



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

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Executive Director

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**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Friday, September 7, 2012

TIME: 10:00 a.m.

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

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

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“Preparing People for Success: in School, in Work, in Life”

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One Stop Services

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VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (subdivision (a) of Section 54956.9)

KAREN MILTON v. SACRAMENTO EMPLOYMENT & TRAINING AGENCY
Equal Employment Opportunity Commission Case No. 846-2012-57015

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, AUGUST 29, 2012

ITEM II-A - CONSENT

MINUTES OF THE AUGUST 2, 2012 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the August 2, 2012 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, August 2, 2012
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:09 a.m.

Members Present:

Sophia Scherman, Chair, SETA Governing Board; Public Representative
Jimmie Yee, Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City
of Sacramento

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the July 5, 2012 Regular Board Meeting
B. Approval of Claims and Warrants

There were no questions or corrections.

Moved/Yee, second/Pannell, to approve the consent calendar as follows:

- A. Approve the July 5, 2012 minutes.
B. Approve the claims and warrants for the period 6/29/12 to 7/25/12.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2012-2013

Mr. Roy Kim reviewed this item. The public hearing was opened in June. The final budget is a little higher than the initial budget. Mr. Kim reported that 66% of

the budget is comprised of Head Start funding, and the remaining 34% from the Workforce Development Department grants.

Moved/Pannell, second/Yee, to close the public hearing and approve the SETA budget for 2012-2013.

Voice Vote: Unanimous approval.

2. Approval to Accept Funds from the Employment Training Panel for Technology Training and Authorize the Executive Director to Execute the Subgrant Agreement, Modification and Other Documents Required by the Funding Source

Mr. William Walker reviewed this item.

Mr. Yee asked if this was federal funding and Mr. Walker replied that these are EDD funds through the Base Wage system. The training will be held 2012-2014 at Tech Skills on Howe Avenue. Mr. Walker stated that if all of the funds are utilized, additional funds may be requested. Ms. Pannell requested a flyer so it can be posted on her Facebook page and Mr. Walker replied that a flyer will be developed and sent to Ms. Pannell.

Moved/Pannell, second/Yee, to approve acceptance of funds for the period June 30, 2012 through June 29, 2014 from the Employment Training Panel and authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

3. Approval to Submit a Proposal to the Community Corrections Partnership and Authorize the Executive Director to Execute the Agreement Modifications and Other Documents Required by the Funding Source

Mr. William Walker reported that SETA has been a member of the Community Corrections Partnership (CCP) since the implementation of Assembly Bill (AB) 109. SETA has developed a proposal that will assist with providing access to comprehensive wrap-around services to the AB109 population. SETA is proposing to provide a holistic approach by providing vocational, employment and supportive services to ex-offenders. The number of clients served is dependent upon the number of referrals. SETA is requesting \$612,637 to serve 122 AB109 referrals, with the capacity to serve more if needed at a cost of \$5,022 per participant.

Mr. Yee asked if local law enforcement support this program and Mr. Walker replied that he has talked with the chief of the sheriff's department and they are interested in services for the ex-offenders.

Ms. Scherman requested that the South County Career Center be included as one of the career centers involved in this program and asked that it be included as part of the motion.

Moved/Yee, second/Pannell, to approve the submission of a proposal to the Community Corrections Partnership requesting \$617,637 to serve 122 AB109 referrals and, if awarded, authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source. In addition, the South County Career Center will be included in the list of career centers to be utilized in this program.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

1. Reappointment of Workforce Investment Board Members

Ms. Kossick reported that this item is brought before the board every three years. This is a 41 member board and there are two vacancies.

Moved/Pannell, second/Yee, to approve the reappointment of board members to three-year terms on the Sacramento Works, Inc. Board.

Voice Vote: Unanimous approval.

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant

2. Approval to Augment South County Services, Inc. in the Amount of \$89,314 in Community Services Block Grant Funding

Mr. Nottoli arrived at 10:20 a.m.

Ms. Cindy Sherwood-Green reported that South County Services is the only comprehensive services organization in the south part of the county. Two years ago, funding from the Department of Human Assistance, the Sacramento Housing and Redevelopment Agency and the City of Galt was lost and this organization has been struggling since then. SETA staff has found funds which will permit South County Services to continue with their operations.

Mr. Nottoli thanked staff for their work on locating the funds. This program serves the furthest reaches of the county. Mr. Nottoli stated that he has had discussions with Ms. Kossick and Mr. Paul Lake that after January 1 there will be a need to help South County Services again. It is important to keep this program.

Moved/Nottoli, second/Pannell, to approve the augmentation of \$89,314 in Community Services Block Grant funding for South County Services Inc. to continue the provision of safety-net services in South Sacramento County from July 1, 2012 through December 31, 2012.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. Summary of Media Coverage Received for SETA and Sacramento Works from January 1, 2012 through June 30, 2012: Ms. Kossick publically thanked Ms. Terri Carpenter for her outstanding work in getting media coverage.

B. Fiscal Monitoring Reports: No comments.

C. Employer Success Stories and Activity Report

Mr. Walker reported that at the last meeting he was asked to find out information regarding Black Bear; staff will be working with this store on recruitment. Mr. Nottoli asked whether there was an indication of the number of jobs that will be available at the call center. Mr. Walker replied that staff has been working with ACT. So far, 600 individuals have been tested and training will begin on August 17. Mr. Walker has been working with their HR manager. ACT wants to keep SETA engaged in this process. The pay scale for HR manager begins at \$24 per hour, the Admin. Assistant, \$9-\$13 per hour, and the call center people is \$9.50 per hour. Most of the people testing for the jobs are doing exceptionally well; it is a really good pool of individuals.

A question was asked if SETA has a Facebook page and Ms. Terri Carpenter replied that there is a Sacramento Works Facebook page. The pictures of the people are posted on our Facebook page.

Mr. Carlos Lopez reported that the CET training facility has moved into their new facility and they are in the process of recruiting people. Staff is doing labor market information to determine other types of training that can be provided. The new training facility is currently 50% full. Mr. Lopez hopes the board will be able to provide seed money to start up new training opportunities since starting up a new course is a challenge.

D. Dislocated Worker Update: No comments.

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

- F. Head Start Reports: Ms. Denise Lee reported that the Walnut Grove Early Learning Center is expected to be fully enrolled. Staff is actively recruiting to build a waiting list in case someone leaves. Staff does not want to close this center but it is difficult to staff and keep the program fully enrolled.

Staff received notification that the Head Start grant request was fully accepted. The California Department of Education contracts were cut and many of the delegates were cut 10%. Staff anticipates cuts coming shortly. Ms. Lee will work with her management team to discuss options on how to respond to the cuts.

A question was raised why nutrition services was well over budget. Ms. Lee replied that included in this budget is a program to train parent aides. It is a very popular program which is indicated by the fact that twice as much has been spent. Ms. Lee stated that this is a training program to go into entry level work in the food services program. Parent aides learn sanitation and safety and when they complete the program they can apply for the on-call cook/driver job. Parent aides are paid for a maximum of two hours and they are reimbursed their mileage and child care.

V. Reports to the Board

- A. Chair: No report.
B. Executive Director: Ms. Kossick wished Ms. Scherman a Happy Birthday.
C. Deputy Directors: No report.
D. Counsel: No report.
E. Members of the Board: Ms. Scherman said that she and her husband are taking their youngest granddaughter to college on August 18.
F. Public: No report.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (subdivision (a) of Section 54956.9)

UNITED STATES OF AMERICA, *ex rel.* MAUREEN DERMOTT-MORRISON v.
SACRAMENTO EMPLOYMENT TRAINING AGENCY
U.S. District Court, Eastern District of California Case No. 2:10-CV02048 KJM
GGH

The board went into closed session at 10:44 a.m.

- VII. Adjournment:** The meeting was adjourned at 10:54 a.m. with no report out of closed session.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/26/12 through 8/29/12, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 7/26/12 through 8/29/12.

STAFF PRESENTER: Roy Kim

ITEM II-C - CONSENT

APPOINTMENT OF REQUIRED PARTNER MEMBER TO THE SACRAMENTO
WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works, Inc. Board is a 41-member board comprised of representatives from the private sector, education, economic development, labor, and required partners. The required partners represent public employment service, rehabilitation agency, and public assistance agency. A required partner seat has become vacant and staff has received an application.

Mr. Jay Onasch is the District Administrator for the California State Department of Rehabilitation and will be replacing March Erlichman on the WIB.

Mr. Onasch's application has been sent under separate cover. Legal counsel has reviewed this application.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Mr. Jay Onasch to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.

STAFF PRESENTER: Kathy Kossick

ITEM II-D - CONSENT

APPROVAL TO CHANGE HEAD START PROGRAM APPROACH FOR
THE FISCAL YEAR 2012-2013

BACKGROUND:

Due to California State Department of Education/Child Development Division budget reductions, SETA's Children and Families Department is seeking approval to change its program approach at two center locations for program year 2012-2013.

Budget Reductions

\$305,813

The California Department of Education reduced its funding for the 2012-2013 program year in the amount of **\$305,813**, approximately a **9.12%** reduction.

Phoenix Park ELC

Phoenix Park currently operates two full day preschool classes (40 children) and one infant/toddler class (eight children). Families must be working and/or going to school in order to qualify for full-day services. While the economy has affected employment opportunities, enrollment in the full-day classrooms has struggled as well. Less than half of the currently enrolled families are eligible for full-day services at Phoenix Park, resulting in more need for part-day services.

In order to address the budget reduction, staff is proposing to reduce one full-day class to one AM part day class at the Phoenix Park Early Learning Center. Families within the Phoenix Park complex are currently not qualifying for full-day services. Therefore, part-day services will better serve their needs.

In order to meet the needs of the Phoenix Park community and maximize the use of the facility, staff proposes to also open a PM part-day class at Phoenix Park. To do so, staff proposes to close Whispering Pines ELC and move the funded enrollment to Phoenix Park. This would increase enrollment slots from 40 full day, to 40 part day and 20 full day, along with the infant/toddler class unchanged. This move will save funds by maximizing the facility use and sharing staff resources.

Whispering Pines ELC

Whispering Pines is currently funded to serve 20 preschool children/families (one AM class). The average enrollment for the year was 19 students; however, the center's average daily attendance was 11.8 children. In addition to low attendance, operating a

STAFF PRESENTER: Denise Lee

ITEM II-D - CONSENT (continued)

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center for 20 part-day children is less cost effective than operating a larger center with shared resources. A part-day class operates from 8:00 a.m. to 12:00 p.m. and staff are employed (by contract) for 6 and 8 hours.

The proposed closure of Whispering Pines would not result in any staff layoffs. Staff at the Whispering Pines ELC will relocate to other centers with vacant positions.

Costs savings will be from rent, janitorial, staff positions, and administrative costs.

All currently enrolled families will transition smoothly to other centers.

Staff will be available to provide additional details and answer questions.

Sacramento City Unified School District

Sacramento City Unified School District, a delegate agency of SETA, proposes to make the following program changes for the 2012-2013 program year (see revised Program Approach form attached):

- ➔ Reduce the number of wrap-around slots from 535 to 511, which results in two less wrap-around classrooms (6 hours/day, 5 days/week)
- ➔ Reduce the number of part-day slots from 611 to 608 (no classroom reductions). Classes are 3.5 hours/day, 4 days/week.
- ➔ Increase full day collaboration slots from 98 to 125, resulting in one additional full day classroom.

The net changes will result in a more diverse full day offering for families. Full day options will include 8 hours/day (1 classroom), 9 hours/day (2 classrooms) and 10 hours/day (4 classrooms).

