



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

KATHY KOSSICK
Executive Director

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, October 4, 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.

**REVISED
AGENDA**

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

II. Consent Items

- A. Minutes of the September 7, 2012 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Sacramento Works Youth Council Member
- D. Appointment of Education and Required Partner Members to the Sacramento Works, Inc. Board
- E. Approval of Staff Recommendation for the Youth Vendor Services (VS) List (Marianne Sphar)

III. Action Items

- A. **GENERAL ADMINISTRATION/SETA: None.**
- B. **WORKFORCE DEVELOPMENT DEPARTMENT**

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

Refugee Services

1. Approval of Staff Funding Extension Recommendations for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and Discretionary Programs, Program Year (PY) 2012-2013

One Stop Services

2. Approval of the Acceptance of the Augmentations of First and Second Increment National Emergency Grant (NEG) Funds and Authorization to Augment NEG Funding to North State Building Industry Foundation (Michelle O'Camb)

Community Services Block Grant: None.

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

IV. Information Items

- A. 2014-2018 WIA Five-Year Strategic Plan (Robin Purdy)
- B. Fiscal Monitoring Reports (Roy Kim)
- C. Employer Success Stories and Activity Report (William Walker)
- D. Dislocated Worker Update (William Walker)
- E. Unemployment Update/Press Release from the Employment Development Department
- F. Head Start Reports (Denise Lee)

V. Reports to the Board

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

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

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, SEPTEMBER 26, 2012

REVISED AGENDA DISTRIBUTION DATE: FRIDAY, SEPTEMBER 28, 2012

ITEM II-A - CONSENT

MINUTES OF THE SEPTEMBER 7, 2012 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the September 7, 2012 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, September 7, 2012
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:00 a.m.

Members Present:

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

Members Absent:

Sophia Scherman, Chair, SETA Governing Board; Public Representative
Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the August 2, 2012 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Required Partner Representative to the Sacramento Works, Inc. Board
- D. Approval to Change Head Start Program Approach for the Fiscal Year 2012-2013

The consent items were reviewed; no questions or corrections.

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

- A. Approve the August 2, 2012 minutes
 - B. Approve the claims and warrants for the period 7/26/12 through 8/29/12.
 - C. Appoint Mr. Jay Onasch to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.
 - D. 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 as outlined in the board packet.
- Voice vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Retiree Medical Insurance Subsidy and Retiree Medical and Dental Insurance Program Administrative Policy for Calendar Year 2013

Ms. Kathy Kossick reported that this item requests approval for retiree subsidy. The board is presented with three options to consider. Staff is recommending maintaining the current subsidy which would cost \$26,568 for 22 individuals.

Moved/Yee, second/Nottoli, that the Board approve Option A for the next calendar year and approve the Retiree Medical and Dental Insurance Program Administrative Policy, effective January 1, 2013.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. 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

Mr. William Walker reviewed this item. In February, 2012, a proposal was submitted to the 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. This will be a three-year program training 60 males and 40 females.

Mr. Walker stated that the grant will pay for half of the wages for the trainees while the employers will pay the other half. Beutler has been lined up as one of the employers.

Moved/Nottoli, second/Yee, to 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.

Voice Vote: Unanimous approval.

Community Services Block Grant: No items.

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. Reduced Funding from the Sacramento County Department of Human Assistance

Mr. Nottoli reported that there had been discussion this week that there are sufficient funds through CalWORKs to cover the current fiscal year, but that the cuts will affect fiscal Year 2013-2014. There could potentially be a loss of some career centers. Ms. Kossick stated that the budget cuts will be changing depending upon the budget cuts from Congress.

Mr. Kim reported that there was a last minute change to the CalWORKs budget. Staff is hopeful that the actual unspent CalWORKs funds will be higher and the actual reduction will be much less than the \$2.1 million cut anticipated.

B. Report on American Express Corporate Account Rewards Points Program, FY 2012

Mr. Kim reviewed the annual report regarding the Reward Points that are accumulated over the year. Mr. Kim explained that there was a higher usage of points this year because an employee retired and the points that were assigned to the employee's card are not transferrable and had to be expended during the fiscal year.

C. Fiscal Monitoring Reports: No questions.

D. Employer Success Stories and Activity Report

Mr. Nottoli inquired how the hiring for the new call center was going. Mr. Walker reported that SETA assisted in the hiring of a HR manager. At this point all new hires for ACT will be coming to SETA for testing. ACT has hired 170 individuals. At this point, the new hires are in training. Once the training has been completed and the new hires are 'on the floor,' a new group of employees will be cycled in.

E. Dislocated Worker Update: No questions.

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

G. Head Start Reports: No report.

V. Reports to the Board

A. Chair: No report.

- B. Executive Director: Ms. Kossick stated that SETA met last week with the Organization for Economic Cooperative Development, based in Paris, that is doing an international study on local job creation. This group visited two WIBS in California (SETA and NORTEC), and two WIBs in Michigan. This group is also working with many other countries. Staff will share the results when they come out.

