supply Hardware 905 E. Bidwell St. Folsom, CA 95630	8/1/2016	40	7/7/2016 7/14/16
Unofficial	5/19/2016	Sports Authority 3350 Arden Way Sacramento, CA 95815	8/31/2016	150	7/28/2016
Official	6/10/2016	CVS Health: Financial Services Center 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	Hancock Fabrics 2711 El Camino Sacramento, CA 95821	7/13/2016	22	6/6/16 6/8/16
Official	6/27/2016	CST California Stations 4625 San Juan Avenue Fair Oaks, CA 95628	7/5/2016	6	8/18/2016
Unofficial	6/29/2016	CalStar 4933 Bailey Loop McClellan, CA 95652	9/15/2016	20	8/24/2016
Official	6/30/2016	DCS Facility Services 3731 Metro Dr. Suite 600 Sacramento, CA 95215	8/31/2016	11	Packets Delivered
Unofficial	7/5/2016	California State Senate 1020 N Street Sacramento, CA 95814	11/20/2016	40	8/5/16 9/28/16
Unofficial	7/24/2016	Flapjacks 2721 El Camino Ave. Sacramento, CA 95821	7/23/2016	27	7/29/2016
Unofficial	8/1/2016	Farrell's Ice Cream 1625 Watt Ave Sacramento, CA 95864	8/1/2016	100	8/3/2016
Official	9/6/2016	ITT Technical Institute 10863 Gold Center Dr. Ranch Cordova, CA 95670	9/16/2016	104	Declined Services
Official	10/3/2016	Sutter VNA & Hospice 8330 Ferguson Ave Sacramento, CA 95828	12/2/2016	15	Declined Services
Official	10/10/2016	Red Lion Hotel Woodlake 500 Leisure Ln Sacramento, CA 95815	12/12/2016	120	12/2/2016
Official	10/11/2016	Verizon Wireless 10734 International Dr. Rancho Cordova, CA 95670	1/27/2016	1,180	Job Fair 11/30/16
Unofficial	10/14/2016	AAA 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 February 20, 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
Official	11/3/2016	Marvell Semiconductor, Inc. 890 Glenn Dr. Folsom, CA 95630	1/27/2017	12	Pending
Unofficial	1/12/2017	TransAmerica 870 Glenn Dr. Folsom, Ca 95670	2/28/2017	30	1-31-17 2/1/2017
Unofficial	2/3/2017	L3 Technologies, Inc. 107 Woodmere Rd. Folsom, CA 95670	2/15/2017	10	2/15/2017
			Total # of Affected Workers	2,054	

ITEM IV-D – 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.)

Birth and Beyond Board Room
1217 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, January 24, 2017
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day.

V. Other Reports

A. Executive Director's Report

Ms. Kathy Kossick provided an update on what is going on in 2017. The Agency will be releasing some Requests for Proposals and will include public input meetings. The Community Action Board will be preparing a Community Action plan and will be seeking service providers at the end of the year. The Refugee program will also go through a funding cycle to provide targeted refugee services. Sacramento County has a lot of new immigrants and refugees and SETA funds a lot of organizations that provide services to this population. Last year, Policy Council members were invited to tour one of the 13 career centers to see what is available to job seekers. It is expected that the career center visits will be scheduled in May or June. This will provide members a comprehensive look at what is being provided to job seekers and/or employers. We ask board members to be ambassadors to spread the word about what SETA provides. Ms. Kossick encouraged board members to attend the tour when planned and to participate in the different services available. Ms. Desha will work with workforce staff regarding the visits.

Ms. Blanks, Acting Secretary, called the roll and a quorum was established.

Members Present:

Linda Harris, Elk Grove Unified School District
Vocheri Thomas, WCIC/Playmate Child Development Center
Andrea Scharnow, Sacramento City Unified School District
Jennifer Lane, Twin Rivers Unified School District
Taneya Zimmerman, Early Head Start, Sac. City Unified School Dist.
Henrietta Gutierrez, SETA-Operated Program

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.
- ✓ Penelope Scott, SOP: Ms. Scott will hold the seat because Ms. Kimberly Mulhern is not yet seated.