Data analysis shows that there has been a change in demographics and parents returning to work which support the increased need for full day services/child care.

RECOMMENDATION:

Approve the change to the Head Start program approach for the SETA Operated Program and Sacramento City Unified School District, for Fiscal Year 2012-2013.

STAFF PRESENTER: Denise Lee

I. ENROLLMENT BY PROGRAM OPTION X Head Start 2012-2013 (Revised by Grantee 8/12)
 This section should be filled out and submitted for each grantee and delegate agency. _____ Early Head Start

I. Funded child enrollment by program option¹:
 Center-based enrollment : 1,244
 Home-based enrollment : 48
 Combination option enrollment
 Family child care enrollment
 Other option enrollment
 Total child enrollment 1292

2. Number of pregnant women enrolled for EHS: _____

II. PROGRAM SCHEDULE
 This section should be filled out for each group of children served for different hours of service each year.

Complete #1-3 for all groups of children

1. Program schedule number	1	2	3	4	5	6
2. Program option identification	CB-Pt Day	HB	CB-(8hr)Full Day Coll	CB-(9hr) Full Day Coll	CB-(10hr)Full Day Coll	CB-Wrap
3. Funded enrollment	608	48	16	32	77	511

Complete #4-9 for center-based, family child care, combination, and other options

4a. Number of classes/groups/family child care settings	31		1	2	4	22
4b. Double session, enter D						
5. Number of hours of classes/groups/FCC settings per child, per day	3.5		8	9	10	6
6. Number of days of classes/groups/FCC settings per child, per week	4		5	5	5	5
7. Number of days of classes/groups/FCC settings per child, per year	129		236	236	236	161
8. Number of home visits per child, per year	2		2	2	2	2
9. Number of hours per home visit	1.5		1.5	1.5	1.5	1.5

Complete #10-13 for home-based options

10. Number of home visits per child, per year		32				
11. Number of hours per home visit		1.5				
12. Number of hours per home-based socialization experience		3				
13. Number of home-based socialization experiences per child, per year		16				

Notes: Item 1: If more than 5 different schedules, photocopy form and write in 6, 7, 8, etc. Item 2: Identify each program schedule as center-based (CB), home-based (HB), combination program (CO), family child care (FC), or other program option (OT). For combination options (CO) and other options (OT), the items on the form that more appropriately describe the services provided by these options should be filled out.

ITEM III-A- 1 – ACTION

APPROVAL OF RETIREE MEDICAL INSURANCE SUBSIDY AND RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM ADMINISTRATIVE POLICY FOR CALENDAR YEAR 2013

BACKGROUND:

Since 1980, medical and dental insurance premiums for retired annuitants have been subsidized by the Sacramento County Employees Retirement System (SCERS). These were declared not to be vested benefits, with no promise of continuing. SETA, as a Special District of the Sacramento County Employees Retirement System (SCERS) is required to take action for its retirees on the issue of subsidy for health care insurance premiums. This action is independent and separate from the County Board of Supervisors who act on behalf of their retired employees.

SETA has never vested retirees with a health care insurance benefit. Beginning with Fiscal Year 2004-05, SCERS funding was no longer available and SETA began to subsidize health care insurance premiums with SETA funds to assist retirees with the purchase of health and dental insurance. On June 3, 2004 and June 2, 2005, the SETA Governing Board approved funding of the subsidy to SETA retired annuitants for the 2004 and 2005 fiscal years.

On May 4, 2006 the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to new retirees, who, as of January 1, 2007, are SETA/SCERS members that have ten years of SCERS service as of that date. These payments would continue through December 2007.

On October 4, 2007 for calendar year 2008, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to Eligible employees who retire on or before August 31, 2007. The subsidy was eliminated for all participants who retire after August 31, 2007. This would include the continuation of the \$25/month towards retiree – only dental plan premiums.

On October 2, 2008 for calendar year 2009, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to Eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007. This included the continuation of the \$25/month towards retiree – only dental plan premiums.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 1 – ACTION (continued)

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On October 1, 2009 for calendar year 2010, the SETA Governing Board took action to continue paying medical subsidies to current retired employees at a reduced rate and eliminated the dental subsidy. The Board continued to limit future program enrollment to Eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007.

On October 7, 2010 for calendar year 2011, the SETA Governing Board took action to continue paying medical subsidies to current retired employees at a reduced rate and eliminated the dental subsidy. The Board continued to limit future program enrollment to Eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007.

On September 1, 2011 for calendar year 2012, the SETA Governing Board took action to continue paying medical subsidies to current retired employees as depicted in the chart below. The Board continued to limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all retirees who retired after August 31, 2007.

Current subsidy/offset payments are as follows:

Years of SCERS service credit	Amount of subsidy
Less than 10 years	\$72
10 years but <15 years	\$90
15 years but <20 years	\$108
20 years but <25 years	\$126
25 years or more	\$144
Dental coverage	\$0

Three options are presented for your consideration.

- OPTION A: maintain the current subsidy; see table above (\$26,568 for 22 individuals)
- OPTION B: eliminate the medical subsidy to retirees (\$0)
- OPTION C: approve a subsidy at a lesser amount than the table above

Under the proposed 2013 Retiree Medical and Dental Insurance Program Administrative Policy (attached), retirees not receiving a subsidy will still have access to the County's group insurance programs. For many retirees it is their only avenue to

STAFF PRESENTER: Rod Nishi

ITEM III-A – 1 – ACTION (continued)
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purchase quality, affordable medical insurance coverage. While access to coverage will still be available in the 2013 calendar year, there can be no guarantees for the future, especially for the individuals who retire without being eligible for Medicare (generally those between the ages of 50 and 65).

RECOMMENDATION:

Staff is recommending that the Board take action to approve Option A for the next calendar year and approve the Retiree Medical and Dental Insurance Program Administrative Policy, effective January 1, 2013.

STAFF PRESENTER: Rod Nishi

RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM
ADMINISTRATIVE POLICY
Effective January 1, 2013
Through December 31, 2013

I. INTRODUCTION

This policy sets forth the guidelines for the administration of the Retiree Medical and Dental Insurance Program. The program includes medical insurance and dental insurance, and subsidy/offset payments as authorized by the Governing Board of the Sacramento Employment and Training Agency (SETA) for calendar year 2013. This policy constitutes a component of the SETA's Plan for Retiree Medical and Dental Insurance and is effective **only** for the calendar year 2013.

II. DISCLOSURE

This policy is effective solely for the calendar year 2013. It does not create any contractual, regulatory, or other vested entitlement to present or future retirees, their spouses, registered domestic partners, or dependents for medical and/or dental benefits, or subsidy/offset payments at any particular level, or at all.

The SETA reserves the right, in its sole discretion, to amend or terminate, in whole or in part, this Policy during its one-year term by Resolution of the SETA Governing Board.

III. MEDICAL INSURANCE COVERAGE

During the one-year term of this Policy, medical insurance coverage is offered through contracted health insurance carriers, as negotiated between the County of Sacramento and its recognized employee organizations. The County will endeavor to maintain a variety of health insurance coverage options for Annuitants but does not guarantee that any particular health insurance carrier, type, or level of coverage will be available to Annuitants, or that any coverage at all will be available to Annuitants.

Retiree Health Insurance Program Administrative Policy

Effective January 1, 2013

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Medical insurance coverage options for Annuitants living outside of the geographic boundaries of the HMO insurance plans offered to SETA Annuitants will be provided only to the extent that any such coverage option is available and offered by the health insurance carriers providing coverage to the SETA employees and Annuitants.

IV. DENTAL COVERAGE

Dental coverage is currently offered through Delta Dental. This program is separate and apart from the dental program offered to active employees. The SETA does not guarantee that any particular dental insurance carrier, type, or level of coverage will be available to Annuitants, or that any coverage at all will be available to Annuitants.

Eligible Annuitants and their dependents who enroll in or are currently participating in the Dental Plan must remain in the Dental Plan for a minimum of 12 consecutive months before being allowed to change coverage levels (by reducing dependent coverage) or waive dental coverage.

Newly eligible Annuitants must enroll within 30 days of notification of eligibility or he or she will be deemed to have waived coverage. Annuitants who enroll and then choose to terminate their participation before meeting the 12 month enrollment requirement will not be eligible to re-enroll in the Dental Plan. Annuitants that waive participation in the Dental Plan upon initial eligibility or waive coverage after 12 months of continuous enrollment will be eligible to re-enroll in the Dental Plan at the next open enrollment opportunity after a minimum 24 month period following the effective date of their termination from the Dental Plan.

If an eligible dependent is added to the Dental plan in the middle of a plan year as the result of a Qualified Status Change Event, both the Annuitant and the dependent must remain in the Dental Plan for a minimum of 12 consecutive months beginning on January 1 of the following plan year before any change in coverage is allowed.

A Qualified Status Change Event will not allow for a change out of the Dental Plan for the Annuitant unless the Annuitant has participated in the Dental plan for a minimum of 12 consecutive months. A Qualified Status Change Event that causes a loss of dependent status will allow for a reduction in the Annuitant's dependent coverage under the Dental Plan without the 12 consecutive months requirement for the dependent.

V. ELIGIBILITY TO PURCHASE MEDICAL AND/OR DENTAL COVERAGE

Annuitants as defined in Section XIV are eligible to enroll in a retiree medical and/or dental insurance plan for 2013.

Eligibility for the SETA provided subsidy/offset shall be as determined in Section IX of this policy. An Annuitant must enroll in a medical and/or dental insurance plan within 30 days of notification of eligibility or he or she will be deemed to have waived coverage. A continuing beneficiary who is a spouse or a registered domestic partner or an eligible minor child or a Survivor, may elect to purchase a retiree medical and/or dental plan whether or not they were enrolled in the program at the time of the enrolled retiree's or active member's death.

As a condition of participation in the County sponsored plan, all Annuitants or Dependents that are eligible for Medicare Part A and/or B, or who subsequently become eligible to purchase Medicare Part A and/or B, must enroll in one of the County-sponsored medical plans that provides for assignment of, or coordination with, Medicare benefits. Annuitants or Dependents who are eligible for Medicare must purchase Medicare Part A and/or B (even if such purchase is subject to a penalty under applicable federal law in order to participate in the County Sponsored plan. Annuitants not eligible for Medicare Part A and/or B under Centers for Medicare and Medicaid Services (CMS) guidelines may participate in the plan only to the extent that they remain ineligible for Medicare and are responsible for any penalties assessed by the carrier.

For Annuitants who are eligible for Medicare, failure to purchase or maintain Medicare Part A or B when eligible, or to enroll in a plan that requires assignment of, or coordination with, Medicare shall be considered a waiver of SETA-sponsored coverage and coverage will terminate. For Dependents that are eligible for Medicare, failure to purchase or maintain Medicare Part A or B when eligible, or to enroll in a plan that requires assignment of, or coordination with, Medicare shall result in loss of eligibility and the Dependent shall be dropped from coverage. It is the participant's responsibility to notify the Benefits Office of their eligibility and/or enrollment in Medicare. Any Medicare Part B late enrollment penalties as determined by CMS are the Annuitant's responsibility.

Annuitants and Dependents with Medicare eligibility that are enrolled in County-sponsored medical plans shall keep their Part D benefits available for enrollment in or coordination with SETA-sponsored Medicare Part D coverage. An Annuitant or Dependent who is enrolled in a non-County prescription drug plan under Part D of Medicare may not be enrolled in any County-sponsored health benefit plan. Any Medicare Part D late enrollment penalties as determined by CMS are the Annuitant's responsibility.