Ms. Kossick reported that SETA will be meeting next week with 16 senior officials from China visiting to see how the Agency works with employers and serves job seekers.

- C. Deputy Directors: No report.
D. Counsel: No report.
E. Members of the Board: Mr. Nottoli reported that he had an opportunity to visit the White Rock Head Start center; he really enjoyed it.
F. Public: No comments.

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

The board went into closed session at 10:20 a.m.

The board went back into session at 10:53 a.m. Ms. Pannell reported that there was no report out of closed session.

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

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 8/30/12 through 9/26/12, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 8/30/12 through 9/26/12.

STAFF PRESENTER: Roy Kim

ITEM II-C - CONSENT

APPOINTMENT OF SACRAMENTO WORKS YOUTH COUNCIL MEMBER

BACKGROUND:

The Sacramento Works Youth Council is responsible for the planning and procurement of the Workforce Investment Act youth services. The Sacramento Works Youth Council seeks to develop a continuum of services to engage youth in the workforce system; works with community partners to coordinate youth initiatives; and is responsible for the oversight of youth providers. The Workforce Investment Act (WIA) requires no minimum or maximum number of representatives on the Youth Council. The WIA states that there are six categories of membership on the Youth Council:

- Members of the local board with special interest or expertise in youth policy;
- Representatives of Youth Service Agencies, including juvenile justice and local law enforcement agencies;
- Representatives of local Public Housing Authorities;
- Parents of local youth seeking assistance under WIA;
- Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- Representatives of the Job Corps.

Mr. Matt Perry, Assistant Superintendent of Court and Community Schools and Technical Education Programs, submitted an application to represent the education sector. His application will be sent under separate cover.

The Sacramento Works, Inc. board reviewed and approved the appointment of Mr. Perry at their September 25, 2012 meeting. Staff will provide an oral report on this item.

RECOMMENDATION:

Review and appoint the above individual to the Sacramento Works Youth Council.

STAFF PRESENTER: Kathy Kossick

ITEM II-D - CONSENT

APPOINTMENT OF EDUCATION AND REQUIRED PARTNER MEMBERS 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. Recent member resignations have resulted in vacancies in the education and required partner sectors.

Mr. Jonathan Raymond, Superintendent, Sacramento City Unified School District, has submitted an application for the Education Sector seat. Mr. Raymond will be replacing Dr. Bernadette Halbrook on the WIB.

Mr. Jim Wong, Director, Veterans Business Outreach Center, has submitted an application for the Required Partner seat. Mr. Wong will be replacing Ms. Coreena Conley on the WIB.

Applications for Mr. Raymond and Mr. Wong will be sent under separate cover. Legal counsel has reviewed the applications.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Mr. Jonathan Raymond to the vacant Education Sector seat, and Mr. Jim Wong to the vacant Required Partner seat on the Sacramento Works, Inc. Board of Directors.

STAFF PRESENTER: Kathy Kossick

ITEM II-E - CONSENT

APPROVAL OF STAFF RECOMMENDATION FOR THE YOUTH VENDOR SERVICES
(VS) LIST

BACKGROUND:

In June, 2009 the SETA Governing Board approved release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ). Vendor services are off-the-shelf, vendorized activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

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

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation for the Youth VS List.

STAFF PRESENTER: Marianne Sphar

Youth Vendor Services (VS) List

Staff Recommendation

APPLICANT: Wind Youth Services

Location: 9719 Lincoln Village Dr., Ste. 502, Sacramento, CA 95827

Applicants' Background:

Wind Youth Services has been serving the homeless and at-risk youth of Sacramento since 1994. They provide street outreach, emergency food, clothing, shelter, case management, and education. Wind's programs engage youth experiencing homelessness and offer tools and resources to help them develop necessary skills to move from crisis to healthy functioning and independence.

Wind has enhanced their services and resources to specifically address the issue of human trafficking and the effects that sexual and/or labor exploitation have on youth.

As an approved vendor, Wind will provide training to educate organizations serving or coming into contact with youth in recognizing the displayed behaviors of trafficking victims, successful transitioning methods, and psychological needs.