Members Absent:

Elnora Nears, Elk Grove Unified School District (excused)
 Ezell Humphrey-Grant, Twin Rivers Unified School District (excused)
 Brianna Isaac, SETA-Operated Program (excused)
 Angel Chenault, SETA-Operated Program (excused)
 Duvierica Schneiter, SETA Operated Program (resigned)
 Angela Burnell, SETA-Operated Program (unexcused)
 David Lesnick, San Juan Unified School District (excused)
 Stacey Soloman, Sacramento City Unified School District (unexcused)

Members to be seated:

The following new members were seated:
 Reginald Castex, WCIC/Playmate Child Development Center
 April Jean, Birth and Beyond

Members to be seated but absent:

Kimberly Mulhern, SETA-Operated Program (excused)

II. Consent Item

- A. Approval of the Minutes of the November 22, 2016 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Thomas, second/Blanks, to approve the November 22, 2016 minutes.

Show of hands vote:

Aye: 14 (Blanks, Castex, Gutierrez, Harris, Jean, Lane, Lewis, Litka, McMillin, Scharnow, Sheppard, Scott, Thomas, Zimmerman)

Nay: 0

Abstention: 1 (Tate)

Absent: 8 (Burnell, Chenault, Humphrey-Grant, Isaac, Lesnick, Nears, Schneiter, Soloman)

III. Action Items

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

The board went into closed session at 9:17 a.m. At 9:36 a.m., Mr. Tate called the meeting back into open session and reported that the Policy Council approved the following eligible lists: Associate Teacher, Associate Teacher/Infant Toddler, EHS Educator, Education Coordinator (Supervisory), Accountant I, and Senior Payroll Specialist.

B. Election of Community Representatives and Alternates

Board members were distributed copies of applications received for the Community Representative positions. After discussion, Mr. Tate stated that he will remove his application from those seeking a community representative position and assume the position of out-going Chair.

The following nominees spoke of their interest in serving as Community representative:

Linda Litka, Terri McMillin, Penelope Scott, Stacy Lewis, Robin Blanks.

Mr. Sheppard stated that he also pulled his application for consideration as a community representative.

Votes:

Linda: 4

Terri: 3

Penelope: 5

Robin: 2

Stacy: 0

New Community Representative members: Penelope Scott, Linda Litka, Terri McMillin, Robin Blanks; Stacy Lewis will serve as alternate.

Moved/Sheppard, second/Scharnow, to ratify the election of Penelope Scott, Linda Litka, Terri McMillin, Robin Blanks to serve as Community Representatives, and Mr. Stacy Lewis to serve as alternate.

Aye: 14 (Blanks, Castex, Gutierrez, Harris, Jean, Lane, Lewis, Litka, McMillin, Scharnow, Sheppard, Scott, Thomas, Zimmerman)

Nay: 0

Abstention: 1 (Tate)

Absent: 8 (Burnell, Chenault, Humphrey-Grant, Isaac, Lesnick, Nears, Schneiter, Soloman)

C. Election of Policy Council Officers 2016-2017

Those interested in the **Chair** position: Kenneth Tate, Robin Blanks, Reginald Castex, Vocheri Thomas. After discussion Ms. Blanks withdrew her name for consideration.

Votes:

Kenneth: 10

Reginald: 1

Vocheri: 3

Those interested in the **Vice Chair** position: Linda Litka, Robin Blanks, Vocheri Thomas

Votes:

Linda: 5

Robin: 1

Vocheri: 8

Those interested in the **Secretary** position: Robin Blanks, Linda Litka, Reginald Castex, Terri McMillin.

Ms. Desha stated that Mr. Castex cannot be considered since Ms. Thomas is an officer position. In addition, Ms. Blanks, Ms. Litka, or McMillin cannot be considered. According to the bylaws, the officer positions are restricted to only having one community representative and one representative from a delegate agency; there is a need current parents to step up for consideration. Mr. Tate asked if there were any current parents interested in serving as officer. Ms. Zimmerman is interested in serving as **Parliamentarian**. Ms. Zimmerman is an Early Head Start representative from Sacramento City Unified School District.