The Center for Medicare and Medicare Services requires that all participants must provide a physical address and social security number for themselves and covered dependents.

VI. DEPENDENT ELIGIBILITY

Annuitants (including Survivors) may add newly acquired Dependents to their medical and/or dental insurance coverage within 30 days of a Qualified Status Change Event (e.g. marriage, adoption, domestic partner registration, loss of other coverage, etc.) or during any enrollment period specified in the sole discretion of the County.

VII. ELECTION PERIOD

An Annuitant who is eligible to enroll in a medical and/or dental insurance plan as provided in this policy must do so within 30 days from the date of notification of program eligibility. An otherwise eligible Annuitant who waives, or is deemed to have waived coverage under the program may enroll within 30 days of a Qualified Status Change Event, or during any enrollment period specified in the sole discretion of the County. Such enrollment shall be contingent upon the Annuitant presenting proof that is satisfactory to the County that the Annuitant has been continuously covered by another group health insurance plan or individual Medicare Advantage plan for a period of not less than 12 months with no break in coverage exceeding 63 calendar days immediately prior to the requested enrollment in a County-sponsored plan. The 12 month requirement will be deemed to be met if the coverage satisfies the requirements for creditable coverage under the Health Insurance Portability and Accountability Act of 1996.

Upon the death of an Annuitant or active employee, a continuing beneficiary who is a spouse or registered domestic partner or eligible minor child or a Survivor, will have 30 days to enroll in a medical and/or dental insurance plan. Failure to do so shall constitute a waiver of medical and/or dental insurance coverage.

VIII. EFFECTIVE DATE OF COVERAGE

Upon retirement or the occurrence of a Qualified Status Change Event, the effective date of medical and/or dental coverage shall be:

Upon retirement:

the first day of the first month following the loss of active coverage providing:

- i. Submission of retiree medical and/or dental forms occurs within 30 days of the loss of active coverage, and,
- ii. Payment for the first month of retiree coverage occurs within 60 days of the start of retiree coverage.

Retiree Health Insurance Program Administrative Policy

Effective January 1, 2013

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Failure to submit medical and/or dental forms within 30 days of the loss of active coverage shall constitute a waiver of medical and/or dental coverage.

Premium balances if owed by an Annuitant for the initial period of Retiree coverage must be paid within 60 days of the coverage effective date, or coverage will be dropped retroactively to the last date of paid coverage.

Upon the occurrence of a Qualified Status Change Event:

The first day of the month coincident with or next following submission of medical and/or dental enrollment forms. Forms must be submitted within 30 days of the Qualified Status Change Event.

Note: Final effective dates and enrollment in Medicare plans are determined by the Center for Medicare and Medicaid Services and may not necessarily coincide with initial retirement enrollment dates, or Qualified Status Change Events.

If an Annuitant enrolls during an open enrollment period, the effective date of medical and/or dental coverage shall be the date specified by the County in connection with that open enrollment period.

IX. ELIGIBILITY FOR SUBSIDY/OFFSET PAYMENTS

The Annuitants eligible to receive a SETA paid medical insurance offset payment during calendar year 2013 retired for any reason on or before August 31, 2007

The medical insurance subsidy/offset payment, if any, will be provided to a continuing beneficiary who is a spouse or a registered domestic partner or a Survivor on the same basis as it was, or would have been made available to a retiree. The subsidy/offset cannot be split among multiple continuing beneficiaries.

The following shall apply to this section:

“SCERS-covered employment” shall mean time actually worked for a SCERS-participating agency, including any SCERS-purchasable service credit that was earned through redeposit based on prior employment, part-time employment with a SCERS-participating agency, military service credited per Government Code Section 31649 as adopted by Board of Supervisors Resolution No. 11-125, or time eligible for purchase due to a leave of absence, provided that such time has actually been purchased. “Additional Retirement Credit” (ARC) and Public Service Credit (PSC) are not included in “SCERS-covered employment” for purposes of determining eligibility for the subsidy/offset.

X. AMOUNT OF SUBSIDY/OFFSET PAYMENT

Retiree Health Insurance Program Administrative Policy

Effective January 1, 2013

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The amount of any medical subsidy/offset payment made available to Annuitants shall be calculated based on the Annuitant's SCERS service credit. For purposes of this section, "SCERS service credit" shall be the amount of service credit established by SCERS as the basis of payment for the Annuitant's pension benefit.

Neither SCERS nor the SETA guarantees that a subsidy/offset payment will be made available to Annuitants for the purchase of County sponsored medical and/or dental insurance. Subsidy/offset payments are not a vested benefit of SETA employment or SCERS membership.

The amount of subsidy/offset payment, if any, payable on account of enrollment in a County sponsored retiree medical and/or dental insurance plan, shall be established within the sole discretion of the SETA Governing Board. For calendar year 2013, the amount of subsidy/offset payments are as follows:

<u>Years of SCERS service credit</u>	<u>Amount of subsidy/offset payment if retired on or before 8/31/07</u>
Less than 10 years	\$ 72
10 years but less than 15 years	\$ 90
15 years but less than 20 years	\$ 108
20 years but less than 25 years	\$ 126
25 years or more	\$ 144
Dental coverage subsidy	\$ 0

XI. APPLICATION OF THE MEDICAL AND/OR DENTAL SUBSIDY/OFFSET

Subsidy/offset payments, when made available, will be applied to the total premium cost incurred by an Annuitant for medical and/or dental insurance purchased through a County-sponsored plan. If the subsidy/offset payment amount exceeds the cost of the single party premium, the balance will be used to reduce the cost of dependent coverage, if applicable. If there is no dependent coverage, the amount of the subsidy/offset payment otherwise available to the Annuitant shall be limited to the actual amount necessary to pay the cost of the single party premium.

Subsidy/offset payments may only be applied to the coverage for which they are provided. A medical subsidy/offset may not be applied to dental coverage premiums. In no event shall an Annuitant receive a cash payment for any portion of a subsidy/offset payment that is not used to pay for the Annuitant's coverage through a County-sponsored medical or dental insurance plan. The

subsidy/offset payment shall not be used to purchase coverage outside of a County-sponsored plan.

The amount of subsidy/offset, if any, that is used to pay for coverage of a registered domestic partner, dependent(s) of a registered domestic partner, and/or other covered dependent who do not meet the definition of "dependent" as defined in IRC §105, shall be subject to federal tax withholding based on the imputed income value of the benefit provided.

XII. PREMIUM BALANCE PAYABLE

If an Annuitant's medical or dental insurance premium is greater than the sum of the Annuitant's monthly retirement allowance plus any subsidy/offset payment provided by the SETA, the Annuitant shall be responsible for keeping premium payments current. Premium balances owed by an Annuitant must be paid within 60 days of the coverage effective date, or coverage will be dropped the first of the month following the 60 day period, retroactively to the last date of paid coverage. An Annuitant that is dropped from coverage for non-payment of premium shall not be permitted back into the program at a later date.

XIII. WAIVER OF COVERAGE

An Annuitant may waive medical coverage under the Retiree Health Insurance Program at any time by withdrawing from coverage and signing a "Waiver of Coverage" form. Any subsidy/offset payment will end if coverage is waived. Annuitants who waive medical coverage in this manner during 2012, who have previously waived medical coverage, or who are deemed to have waived medical coverage for any reason (except for non-payment of premium as set forth in Section XII above), shall be permitted to enroll in County sponsored retiree medical coverage within 30 days of a Qualified Status Change Event or during any enrollment period specified in the sole discretion of the County, subject to all terms and conditions set forth in this policy (including proof of continuous coverage as described in Section VII), provided such coverage is being offered to similarly situated Annuitants by the County at the time coverage under the re-enrollment request is to become effective. Similarly, eligibility for a subsidy/offset payment shall be restored provided that the SETA is providing subsidy/offset payments to similarly situated Annuitants at the time of the re-enrollment request.

Annuitants who waive dental coverage in this manner during 2012, who have previously waived dental coverage, or who are deemed to have waived dental coverage for any reason (except for non-payment of premium as set forth in Section XII above), shall be permitted to enroll in County sponsored retiree dental coverage within 30 days of a Qualified Status Change Event, or during any enrollment period specified in the sole discretion of the County, provided they have not been a participant in the Dental plan for a minimum of 24 consecutive months.

XIV. DEFINITIONS

Annuitant is a retiree, as defined; or is a survivor, or beneficiary who receives a monthly retirement allowance from SCERS. An individual receiving a monthly retirement allowance from SCERS solely as the result of a divorce settlement agreement is not an Annuitant for purposes of this policy or eligibility for participation in the Retiree Health Insurance Program.

Beneficiary is an individual named as a beneficiary receiving a monthly retirement allowance as a result of the death of a Retiree. For purposes of this policy, a beneficiary is a spouse or a registered domestic partner or minor child.

Deferred Member is a SCERS participant who leaves SETA employment and leaves their retirement contributions on deposit with SCERS as permitted by SCERS rules and regulations.

Dependent for purposes of this policy shall be an Annuitant's spouse or registered domestic partner and unmarried children (natural, step, adopted, legal guardianship and/or foster) including children of a registered domestic partner, who are under 26 years of age, and do not have access to other group coverage other than through a parent. Children who are at least 19 years of age and under 24 years of age and attending school as a full-time student in an accredited secondary school, college or university may also be covered. Verification of full-time student status will be needed for each semester or quarter and must be submitted to the Employee Benefits Office. Medical and Dental eligibility will be extended through a summer break if the student was enrolled full-time and completed the preceding school term, and will be attending school in the next available term.

Qualified Status Change Event shall have the same meaning as defined in Section §125 of the Internal Revenue Code and shall also include events affecting the coverage or eligibility of a registered domestic partner or the dependent(s) of a registered domestic partner. Examples of qualified status change events include: marriage or divorce, registration or dissolution of a domestic partnership, birth, adoption, change of residence affecting health plan eligibility, or a dependent ceasing to be a dependent due to age limitations. This list is intended to be illustrative and is not exhaustive.

Registered Domestic Partner shall have the same meaning as set forth in Section §297 of the California Family Code.

Retiree is a SCERS member who has met eligibility requirements and has received a service retirement or disability retirement.

Survivor is a spouse, registered domestic partner, or minor child of an employee who died during active service and is receiving a monthly retirement allowance as a result of the death of the active member.

ITEM III-B – 1 - ACTION

APPROVAL TO ACCEPT FUNDS FROM THE SACRAMENTO COUNTY
SHERIFF'S DEPARTMENT TO SERVE RE-ENTRY CUSTOMERS AND
AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT
AGREEMENT, MODIFICATION AND OTHER DOCUMENTS REQUIRED
BY THE FUNDING SOURCE

BACKGROUND:

In February of 2012, the Sacramento County Sheriff's Department in partnership with SETA, Elk Grove Unified School District, Strategies for Change, Man Alive and Change Counseling, and Sacramento City College submitted a grant application to the Department of Justice's Bureau of Justice Assistance (BJA), which was funded in August of 2012. The BJA provided \$747,057 to fund the Second Chance Technology Training Program at the Sacramento County Sheriff's Rio Cosumnes Correctional Facility.

The purpose of the Sacramento Second Chance Technology Program is to fund the establishment of technology career training in Sacramento for high risk incarcerated men and women during the three years before they are released from jail, along with providing post release education and employment support. The grant will train 100 ex-offenders annually, 40 females and 60 males, with a goal of increasing their post release employability and reducing their recidivism.

SETA will receive \$266,100 to fund two Workforce Development Professionals and to provide wages for 30 offenders.

RECOMMENDATION:

Approve the acceptance of \$266,100 from the Sacramento County Sheriff's Department and authorize the Executive Director to execute the subgrant agreement, modification, and other documents required by the funding source.

STAFF PRESENTER: William Walker

ITEM IV-A - INFORMATION

REDUCED FUNDING FROM THE SACRAMENTO COUNTY DEPARTMENT OF HUMAN ASSISTANCE

BACKGROUND:

On August 8, 2012 SETA received an email from Paul Lake, Director of the Sacramento County Department of Human Assistance informing us of budget cuts in the CalWORKS program. Sacramento County's CalWORKS preliminary allocation for Fiscal Year 2012-2013 will be \$108,000,000, \$9 million less than what was budgeted in their proposed budget for the fiscal year. This reduction requires DHA to set priorities and reduce some services.

DHA has set service levels mandated by the CalWORKs program as their highest priority. These include:

- Determining eligibility and issuing benefits within mandated time frames and according to specific review and accuracy requirements
- Providing due process for clients to receive benefits
- Getting specified percentages of recipients into activities and training that will lead to self-sufficiency
- Providing allowable supportive services to welfare-to-work participants, such as assistance with learning disabilities, child care, and transportation.

DHA currently contracts out \$16,000,000 to County Departments, Community Colleges, SETA, school districts, and community agencies to provide employment services, child care services, mental health/alcohol and drug counseling, and homeless assistance services to CalWORKS recipients. DHA is recommending that the majority of cuts occur from the One Stop Share of Cost Contract and the Subsidized Employment Contract with SETA. The funding reductions proposed for SETA and their impact on on-going operations are:

1. Reduction in funding to **Sacramento Employment and Training Agency's employment services** contract by \$2.3 million. This **62% reduction** significantly reduces employment services and may result in closure of career centers, and reduction of on-the-job training/subsidized employment programs providing OJT/SE training to 400 CalWORKS recipients effective July 1, 2013.
2. Reduction in funding to Sacramento Employment and Training Agency On-the-Job Training/**Subsidized Employment** contract by \$775,000 (a **32% reduction**). DHA had hoped to grow this program this fiscal year to provide wage reimbursements to employers for 500 CalWORKS recipients, but the contract will be reduced back to last year's level and will train and place 400 CalWORKS recipients in unsubsidized employment in the current fiscal year (July 1, 2012-June 30, 2013).

STAFF PRESENTER: Roy Kim

ITEM IV-B - INFORMATION

REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM, FY2012

BACKGROUND:

Since 2003, SETA has maintained an American Express (AMEX) Corporate Account used for travel, online payments, and miscellaneous purchases. The AMEX account has allowed staff to more timely pay invoices and reduced the volume of transactions that flow through the County Department of Finance.

In January, 2010 SETA added the Membership Rewards program to its AMEX account, which allows SETA to accrue one point for every dollar charged on its AMEX account. In January, 2011 the SETA Governing Board approved the implementation of the American Express Corporate Account Policy and Procedure, including the use of the AMEX points to defray Agency travel and other costs, provide supportive services and incentives to enrolled customers, and provide employee recognition, board recognition and morale building activities.

Attached for your information is the annual report on the American Express Corporate Account Rewards Points Program for the fiscal year ending June 30, 2012.

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

**REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM
FOR THE FISCAL YEAR ENDING JUNE 30, 2012**

Total REWARDS points at the end of the last reporting period		1,925,461
REWARDS points accumulated since the last reporting period		523,732
REWARDS points used for:		
Supplies, travel and miscellaneous expenses	(1,667,920)	
Customer supports and incentives	(63,500)	
Employee/Board recognition	(20,000)	
Total REWARDS points used since the last reporting period		<u>(1,751,420)</u>
Total REWARDS points available/remaining		<u><u>697,773</u></u>

ITEM IV-C - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Dr. Tracy Tomasky **DATE:** August 6, 2012

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA	\$ 4,348,543	8/01/11-07/31/12	8/01/11-5/31/12
Head Start	T & TA	15,000	8/01/11-07/31/12	8/01/11-5/31/12
Head Start	Supplemental	108,915	9/30/11-07/31/12	9/30/11-5/31/12
Early HS	Basic, COLA	1,245,090	8/01/11-07/31/12	8/01/11-5/31/12
Early HS	T & TA	20,112	8/01/11-07/31/12	8/01/11-5/31/12
Early HS	Supplemental	360,000	9/30/11-07/31/12	9/30/11-5/31/12
Early HS	Supplemental T & TA	9,000	9/30/11-07/31/12	9/30/11-5/31/12

Monitoring Purpose: Initial X Final

	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	Program Improvement	X			
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records		N/A		

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2011 to May 31, 2012 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM#

TO: Ms. Edenausegboye Davis DATE: August 1, 2012

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA	\$ 678,941	8/01/11-7/31/12	8/01/11-4/30/12
Head Start	T & TA	7,500	8/01/11-7/31/12	8/01/11-4/30/12
Head Start	Supplemental	108,915	9/30/11-7/31/12	9/30/11-4/30/12

Monitoring Purpose: Initial X Final
Date of review: 7/9-10/12

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

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2011 to April 30, 2012 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-D – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Career Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted. This report covers the period July 1, 2012 – August 15, 2012.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

**EMPLOYER RECRUITMENT ACTIVITY REPORT
JULY 1 ~ AUGUST 15, 2012**

EMPLOYER	JOB	NO OF POSITIONS
American River Package One	Rotary Press Machine Operator	1
Academic Advantage	Enrollment Representative	4
Advanced Call Center Technologies	Call Center Representatives	120
	Office Assistant	1
	Receptionist	1
ATLAS DISPOSAL INDUSTRIES	Diesel Mechanic	1
Atrium of Carmichael	Housekeeping Worker	3
Cenveo	Facilities Maintenance Technician	1
Community Link Capital Region	Resource Database Technician	1
Easy Circulation Promotions	Promotion Specialist	7
Easy Circulation Promotions	Sales Representative	7
Folsom OK Tire Stores, Inc.	Tire Technician	1
Folsom OK Tire Stores, Inc.	Auto Mechanic	1
Fresh Market Inc.	Assistant Deli Manager	3
Fresh Market Inc.	Assistant Front End Manager	2
Fresh Market Inc.	Assistant Grocery Specialist	2
Fresh Market Inc.	Assistant Produce Manager	2
Fresh Market Inc.	Baker	2
Fresh Market Inc.	Bakery Manager	1
Fresh Market Inc.	Bulk Specialist	2
Fresh Market Inc.	Cheese Specialist	2
Fresh Market Inc.	Coffee/Candy Specialist	1
Fresh Market Inc.	Floral/Gift Specialist	2
Fresh Market Inc.	Grocery Specialist	2
Fresh Market Inc.	Meat Cutter	2
Fresh Market Inc.	Seafood Specialist	2
L-3 Narda Microwave-West	Top Level Assemblers	3
Los Rios Community College	Admissions/Records Clerk I (Temporary)	2
Los Rios Community College	Aeronautics Adjunct Assistant Professor Pool (SCC)	1
Los Rios Community College	College Police Officer	2
Los Rios Community College	Commercial Music Adjunct Assistant Professor Pool	1
Los Rios Community College	Electronics Technology Adjunct Assistant Professor Pool	1
Los Rios Community College	Facilities Management Operations Supervisor	1
Los Rios Community College	Information Technology Assistant I - Microcomputer Support	1
Los Rios Community College	Instructional Assistant - Tutorial Center (Temporary)	1
Los Rios Community College	Instructional Science Laboratory Supervisor	1
Los Rios Community College	Library/Media Technical Assistant (Temporary)	1
Los Rios Community College	Payroll Supervisor	1
Los Rios Community College	Psychology Adjunct Assistant Professor Pool (Biological Psychology Class)	1
Los Rios Community College	Special Projects - Education Coach, College to Career (C2C) (Temporary)	2
Los Rios Community College	Student Government Adjunct Assistant Professor	1
Los Rios Community College	Student Personnel Assistant - Student Services (Temporary)	1

**EMPLOYER RECRUITMENT ACTIVITY REPORT
JULY 1 ~ AUGUST 15, 2012**

EMPLOYER	JOBS	NO OF POSITIONS
Microform Precision	Account Manager	1
Microform Precision	Painter	1
Microform Precision	Shipping Clerk	1
Microform Precision	Shipping Team Leader	1
Microform Precision	Utility Worker	1
Microform Precision	Welder	1
Netbuilds	Lead Construction Working Superintendent	1
Pacific Gas and Electric Company	Utility Worker	30
Paramount Petroleum Corporation	Terminal Operator	1
Pride Staff	Production and Manufacturing Technician	50
Sacramento Loaves & Fishes	Accountant/Bookkeeper	1
Salvation Army Sac Metro	Receptionist	1
Social Security Number	Merchandise Associates	21
Special Order Systems - SOS	Executive Administrative Assistant	1
Special Order Systems - SOS	Office Assistant	2
Special Order Systems - SOS	Project Coordinator	1
Special Order Systems - SOS	Service Coordinator	1
The UPS Store	Sales Associate	1
Tony's Fine Foods, Inc.	Accounts Payable Specialist	2
Tony's Fine Foods, Inc.	Class A Route Driver	1
Tony's Fine Foods, Inc.	Class B Route Driver - Berkeley	1
Tony's Fine Foods, Inc.	Logistics Support	1
Tony's Fine Foods, Inc.	Order Selector	1
Tony's Fine Foods, Inc.	Staff Accountant	1
Western & Southern Life Insurance	Sale Representative	10
TOTAL		329

ITEM IV-E- INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

This report covers the fiscal year beginning July 1, 201G

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2012/2013

The following is an update of information as of August 27, 2012 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	5/16/2012	California Dept. Corrections and Rehabilitation 100 Prison Rd Represa, CA 95671	9/30/2012	90	6/18/2012
Unofficial	6/14/2012	California State Senate State Capital Sacramento, CA 95814	11/30/2012	250	9/26/2012
Unofficial	7/17/2012	California State Assembly State Capital Sacramento, CA 95814	11/30/2012	450	Pending
Official	8/6/2012	Microsemi 105 Lake Forest Way Folsom, CA 95630	9/30/2012	130	Pending
Official	8/17/2012	Wise Buys Liquidators, Inc. 8457 Elk Grove Blvd. Elk Grove, CA 95758	10/31/2012		Pending
Official	8/23/2012	Xerox 1501 Capitol Ave, Ste. 71-3002 MS4510 Sacramento, CA 95814	10/20/2012	4	Pending
			Total # of Affected Workers	924	

ITEM IV-F– INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month July was 10.7%.

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

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**
Government led month-over job losses, but also led year-over job gains

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 10.7 percent in July 2012, down from a revised 10.8 percent in June 2012, and below the year-ago estimate of 12.3 percent. This compares with an unadjusted unemployment rate of 10.9 percent for California and 8.6 percent for the nation during the same period. The unemployment rate was 10.1 percent in El Dorado County, 9.6 percent in Placer County, 11.1 percent in Sacramento County, and 10.5 percent in Yolo County.

Between June 2012 and July 2012, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 3,800 to total 823,400 jobs.