Linda Harris submitted her name for consideration for the **Secretary** position.
Vote: 14

Those interested in the **Treasurer** position: There were no board members interested in serving at this time; this is tabled to next meeting

Parliamentarian: Taneya Zimmerman

Vote: 14

Moved/McMillin, second/Blanks, to ratify the election of Policy Council officers as follows: **Chair:** Kenneth Tate, **Vice Chair:** Vocheri Thomas, **Secretary:** Linda Harris, and **Parliamentarian:** Taneya Zimmerman.

Aye: 14 (Blanks, Castex, Gutierrez, Harris, Jean, Lane, Lewis, Litka, McMillin, Scharnow, Sheppard, Scott, Thomas, Zimmerman)

Nay: 0

Abstention: 1 (Tate)

Absent: 8 (Burnell, Chenault, Humphrey-Grant, Isaac, Lesnick, Nears, Schneiter, Soloman)

Ms. Jean left the room at 10:54 a.m.

- D. **TIMED ITEM 9:00 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

Mr. Tate opened a public hearing.

Mr. John Allen reviewed this item. Over the years, two positions have been doing the exact same work. Due to minimum wage requirements, it no longer makes sense to have two different titles/jobs that do the same work with the same pay. This is in compliance with minimum wage requirements.

Moved/Blanks, second/Scharnow, to 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.

Show of hands

Aye: 13 (Blanks, Castex, Gutierrez, Harris, Lane, Lewis, Litka, McMillin, Scharnow, Sheppard, Scott, Thomas, Zimmerman)

Nay: 0

Abstention: 1 (Tate)

Absent: 8 (Burnell, Chenault, Humphrey-Grant, Isaac, Jean, Lesnick, Nears, Schneiter, Soloman)

(Ms. Jean was out of the room during the vote.)

- E. **TIMED ITEM 9:00 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

Mr. John Allen distributed an updated job classification for the Early Head Start Educator. Staff is in the process of reviewing all job specifications since the new Head Start regulations have an impact with the recruitment of jobs.

Ms. Jean returned at 10:57 a.m.

Mr. Allen stated that there will be additional classifications brought forward next month. The new Head Start regulations decreased the required number of college credits from six to three which will greatly assist in recruiting for EHS educator. Ms. Scott expressed apprehension this is being considered since more units means the staff are better educated. Mr. Allen stated that other certifications are required and the Office of Head Start has been studying this for

nine years. He feels that if they have done a study across the nation and thinks that three units are okay, then it is also acceptable to SETA Head Start. In addition, we will no longer have to rely on substitutes to staff the classrooms.

Mr. Allen stated that this modification will not affect our ability to be certified. The units are minimum qualifications in this particular job specification. This allows the agency to consider a larger number of people.

Ms. Lane urged board members to approve this board item; everyone needs to start somewhere.

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

Moved/Gutierrez, second/Lewis, to 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.

Aye: 14 (Blanks, Castex, Gutierrez, Harris, Jean, Lane, Lewis, Litka, McMillin, Scharnow, Sheppard, Scott, Thomas, Zimmerman)

Nay: 0

Abstention: 1 (Tate)

Absent: 8 (Burnell, Chenault, Humphrey-Grant, Isaac, Lesnick, Nears, Schneiter, Soloman)

IV. Information Items

- A. Parent Survey – Ms. Alma Walton Hawkins requested board members to fill out and return a parent survey. This will help staff to receive input on what workshops or trainings the board wants.

- B. Standing Information Items
 - PC/PAC Calendar of Events: Mr. Tate reviewed the calendar of events.
 - Parent/Staff Recognition: None.
 - CHSA Parent Conference Update: Mr. Tate stated that he provided the welcome speech to the CHSA. Ms. Scharnow was honored that she was allowed to go. She was a helper in two workshops. Ms. Blanks spoke of her experience. She volunteered in workshops including integrating LGBT parents into classrooms. She will bring the booklet that she received at the conference. Mr. Tate stated that the workshops he attended were outstanding. He attended a male involvement workshop and met a really inspiring speaker.
 - Toastmasters Update: The first Toastmasters class for 2017 will be held in March.
 - Committee Reports:
 - ✓ Executive Committee: Mr. Tate reviewed the most recent critique.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Tate encouraged members to attend the February 14 Budget/Planning Committee meeting.
- Community Resources: Parents/Staff: Mr. Tate stated that flyers for the local food bank were distributed. Mr. Tate introduced the Birth and Beyond representative, Ms. April Jean, Program Manager. Ms. Jean stated that Birth and Beyond offers a wide variety of classes including parenting and social/emotional classes. Birth and Beyond will be seeking Parent Interns to engage parents. They are always looking to expand their services. Ms. Jean distributed event calendars for the month of February.