- Government declined by 6,400 jobs, below its average 8,000-job loss from June to July over the last 22 years. Local government (down 4,700 jobs) and state government (down 1,900 jobs) offset a gain in federal government (up 200 jobs) to account for the decrease.
- Education and health services lost 1,200 jobs. Education services (down 700 jobs) and health care and social assistance (down 500 jobs) accounted for the loss.
- On the upside, construction gained 1,900 jobs. Specialty trade contractors (up 1,500 jobs) accounted for the majority of the increase.
- Professional and business services boosted payrolls by 1,700 jobs. Administrative and support and waste management and remediation services (up 1,600 jobs) and professional, scientific, and technical services (up 100 jobs) accounted for the increase.

Between July 2011 and July 2012, the total number of jobs located in the region increased by 21,800 or 2.72 percent.

- Government expanded by 10,400 jobs. Local government (up 10,500 jobs) and state government (up 300 jobs) offset a decline in federal government (down 400 jobs) to account for the increase.
- Professional and business services added 4,100 jobs. Administrative and support and waste management and remediation services (up 3,500 jobs) and professional, scientific, and technical services (up 600 jobs) accounted for the expansion.
- Construction (up 3,500 jobs), education and health services (up 2,900 jobs), and trade, transportation, and utilities (up 2,100 jobs) each experienced sizable gains.
- On the downside, manufacturing contracted by 1,700 jobs. Durable goods (down 1,200 jobs) and non-durable goods (down 500 jobs) accounted for the decrease.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 July 2012 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	684,800	609,000	75,800	11.1%	1.000000	1.000000
Arden Arcade CDP	57,000	50,700	6,300	11.0%	0.083249	0.082638
Carmichael CDP	29,400	26,900	2,500	8.6%	0.044196	0.033389
Citrus Heights city	50,700	46,800	3,900	7.8%	0.076838	0.052031
Elk Grove CDP	35,500	32,300	3,200	9.0%	0.052995	0.042014
Fair Oaks CDP	17,300	16,300	1,000	6.0%	0.026690	0.013634
Florin CDP	12,800	10,600	2,200	17.3%	0.017414	0.029215
Folsom city	27,300	25,900	1,400	5.0%	0.042525	0.018086
Foothill Farms CDP	9,800	8,300	1,500	15.1%	0.013648	0.019477
Galt city	11,000	9,000	2,000	17.9%	0.014787	0.025876
Gold River CDP	4,900	4,800	100	2.2%	0.007807	0.001391
Isleton city	400	400	100	14.6%	0.000606	0.000835
La Riviera CDP	7,000	6,600	500	6.6%	0.010764	0.006121
Laguna CDP	20,600	19,400	1,200	6.0%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	4,900	400	7.9%	0.008082	0.005565
North Highlands CDP	22,800	18,900	3,900	17.1%	0.030952	0.051475
Orangevale CDP	16,000	14,800	1,200	7.5%	0.024229	0.015860
Parkway South Sacramento CD	16,200	13,000	3,100	19.3%	0.021400	0.041180
Rancho Cordova City	31,100	27,200	3,900	12.7%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	3.7%	0.003619	0.001113
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Walnut Grove CDP	500	300	100	26.6%	0.000569	0.001669
Wilton CDP	2,800	2,600	200	7.6%	0.004225	0.002782

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census.

Notes:

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

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of

Data Not Seasonally Adjusted

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

each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

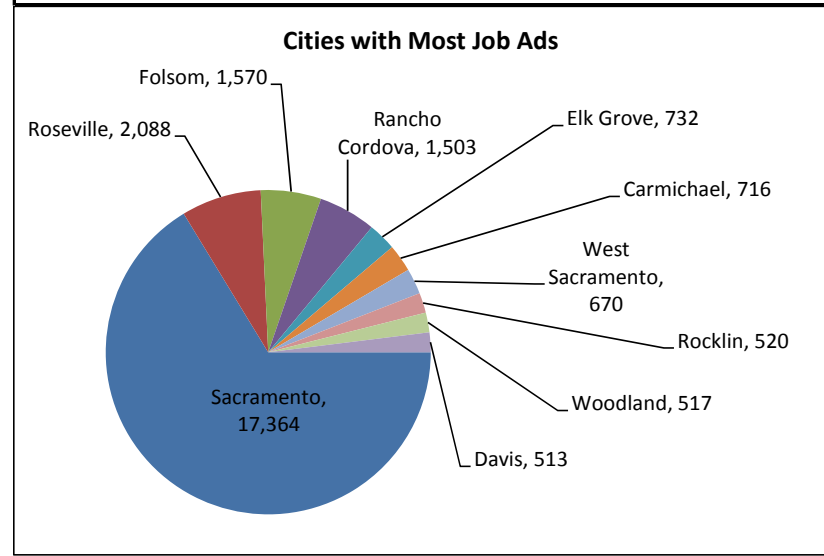
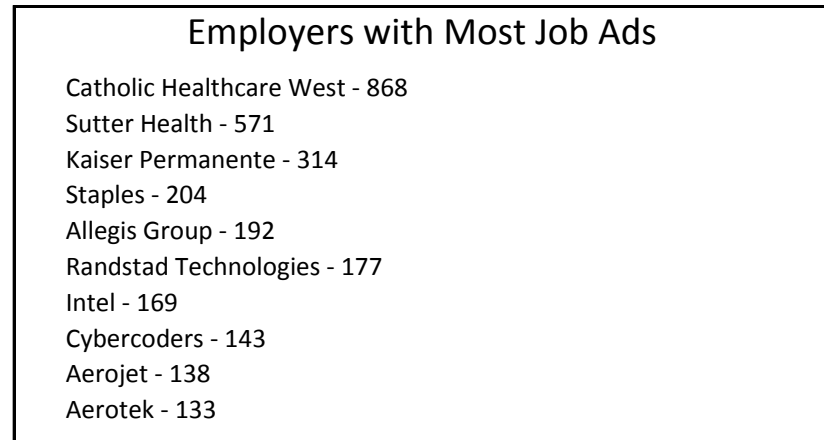
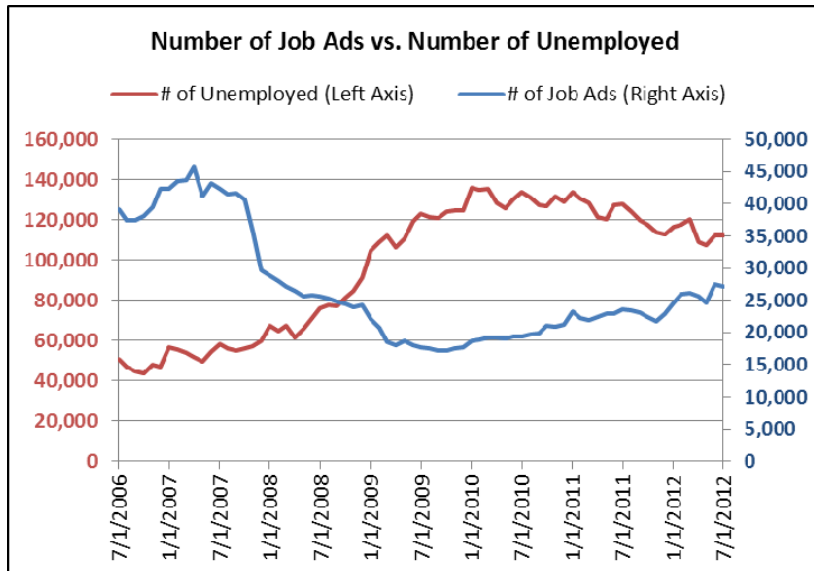
REPORT 400 C
Monthly Labor Force Data for Counties
July 2012 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,486,100	16,475,000	2,011,000	10.9%
ALAMEDA	14	771,900	698,400	73,600	9.5%
ALPINE	49	430	360	70	15.3%
AMADOR	30	16,710	14,710	2,000	11.9%
BUTTE	34	101,800	88,800	13,000	12.8%
CALAVERAS	36	19,680	17,110	2,570	13.1%
COLUSA	55	11,990	9,920	2,070	17.3%
CONTRA COSTA	11	530,500	480,800	49,600	9.4%
DEL NORTE	41	11,170	9,620	1,540	13.8%
EL DORADO	21	91,500	82,300	9,200	10.1%
FRESNO	45	451,500	385,000	66,600	14.7%
GLENN	48	12,690	10,760	1,930	15.2%
HUMBOLDT	25	59,200	52,800	6,400	10.8%
IMPERIAL	58	76,400	53,600	22,800	29.9%
INYO	11	9,390	8,500	880	9.4%
KERN	40	382,200	330,100	52,100	13.6%
KINGS	44	63,200	54,100	9,100	14.5%
LAKE	45	25,550	21,790	3,760	14.7%
LASSEN	33	12,820	11,190	1,630	12.7%
LOS ANGELES	30	4,845,100	4,268,900	576,200	11.9%
MADERA	42	65,500	56,300	9,300	14.1%
MARIN	1	139,900	130,600	9,300	6.7%
MARIPOSA	17	10,200	9,220	980	9.6%
MENDOCINO	20	41,660	37,590	4,070	9.8%
MERCED	56	106,400	87,700	18,600	17.5%
MODOC	39	3,760	3,250	500	13.3%
MONO	23	8,440	7,550	890	10.5%
MONTEREY	14	237,900	215,400	22,600	9.5%
NAPA	4	78,200	72,200	6,000	7.7%
NEVADA	14	51,120	46,250	4,870	9.5%
ORANGE	5	1,626,900	1,498,200	128,700	7.9%
PLACER	17	177,100	160,100	17,000	9.6%
PLUMAS	38	9,550	8,300	1,260	13.2%
RIVERSIDE	35	942,600	820,500	122,100	13.0%
SACRAMENTO	26	684,800	609,000	75,800	11.1%
SAN BENITO	28	26,100	23,100	3,000	11.6%
SAN BERNARDINO	32	863,600	756,200	107,300	12.4%
SAN DIEGO	10	1,615,100	1,465,700	149,400	9.2%
SAN FRANCISCO	3	476,800	440,300	36,500	7.6%
SAN JOAQUIN	47	300,300	254,800	45,500	15.1%
SAN LUIS OBISPO	7	139,600	127,700	11,800	8.5%
SAN MATEO	2	392,400	364,800	27,600	7.0%
SANTA BARBARA	5	230,800	212,700	18,100	7.9%
SANTA CLARA	9	918,600	839,000	79,600	8.7%
SANTA CRUZ	19	157,900	142,500	15,400	9.7%
SHASTA	36	83,100	72,300	10,900	13.1%
SIERRA	27	1,760	1,560	200	11.5%
SISKIYOU	43	19,300	16,530	2,770	14.4%
SOLANO	22	219,000	196,400	22,600	10.3%
SONOMA	8	263,300	240,600	22,700	8.6%
STANISLAUS	51	236,500	199,300	37,200	15.7%
SUTTER	54	42,000	35,000	7,000	16.7%
TEHAMA	49	23,740	20,110	3,630	15.3%
TRINITY	51	4,900	4,140	770	15.7%
TULARE	53	206,000	173,500	32,500	15.8%
TUOLUMNE	29	25,910	22,880	3,030	11.7%
VENTURA	11	435,600	394,700	40,900	9.4%
YOLO	23	98,100	87,800	10,300	10.5%
YUBA	57	27,800	22,800	5,100	18.2%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2011 benchmark and Census 2010 population controls at the state level.

Recent Job Ads for Sacramento Arden Arcade Roseville MSA July 2012



Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2011 Benchmark

Data Not Seasonally Adjusted

	Jul 11	May 12	Jun 12 Revised	Jul 12 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,039,700	1,032,900	1,042,000	1,051,600	0.9%	1.1%
Civilian Employment	911,700	925,500	929,700	939,200	1.0%	3.0%
Civilian Unemployment	128,100	107,500	112,300	112,400	0.1%	-12.3%
Civilian Unemployment Rate (CA Unemployment Rate)	12.3%	10.4%	10.8%	10.7%		
(U.S. Unemployment Rate)	9.3%	7.9%	8.4%	8.6%		

Total, All Industries (2)	801,600	818,000	827,200	823,400	-0.5%	2.7%
Total Farm	9,400	9,000	9,200	9,400	2.2%	0.0%
Total Nonfarm	792,200	809,000	818,000	814,000	-0.5%	2.8%
Total Private	580,800	580,400	589,800	592,200	0.4%	2.0%
Goods Producing	71,400	66,900	71,400	73,200	2.5%	2.5%
Mining and Logging	400	400	400	400	0.0%	0.0%
Construction	37,300	34,200	38,900	40,800	4.9%	9.4%
Construction of Buildings	8,700	9,400	10,500	10,500	0.0%	20.7%
Specialty Trade Contractors	24,300	22,100	24,800	26,300	6.0%	8.2%
Building Foundation & Exterior Contractors	5,400	5,400	6,600	6,800	3.0%	25.9%
Building Equipment Contractors	9,800	9,100	9,300	9,400	1.1%	-4.1%
Building Finishing Contractors	5,400	5,600	5,900	6,300	6.8%	16.7%
Manufacturing	33,700	32,300	32,100	32,000	-0.3%	-5.0%
Durable Goods	22,900	21,900	21,800	21,700	-0.5%	-5.2%
Computer & Electronic Product Manufacturing	7,600	7,300	7,300	7,200	-1.4%	-5.3%
Nondurable Goods	10,800	10,400	10,300	10,300	0.0%	-4.6%
Food Manufacturing	4,300	4,200	4,200	4,300	2.4%	0.0%
Service Providing	720,800	742,100	746,600	740,800	-0.8%	2.8%
Private Service Producing	509,400	513,500	518,400	519,000	0.1%	1.9%
Trade, Transportation & Utilities	132,300	133,000	134,900	134,400	-0.4%	1.6%
Wholesale Trade	23,100	23,100	23,300	23,200	-0.4%	0.4%
Merchant Wholesalers, Durable Goods	11,900	12,000	12,100	12,000	-0.8%	0.8%
Merchant Wholesalers, Nondurable Goods	8,800	8,800	8,800	8,800	0.0%	0.0%
Retail Trade	88,200	89,500	90,900	90,800	-0.1%	2.9%
Motor Vehicle & Parts Dealer	11,000	11,100	11,100	11,200	0.9%	1.8%
Building Material & Garden Equipment Stores	7,400	7,100	7,000	7,000	0.0%	-5.4%
Grocery Stores	16,500	16,800	16,800	16,900	0.6%	2.4%
Health & Personal Care Stores	5,400	5,500	5,500	5,500	0.0%	1.9%
Clothing & Clothing Accessories Stores	7,000	7,000	7,100	7,000	-1.4%	0.0%
Sporting Goods, Hobby, Book & Music Stores	4,100	4,300	4,200	4,200	0.0%	2.4%
General Merchandise Stores	18,800	19,100	19,000	19,200	1.1%	2.1%
Transportation, Warehousing & Utilities	21,000	20,400	20,700	20,400	-1.4%	-2.9%
Information	16,700	16,500	16,500	16,500	0.0%	-1.2%
Publishing Industries (except Internet)	2,800	2,700	2,800	2,800	0.0%	0.0%
Telecommunications	9,000	8,900	8,800	8,800	0.0%	-2.2%
Financial Activities	46,400	46,900	47,100	47,800	1.5%	3.0%
Finance & Insurance	34,500	35,300	35,400	35,900	1.4%	4.1%
Credit Intermediation & Related Activities	12,300	12,100	12,100	12,000	-0.8%	-2.4%
Depository Credit Intermediation	7,800	7,500	7,400	7,400	0.0%	-5.1%
Nondepository Credit Intermediation	2,400	2,500	2,500	2,600	4.0%	8.3%
Insurance Carriers & Related	18,200	18,400	18,500	18,700	1.1%	2.7%
Real Estate & Rental & Leasing	11,900	11,600	11,700	11,900	1.7%	0.0%
Real Estate	9,000	8,800	8,900	9,000	1.1%	0.0%
Professional & Business Services	101,500	102,400	103,900	105,600	1.6%	4.0%
Professional, Scientific & Technical Services	50,400	50,000	50,900	51,000	0.2%	1.2%
Architectural, Engineering & Related Services	8,700	8,500	8,600	8,600	0.0%	-1.1%
Management of Companies & Enterprises	9,700	9,800	9,700	9,700	0.0%	0.0%
Administrative & Support & Waste Services	41,400	42,600	43,300	44,900	3.7%	8.5%
Administrative & Support Services	39,100	40,700	41,300	43,000	4.1%	10.0%
Employment Services	14,200	14,900	14,800	14,800	0.0%	4.2%

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2011 Benchmark

Data Not Seasonally Adjusted

	Jul 11	May 12	Jun 12 Revised	Jul 12 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	10,400	10,300	10,500	10,600	1.0%	1.9%
Educational & Health Services	101,600	107,400	105,700	104,500	-1.1%	2.9%
Education Services	11,900	13,700	12,900	12,200	-5.4%	2.5%
Health Care & Social Assistance	89,700	93,700	92,800	92,300	-0.5%	2.9%
Ambulatory Health Care Services	38,500	39,500	39,700	39,700	0.0%	3.1%
Hospitals	23,000	23,200	23,300	23,300	0.0%	1.3%
Nursing & Residential Care Facilities	14,500	14,600	14,700	14,600	-0.7%	0.7%
Leisure & Hospitality	82,400	79,400	82,000	81,700	-0.4%	-0.8%
Arts, Entertainment & Recreation	13,300	11,800	12,300	12,300	0.0%	-7.5%
Accommodation & Food Services	69,100	67,600	69,700	69,400	-0.4%	0.4%
Accommodation	8,300	7,400	8,000	8,100	1.3%	-2.4%
Food Services & Drinking Places	60,800	60,200	61,700	61,300	-0.6%	0.8%
Full-Service Restaurants	28,100	26,900	27,100	27,000	-0.4%	-3.9%
Limited-Service Eating Places	29,500	28,600	28,700	28,400	-1.0%	-3.7%
Other Services	28,500	27,900	28,300	28,500	0.7%	0.0%
Repair & Maintenance	7,800	7,600	7,700	7,700	0.0%	-1.3%
Government	211,400	228,600	228,200	221,800	-2.8%	4.9%
Federal Government	14,200	13,500	13,600	13,800	1.5%	-2.8%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	197,200	215,100	214,600	208,000	-3.1%	5.5%
State Government	107,300	109,400	109,500	107,600	-1.7%	0.3%
State Government Education	25,300	27,700	27,600	25,800	-6.5%	2.0%
State Government Excluding Education	82,100	81,700	81,900	81,800	-0.1%	-0.4%
Local Government	89,900	105,700	105,100	100,400	-4.5%	11.7%
Local Government Education	45,800	63,400	61,700	57,500	-6.8%	25.5%
County	18,300	17,800	17,800	17,600	-1.1%	-3.8%
City	10,600	9,600	10,200	10,000	-2.0%	-5.7%
Special Districts plus Indian Tribes	15,200	14,900	15,400	15,300	-0.6%	0.7%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Justin Wehner 916/227-0298 or Diane Patterson 916/865-2453

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

#####

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 July 2012 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	684,800	609,000	75,800	11.1%	1.000000	1.000000
Arden Arcade CDP	57,000	50,700	6,300	11.0%	0.083249	0.082638
Carmichael CDP	29,400	26,900	2,500	8.6%	0.044196	0.033389
Citrus Heights city	50,700	46,800	3,900	7.8%	0.076838	0.052031
Elk Grove CDP	35,500	32,300	3,200	9.0%	0.052995	0.042014
Fair Oaks CDP	17,300	16,300	1,000	6.0%	0.026690	0.013634
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Folsom city	27,300	25,900	1,400	5.0%	0.042525	0.018086
Foothill Farms CDP	9,800	8,300	1,500	15.1%	0.013648	0.019477
Galt city	11,000	9,000	2,000	17.9%	0.014787	0.025876
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Vineyard CDP	5,900	5,600	300	5.7%	0.009185	0.004452
Walnut Grove CDP	500	300	100	26.6%	0.000569	0.001669
Wilton CDP	2,800	2,600	200	7.6%	0.004225	0.002782

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census.

Notes:

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- 2) These data are not seasonally adjusted.

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of

Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios	
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each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

ITEM IV-G – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Monday, June 11, 2012
9:00 a.m.

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

Ms. Coventry St. Mary called the meeting to order at 9:04 a.m. Ms. Socorro Gutierrez acted as Secretary and called the roll.

Members Present:

Ogla Martinez, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Sarah Proteau, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Frank Ybarra, WCIC
Amber Taylor, SETA-Operated Program
Socorro Gutierrez, SETA-Operated Program
Johnny Sanders, SETA-Operated Program
Connie Wallace, SETA-Operated Program
Tamara Knox, Past Parent Representative
Amarjit Gill, Past Parent Representative (arrived at 9:07 a.m.)

Members Absent:

Apryl Strayhand, Elk Grove Unified School District (unexcused)
Kiersten Gonzales, Sacramento City Unified School District (unexcused)
Reina Florez, Early Head Start (SOP) (unexcused)
Vivian Gutierrez, WCIC (excused)
Rebecca Lewis, Grandparent Representative (excused)
Willie Jean Peck, Foster Parent Representative (excused)
Nadezhda Ruelas, Sacramento City Unified School District (unexcused)

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

The board went into closed session at 9:07 a.m. Ms. St. Mary called the meeting back to order at 9:15 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: 1) Site Supervisor Eligibility List (revised).

Ms. St. Marty reported that the Budget/Planning Committee meeting has been canceled. Any underspent funds will be dealt with in July.

There will be a reopener on the union contract presented to the Policy Council at the June 26 meeting; this does not guarantee a salary increase to employees.

Ms. Connie Wallace expressed a concern regarding continuing issues with the sandbox at the Norma Johnson center; she requested sandbox covers. Ms. Wallace was asked whether the site supervisor was aware of the problem and she responded affirmatively but she is not sure if a work order has been submitted.

Board members were reminded that the next Policy Council meeting is scheduled for Tuesday, June 26, 9:00 a.m.

III. Adjournment: The meeting was adjourned at 9:20 a.m.

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, June 26, 2012
9:00 a.m.

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

Ms. Coventry St. Mary called the meeting to order at 9:07 a.m. and read the Thought of the Day. Ms. Connie Wallace acted as Secretary and called the roll.

Members Present:

Nadezhda Ruelas, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Sarah Proteau, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Vivian Gutierrez, WCIC
Frank Ybarra, WCIC
Amber Taylor, SETA-Operated Program
Socorro Gutierrez, SETA-Operated Program
Connie Wallace, SETA-Operated Program
Tamara Knox, Past Parent Representative
Rebecca Lewis, Grandparent Representative
Willie Jean Peck, Foster Parent Representative
Amarjit Gill, Past Parent Representative (arrived at 9:17 a.m.)

Members Absent:

Ogla Martinez, Sacramento City Unified School District (excused)
Johnny Sanders, SETA-Operated Program (excused)

New members seated:

Erika Contreras, SETA Operated Program
Hodari Polk, SETA Operated Program
Anthony Nelson, Male Involvement Committee (arrived at 9:25 a.m.)