C. Fiscal Monitoring Reports: No comments.

D. Governing Board Minutes of November 3, 2016: No comments.

V. **Other Reports** (continued)

B. Chair's Report

Ms. Desha requested assistance to put labels in FLIP books; those assisting will be provided lunch. Ms. Desha reminded board members that the Governance self-assessment will be held Tuesday, February 21. All board members are encouraged all to attend.

C. Head Start Deputy Director's Report: No additional report.

D. Head Start Managers' Reports: No additional report.

- Lisa Carr – No report.
- Robyn Caruso – No report
- Martha Cisneros – No report.
- Karen Griffith – No report.

E. Open Discussion and Comments: Mr. Lewis stated that this was his last meeting since Mr. Castex was seated.

F. Public Participation: None.

VI. **Adjournment**: The meeting was adjourned at 11:36 a.m.

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
January 2017**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	472	107	84
Sacramento City USD	1,211	1,199	99	81
SETA	1,988	2,022	102	74
San Juan USD	668	694	104	83
Twin Rivers USD	233	233	100	90
WCIC/Playmate	120	120	100	73
Total	4,660	4,740		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	151	105	69
SETA	377	392	104	70
San Juan USD	160	179	112	67
Total	681	722		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	38	105	76
Sacramento City USD	40	40	100	67
SETA/Job Corps.*	4	4	100	TBD
Total	80	82		

- (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



SETA Head Start

Food Service Operations Monthly Report

*January 2017

January 2nd - Holiday.

January 3rd to 5th - Closed Classes - Traditional Centers, Walnut Grove, Year-Round Part-Day Preschool / Full-Day - CSPP Part-Day.

January 6th - Minimum Day- Full-Day Preschool / Full-Day CSPP & EHS-CCTR.

January 9th - All classes return - North Avenue Center opens an EHS Class.
Bright Beginnings one class closed due to no heat.

January 11th - Walnut Grove closed classes due to flooding.

January 11th & 12th - Classes closed for CHSA Conference: Alder Grove, Grizzly Hollow and Illa Collin.
The Food Service Department provided super snack bags for the parents.

January 12th - Bright Beginnings closed one class due to no heat.
Vineland AM Class reduced to 10 children due to staff shortage.
Walnut Grove closed classes due to flooding.

January 16th - Holiday.

January 17th - Bright Beginnings closed classes due to no heat.

January 18th - Bright Beginnings closed classes due to no heat.

January 19th - Illa Collin closed morning class due to a power outage - Hopkins power outage closed.
North Avenue PM class stopped at 10 children due to staff shortage.

January 23rd - Solid Foundation limited the number of children in AM & PM classes due to staff shortage

January 25th - Solid Foundation limited the children in the AM class due to staff shortage.
Vineland stopping AM & PM classes at 10 children due to staff shortage.

January 26th - Vineland stopping the AM class at 10 children due to staff shortage.

Meetings & Trainings:

None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
34,400	12,890	23,760	0

Total Amount of Meals and Snacks Prepared 71,050

Purchases:

Food	\$70,132.16
Non - Food	\$9,956.67

Building Maintenance and Repair: \$526.42

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$3,612.47

Vehicle Gas / Fuel: \$1,282.10
Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

January 2017

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
SETA operated	2028	238	12%	369	63	17%
Twin Rivers USD	233	25	11%			
Elk Grove USD	440	50	11%			
Sac City USD	1211	125	10%	144	19	13%
San Juan USD	668	83	12%	160	15	9%
WCIC	120	12	10%			
EHS CCP				80	4	5%
COUNTY TOTAL	4700	533	11%	753	101	13%

AFE: Annual Funded Enrollment

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.