II. Consent Item

- A. Approval of the Minutes of the May 22, 2012 Regular Meeting and June 11, 2012 Special Meeting

Minutes were reviewed; no questions or comments.

Moved/Wilson, second/S. Gutierrez, to approve the minutes of the May 22, 2012 and June 11, 2012 meetings.

Show of hands vote: Aye: 11, Nay: 0, Abstentions: 3 (St. Mary, Lewis, and Contreras)

III. Action Items

A. Approval of Tentative Agreement to Labor Contract

Mr. Rod Nishi reviewed this item. The Agency is in a labor agreement that runs until 2013. Included in this contract is a re-opener which allows for the reopening of certain topics. This allows for a lump sum payment of \$1,500 plus an increase of the health subsidy by the Agency. The agreement also calls for an increase to the health care subsidy for employee and employee plus family effective January 1, 2013. The health care subsidy is an additional \$25 per month (total of \$495) for employee and \$50 per month (total of \$780) for employee and family. This went before the union and was approved by a very large percentage of employees.

The SETA Governing Board will review and take action on this item at their July 5 meeting.

Ms. S. Gutierrez asked if the lump sum payment would be a one-time check or will it be paid over time? Mr. Nishi stated that it will be paid before August 3 in the regular paycheck.

The increase for the health care subsidy will be a monthly increase of \$25 or \$50, depending upon whether dependents are included. The increased insurance subsidy will begin January 1, 2013 which is when the health care increases will occur.

Ms. Lewis asked if the payment would be like a bonus and taxed at a higher rate. Mr. Nishi replied that it is not a bonus so it will be added to their retirement but not taxed at a higher rate. It is each employee's decision as to whether they want to increase the number of dependents to seek a higher benefit of the lump sum.

Ms. Taylor asked what the health care subsidy was and how it will benefit staff. Mr. Nishi stated that the increased subsidy is funds that the agency will pay toward the coverage so it is not an additional charge to the employee; the employee will have less coming out of their paycheck and will not have a tax increase due to the increase in subsidy.

Moved/Taylor, second/Lewis, to approve the Tentative Agreement regarding wages and benefits.

Show of hands vote: Aye: 12, Nay: 1 (Ybarra), Abstentions: 1 (St. Mary)

Ms. Amarjit Gill arrived at 9:17 a.m.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reviewed the monthly fiscal report, which includes activity through May 31. Mr. Bartlett reported that the grant is at the 10 month spot and 76% of the budget has been expended. The non-federal share is running at 25.8% and 25% is required. The administrative cost is limited to 15% and it is currently running at 10%.

Mr. Anthony Nelson arrived and was seated at 9:25 a.m.

- PC/PAC Calendar of Events: Ms. St. Mary reviewed the upcoming events. A sign-up sheet for Toastmasters Public Speaking Training was distributed; this event will be videotaped and attendees will be asked to sign a consent form.
- Parent/Family Support Unit Events and Activities: No additional report.
- Parent/Staff Recognitions: June birthdays include Ms. Coventry St. Mary, Ms. Carolyn Wilson, and Ms. Sarah Proteau.
- Early Learning Advocacy Day 2012: Ms. S. Gutierrez reported that there was a group of PC and PAC board members that attended the event which was very moving. There was discussion of taking 15 additional days out of the school year which would affect not only the education of children but it would be difficult for parents to get child care. Ms. Amber Taylor spoke of meeting with legislators regarding the possible cuts to child care services. It was helpful to understand how the process works. Ms. Willie Jean Peck found it very interesting to learn the process. It was good to know that parents do have a voice.
- Community Resources - Parents/Staff: Ms. St. Mary reviewed information on an upcoming health fair. Car seat resource information was reviewed. Ms. Taylor reviewed information on the PC/PAC Parent Activity; parents still wishing to attend this event are welcome! Ms. St. Mary distributed the activity sign-up sheet.

B. Governing Board Minutes for the April 5, 2012 Meeting: No questions or comments.

C. Fiscal Monitoring Reports: No questions or comments.

V. Committee Reports

- A. Executive Committee: Ms. Wallace reviewed the Executive Committee critique for the May 22 Policy Council meeting.
- B. PC/PAC Joint Executive Committee Report: Ms. Taylor reported out on the June 12 meeting. Some slight changes were made to the parent survey. This survey will be an instrument to find ways to get parents engaged and involved in meetings. It is important, as well, to get parents involved in the committees.

- C. Budget/Planning Committee: No comments.
 - D. Personnel/Bylaws Committee: No report.
 - E. Social/Hospitality Committee: The End-of-Year Parent Celebration is scheduled for October 13 and the theme is "To Make our Stars Shine and Sparkle." It has not yet been decided if the event will be a lunch or dinner. The next meeting will be Friday, July 6, 9:30 a.m.
 - F. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Committee: No report.
 - Monitoring and Evaluation Committee: No report.
 - Male Involvement Committee/Community Advocating Male Participation: The Committee elected a new representative at the last meeting. Mr. Anthony Nelson was elected to serve on both the PC and PAC. Ms. S. Gutierrez reported on the last meeting. There is a Daddy and Me event on Saturday, June 30 from 10 a.m. – 1 p.m. at the Goldrush Discovery History Center. Call Mr. Bob Silva at 263-3809 to reserve a spot.
- Ms. Lewis suggested sending a letter to the White House to ask for donations of the book written by Michelle Obama. Ms. Lewis purchased American Gardens for her home and encouraged all board members to do likewise. All proceeds from the book go to the National Park Service.
- G. Health Services Advisory Committee Report: No meeting scheduled at this time.
 - H. Community Partnerships Advisory Committee: No report.
 - I. Maternal, Child and Adolescent Health Advisory Board: No report.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report
 - Monthly Head Start Report: Ms. Denise Lee spoke of potential State budget cuts to child care. There still remain some potential shifts at how child care will be done. The State will review the programs operating over the year that under-earned. These programs will be 'swept' of unearned amounts and then the State will go through and cut other programs. More likely than not, the school districts are thinking about where potential budget cuts will be. Ms. Lee stated that the school districts will probably reduce the number of children served or the number of hours of services provided. There is discussion of moving the funding source for the State child care services from the California Department of Education to the California Department of Social Services. The DSS is not focused on academic readiness for children but getting families self-sufficient. The child care provided by DSS is based on the parents' ability to keep a full time or part-time job. This does not allow for full-time exposure to children in the classroom. There may be a 10-15% reduction in the standard reimbursement rate of \$34.00 per day. This is an example of why parent voices are so crucial and Ms. Lee encouraged parents to continue to be advocates.

A grant will be submitted to further assist parents to advocate on behalf of SETA Head Start. Parents sitting on delegate agency boards need to ensure the delegates are aware of potential cuts.

C. Head Start Managers' Monthly Reports

➤ Brenda Campos: Grantee Program Support Services: Ms. Campos announced that the PAC Food Service Committee meeting time has been changed to 11a.m.-12:30 p.m. The Quality Assurance Unit will have a draft review tool in place for review. In July and August, staff will begin with SOP sites to use the tool. Staff plans to meet with the delegate agencies to go over the tool to see if there are comments or things to include in the tool. Ms. Campos stated that one of her responsibilities to the SETA Operated program is the health services component. When it comes to health and safety she has to make decisions immediately. Ms. Campos stated that she responds to things that happen right away, which is why she is on her I-pad during meetings.

➤ Lisa Carr, Parent/Family Support Unit: No report.

➤ Karen Gonzales: Child Development and Education Service: No report.

D. Chair's Report: Ms. St. Mary reported that Ms. Josie Werner from SETA Human Resources has three examinations and screenings; parent participation is being requested. Ms. St. Mary reviewed the various opportunities. Ms. St. Mary asked if anyone would be available for screenings. Mr. Nelson and Mr. Polk indicated their interest. Ms. Wallace and Ms. St. Mary will also provide assistance. Ms. Werner will provide training to the new parents.

Ms. St. Mary reviewed the reimbursement forms. Ms. St. Mary stated that it is crucial for parents to fill out their reimbursement forms using blue or black ink ONLY.

Information for a health fair on Tuesday and Thursday, June 26 and June 28, was distributed. Ms. St. Mary reminded board members of the Car Seat resource page.

E. Open Discussion and Comments: Mr. Anthony Nelson introduced himself.

Ms. Erika Contreras introduced herself; she has a child at the Northview Center.

Mr. Hodari Polk introduced himself; has a son at the Hillsdale Center.

F. Public Participation: Ms. Lewis reported that Ms. Tamara Knox's son wants to participate in the Sacramento High Junior Dragons; she will be accepting any financial donations for her son to participate in this group. Ms. Knox spoke of the Sacramento City Junior Dragons which is a football group to train children.

VII. Adjournment: The meeting was adjourned at 10:35 a.m.

Seta Head Start

Food Service Operations Monthly Report

June 2012

June 1st - Vineland Center PM Class attended school with AM Class -
due to the School District Furlough Day

June 4th & 5th - WCIC Classes Closed.

June 6th -WCIC / Playmate Opens One Full Day Class for the Summer

June 9th & 16th - Central Kitchen Quarry Tile Deep Cleaned and Resealed

June 15th - Minimum Day No PM Snack, except for Parker and WCIC Class

June 18th - WCIC / Playmate Closed

June 22nd - Fruitridge Minimum Day due to the painting of the Center

Meetings and Trainings:

Serv Safe Training attended by Pam Aguilar and Marc Montgomery

Support Services Meeting with Brenda Campos attended by
The Food Service Team June 15th.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
41,434	24,980	29,642	1200

Total Amount of Meals and Snacks Prepared **97,256**

Purchases:

Food	\$69,168.46
Non - Food	\$18,159.80

Building Maintenance and Repair: \$5,237.39

Kitchen Small Wares and Equipment: \$567.02

Vehicle Maintenance and Repair : \$1,454.72

Vehicle Gas / Fuel:	\$2,458.67
Normal Delivery Days	21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 07/31/12)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	23	(11%)	N/A	
Elk Grove USD (420)	55	(13%)	N/A	
Sacramento City USD (1292)(147)	171	(13%)	17	(11%)
San Juan USD (700) (161)	87	(12%)	22	(14%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	228	(12%)	59	(17%)
County (4621)* (653)*	576	(12%)	98	(15%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

Sacramento County Head Start/Early Head Start Delegate Monthly Enrollment Report

July, 2012

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420 (0)	-			
Sacramento City USD	1,292 (86)	91	106	67	78
SETA	1,874 (2,796)	1,871	100	1,125	60
San Juan USD	700 (0)	-			
Twin Rivers USD	211 (0)	-			
WCIC/Playmate Head Start	120 (20)	20	100	15	75

*Delegates have chosen not to replace slots within 60 days of end of school year.

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	147	147	100	91	62
SETA	345	348	101	245	71
San Juan USD	161	161	100	124	77

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.
- (b) If enrollment is less than 100%, agency must include corrective plan of action.
- (c) Attendance on the last day of month



Monthly Head Start Report

August 2012

SETA Operated Program

Program Operations:

In the May Site Supervisor's meeting, a video presentation as well as resource books were passed out. The topic of these resources was "Creating Inspiring Spaces for Learning" After reviewing and discussing these materials in small groups, supervisors were challenged to go back and critically look at their center environments for areas that could use improvement. We are excited to see the many classrooms that have already made substantial changes. Teachers are bringing in many natural and interesting elements to their classrooms. Spaces are being re-arranged to be more engaging and materials are being chosen with much more purpose.

This focus on the environment goes hand in hand with our training focus, " Intentional Teaching". This session is strengthening teachers understanding behind the curriculum choice they make. They are learning to effectively use data and information gathered from families to improve their skills. Feedback from teachers has been positive and we will be continuing to offer this as an ongoing training strand.

Program Support Services:

Delegate Monitoring Summary Report

Strengths:

- Strong systems in Education program area are in place in all agencies:
 - Each agency has an individualization plan in place;
 - DRDP Assessments completed on schedule;
 - Home visits/parent conferences usually completed on schedule;
 - Daily schedules demonstrate a balance of child-choice and teacher-directed activities. (EHS basically all child-choice);
 - Evidence of individualization on lesson plans.
- A majority of the 45-day developmental, speech and language and social-emotional screenings and health screenings are completed within timeline.
- Referrals for special education and mental health are completed in a timely manner.
- Nutrition services (meal service including accommodation for special diets) are compliant with Head Start Performance Standards.
- Preventive health and safety practices in the classrooms are followed (examples include having emergency cards and first aid posters are complete and easily accessible; proper storage of medication, etc.)
- Emphasis on Blood Lead Screening-documentation on obtaining results is a priority.
- Partnerships with parents are supportive and collaborative. There is a variety of opportunities provided to obtain services and information through parent workshops and through individual Family Partnership Agreements. There are many parents that volunteer in the classroom as assistants, and parent attendance at most parent meetings is at satisfactory level.

- Policy Meetings are held regularly, effectively and adequately supported by staff through training and coaching:
 - PC meetings are held monthly.
 - PC meeting attendance (quorum present)
 - Parent input and participation at PC and on program area committees
 - Staff support to parents
 - Good PC Chair facilitation of PC meeting
 - Officer support to Chair
 - Translation provided at meetings
 - Annual Orientation
 - Officer Training
 - Ethics Training
- Supportive relationships between SETA and Delegate Agency staff:
 - SETA staff cordially welcomed at PC meetings.
 - Staff is quick to respond to requests for information.
 - Governance recommendations/feedback warmly received by delegate agency staff.
 - Delegate staff is cordial to SETA Reviewers.

Areas of Improvement:

- Verifying that all screening results (whether typical or atypical results) are shared with parents
- Some individual teachers do not have evidence of individualization “trail” and need to be supported one-on-one with this process (either a coach or administrator). Agencies need to supervise this process on an ongoing basis to verify.
- Remind teachers to include the rating record sheets with the 2nd and 3rd DRDP. Suggest that DRDP’s be kept with the children’s files or located in the same area.
- Parent input on IDPs, lesson plans, and meetings (could be expanded).
- Performance standards require 2 home visits and 2 parent conferences- If parents will not agree to a home visit, this must be evidenced in the child’s contact log and/or elsewhere.
- Inconsistent written follow-up in files that contain referrals for failed mental health screens.
- Awareness of and compliance with Fire Safety requirements regarding paper on the walls
- Menus to include a variety of cultural and ethnic foods
- Certain areas in recordkeeping systems need improvement to maintain accuracy and consistency:
 - Enrollment Dates and Entry Dates are not consistent in various program documents (enrollment paperwork, education paperwork; enrollment database print-out, etc.) or left blank on Head Start application forms; within programs, some forms are not uniformly used, or file organization is not consistent.
- Family Partnership Agreement goal development needs improvement in some individual classes reviewed and).
- Regular submission by Delegates of governance documents to SETA for monitoring and record-keeping:
 - Submit parent meeting sign-in sheet with minutes of same meeting to SETA; provide PC Meeting agenda prior to PC meeting (each month); provide written evidence that required program monthly reports are provided to governing/school board; approval of first and final reading of bylaws revisions by the PC; submit agency bylaws revisions to SETA prior to the first reading of bylaws; provide updated PC membership roster to SETA by the 10th of each month; meeting attendance warning,



removal, and reinstatement letters to PC members and copy letter to appropriate staff.

Recommendations:

- Ongoing Monitoring Systems: administrative or supervision support plan for individual staff who meet challenges in complying with specific program requirements in their content area.
- Governance: Provide written evidence that Conflict-of-Interest Statement is provided to PC when assuming and when leaving office.
- Governance: Delegate Agency governance supervisors/staff to assist in developing a checklist that will help in providing SETA with established timelines and documentation.

Elk Grove Unified School District

No report this month.

Sacramento City Unified School District

Education:

Sacramento City Unified District (SCUSD) Child Development sites are currently undergoing deep cleaning, an essential activity as we gear-up for the start of the new school year. This includes ordering necessary supplies and equipment for classrooms, organizing and arranging classrooms.

Professional Learning:

Management is devoting time devising the orientation agenda and professional training for staff. Professional learning will focus on the following topics: Language and Literacy (oral language development), CLASS, Early Math/Numeracy, CSEFEL training, (Center for Social Emotional Foundations and Early Learning) and Disabilities. It is important to note that at least three to four sessions will be devoted to each topic. This approach constitutes effective professional development in that staff will have ample opportunity to increase their adeptness and knowledge base in specified areas. Also, SCUSD is continuing to employ consultant, Dr. Theresa Roberts, in assisting the program in its efforts to meet its literacy and school readiness goals.

Re-Design:

It is hopeful that recommendations resulting from the re-design committee meetings will be solidified and submitted to the Academic Office in early November. Changes/recommendations will encompass four domains: teaching and learning, supervision and monitoring, registration and enrollment along with family and community engagement. This month, management staff will be sharing updates from their respective re-design committees to avoid overlap and the duplication of efforts.

Enrollment:

Management is in the process of modifying existing strategies and devising new ones to ensure full enrollment by the designated date, September 10, 2010. Additional staff has been deployed and recruited to assist with recruitment efforts. Enrollment and registration staff will be afforded additional training and support to implement the new state law, which consist of collecting fees from (CSPP) families with children who are enrolled in the part-day state programs.



Program Approach:

As a result of state budget cuts and the introduction of the new state law, which will invariably impact enrollment and the rate of attrition, management staff has been engaged in the process of modifying the program approach. The modified program approach form will be submitted to SETA at a later date

Town Hall Event-High Mortality Rates Among African American Children:

On July 24th, SCUSD Child Development program convened a town hall meeting to engage families in a discussion regarding the high mortality rates among African Americans infants in the Sacramento region (in relation to other ethnic groups) . Albeit, a paucity family was in attendance, the exchange yielded good and useful information about how to mitigate the issue. The data collected from the meeting will be shared with First 5 Commission, which sponsored the event and is currently applying intense focus on the matter.

SCUSD Child Nutrition Grant

Child Development is happy to announce receipt of a small grant award funded by Sierra Sacramento Valley Medical society Alliance in the amount of \$7,292.00. The primary objective of the grant is to provide nutrition education and healthy cooking experiences for preschool parents.

The grant was rather competitive; the Alliance received grant applications from 29 entities seeking a total of \$192,000.00. However, only a total of \$28,000.00 was awarded to nine applicants. Albeit small, this is the first grant award received under the leadership of the Interim Director.

San Juan Unified School District

Education Services Update:

Pacing guides for scope and sequences relating to the Houghton Mifflin letter focus per theme and the Math activities per month were added to the Staff Calendar. There are math resources and other resources related to curriculum support that have been added to the appendices of the Education Binder.

The agenda for the staff orientation in August are complete and all education related materials necessary for the beginning of the year have been created.

Disabilities Services Update:

The Screening Room is in full swing as the staff meet and greet families who have come to have their child screened by the Health Team. The Ages and Stages Questionnaire and the Ages and Stages –Social Emotional Questionnaire are completed at that time. Nearly 400 children have already been screened for the upcoming school year. The Care Management Team reviews the complete screenings and determines whether a child needs to be rescreened at a later date, or should be referred for further assessment. If a referral is necessary, a completed referral form is placed into the child’s cum file and the teacher is informed so that the form can be submitted to the Special Education Department as soon as school begins.

Mental Health Services Update:

The Mental Health Therapist has been providing ongoing services to Children Center classes





throughout the remaining summer weeks. As parents begin the screening process for fall enrollment, families/children with identified needs (ASQ-SE assessment tool) are contacted by the MHT for needed mental health services and follow up intervention.

Nutrition Services Update:

Health is reviewing the nutrition status of all the children enrolling for the 2012-2013 Head Start School Year. Nutrition information &/or counseling is being given if there appears to be a need.

Health Services Update:

Health staff is continuing to screen three days a week in the centralized screening room, in order to get as many children screened as possible. Health is preparing for the 2012-2013 school year by reviewing all the immunization, health, and nutrition status of the children. Health has completed its review of the entire set of appropriate Child Plus reports for the PIR.

Family and Community Partnerships Update:

The new Parent Involvement Lead Teacher took over content this month, and revised guidelines on increasing parent classroom participation as part of an overall goal to focus more on parent involvement and increase in-kind hours. The new School Community Worker (SCW) for EHS programs started this month. The SCW assisted with new student screening processes, trained with new Parent Involvement Lead, and met with EHS families on home visits and at open sites.

Transition Services Update:

The Registration Department and the Disabilities Specialist have been busy getting ready to transition children into preschool. Nearly 400 children have come through the Screening Center. The registration staff has moved to a new location and some current ECE staff who are new to preschool registration have been hired. It is currently an extremely busy place with waiver requests, family appointments and phone calls to prospective parents occurring every hour. For many parents this is their first experience with school and the team makes every attempt to ensure the registration process is clear and pleasant for each family.

Program Support/Staff Training Update:

While there are no trainings during the month of July, SJUSD finalized the professional development schedule of trainings for the 2012-2013 academic school year. Head Start 3-year goals, DRDP data, ECERS Action Plans, and teacher surveys were considered as the topics were developed.

Fiscal Update:

Both HS/EHS preliminary June Reports were submitted to SETA. The in-kind waiver for fiscal year 2011-12 was approved and therefore lowered the in-kind hours down by \$214,000 for HS/EHS. This will enable SJUSD to now cover the entire required in-kind.

July marks the final month for the 2011-12 fiscal year. The new fiscal year will begin August 1, 2012. Head Start and Early Head Start were audited July 17th – 19th, covering the fiscal period of August 1, 2011 – May 31, 2012. No findings were found.

Early Head Start:

Enrollment continues to be a high priority with the completed move of the registration staff and new Admissions and Family Service Technicians hired.





Twin Rivers Unified School District

Highlights: challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

Events:

The Head Start programs are currently on break until August 9, 2012. All activities will resume at that time.

Professional Development:

The TRUSD Early Childhood Development Department will participate in training on August 7th. The focus will be a refresher on Creative Curriculum.

Components:

Component leaders will return to work in August 2012. Social Worker, Teri Cole, has taken a different position within the district. The position has been posted and candidates for her replacement are being interviewed.

Policy and parent Committees:

Due to the summer break, there were no meetings held. Meeting will resume in August 2012.

Parenting:

Parent education classes will resume in Fall 2012.

Fiscal: any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds.

The remaining funds for the 2011-2012 year have been encumbered and all funds allocated for materials and supplies.

WCIC

Community Relations:

During the month of July 2012, the WCIC/Playmate Team was busy working on 2012-2013 recruitment efforts and in-kind support (new partnerships).

Education:

WCIC/Playmate Head Start Program Full-Day Summer Program is full of fun and learning!!! Teachers and children were engaged in arts, language skills, cognitive (thinking and academic skills), and lots of outdoor physical activities, such as water play, science projects, etc.

ITEM V - REPORTS TO THE BOARD

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

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

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

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

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

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

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

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