Activity	Workshop Rate
<u>Leadership Development:</u> - Organizational and Team Training	\$300 per hour per workshop (min 5/max 40 customers) (4 hour maximum, or \$1,200)

ITEM III-B – 1 - ACTION

APPROVAL OF STAFF FUNDING EXTENSION RECOMMENDATIONS FOR REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS), TARGETED ASSISTANCE (TA) AND DISCRETIONARY PROGRAMS, PROGRAM YEAR (PY) 2012-2013

BACKGROUND

SETA's Refugee Program, operated under Refugee Employment Social Services (RESS), Targeted Assistance (TA), TA Discretionary (TAD), and the Older Refugee Discretionary Grant (ORDG) funds received from the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR), provides direct services intended to result in the economic self-sufficiency and reduced public assistance dependency of refugees and asylees through employment and acculturation assistance. Due to the refugee resettlement program and large numbers of secondary migrants, Sacramento County has become the home of an estimated 80,000 Russian-speaking refugees, 30,000 Hmong, over 40,000 other Southeast Asian refugees, and over the last five years has become home for refugees resettling from the Middle East.

Under SETA's Refugee Program, the following services are provided to eligible refugees, asylees, and certified victims of human trafficking:

- Vocational English-as-a-Second Language combined with Employment Services (VESL/ES)
- Employment Services (ES) - Stand Alone
- Social Adjustment and Cultural Orientation (SA & CO) – for older refugees

Funding

SETA has not received the final allocations for Program Year (PY) 2012-13 for its (RESS), Targeted Assistance (TA), TA Discretionary (TAD), and Older Refugee Discretionary Grant (ORDG) programs. SETA is anticipating an overall decrease of eleven percent (11%) in its allocations. The anticipated decrease in SETA's RESS and TA formula allocations is not a reflection on SETA's performance. The decreases are attributable to the following factors:

RESS – Since PY 2010-11, it has been the policy and practice of ORR to divert an additional allocation of RESS funds to San Diego in order to supplement the Wilson/Fish alternative program (ORR regulations authorize states to operate a Wilson Fish alternative program instead of a state-operated program.). As a result, San Diego receives a dual allocation, which appears to allocate a disproportionate amount of RESS funding, thereby impacting the services available to refugees residing in all other

STAFF PRESENTER: Michelle O'Camb

ITEM III-B – 1 – ACTION (continued)

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RESS-eligible counties across the State. Over the past two years, SETA, in collaboration with other County Refugee Coordinators (CRCs), has submitted several inquiries to the California Department of Social Services-Refugee Programs Bureau (RPB), which were elevated to ORR via RPB, and has had several meetings with RPB to discuss the disproportionate amount of RSS funding awarded to San Diego. Additionally, data was requested to support the diversion of funds to San Diego. To date, no data has been provided and no resolution has been reached.

TA - TA allocations are based on the arrival data for the most recent two-year period. The funding methodology supports the service needs of “newly arriving” populations who are entering the Country. In PY 2010-11, the United States (U.S.) experienced a decrease in the number of refugees that were resettled in the U.S. The reduction in new arrivals reflected processing challenges experienced from additional, multi-agency security screening measures that had been established amid an evolving understanding of security threats to the U.S. As a result, Sacramento County’s new arrival numbers dropped from 667 refugees in PY 2009-10 to 518 in PY 2010-11, having a direct impact on SETA’s PY 2012-13 TA funding level.

In anticipation of the decrease in SETA’s PY 2012-13 RESS allocation, SETA is not recommending the extension of the standard SA&CO activity this PY. The VESL/ES activity is recommended with slight reductions, and the ES (Stand Alone) is recommended for level funding. The VESL/ES and ES (Stand Alone) activities are targeted towards the most recent refugee arrivals and are essential in assisting them in obtaining employment. Funding for the ORDG program will decrease sixty percent (60%) based on SETA’s estimated PY 2012-13 ORDG allocation. Although funds available for allocation to providers will be minimal, all ORDG providers have performed well and expressed an interest in continuing the provision of ORDG funded services to older refugees residing in Sacramento County.

On September 11, 2012, SETA was notified by RPB that due to an unprecedented high number of arrivals in ORR’s Unaccompanied Alien Children (UAC) program, ORR was reallocating FFY 2012 TA, TAD, and ORDG funds to cover a budget shortfall in the program. As a result, ORR plans to award FFY 2012-13 funding to states incrementally. The first increments will be funded at 58% of the total award for each FFY 2012 grant and will be received October 1, 2012. The second increments will be funded at 42% of the FFY 2013 award and will be received “later” in the FFY. ORR has not indicated when states will be informed of the second increment, nor has ORR given any guarantee that the funds will be available. RPB recognizes that ORR’s decision to fund TA, TAD, and ORDG incrementally could have a significant impact on services to

STAFF PRESENTER: Michelle O’Camb
ownership

ITEM III-B – 1 – ACTION (continued)

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refugees across the State and has solicited input from all of the TA, TAD, and ORDG funded counties on how this change could affect services to refugees locally, and intends to present the collective concerns to ORR.

In light of ORR's change in the funding process outlined above, SETA recommends funding TA, TAD, and ORDG providers 58% of recommended allocations to provide services from October 1, 2012 through March 31, 2013, and the remaining 42% of recommended allocations, contingent upon receipt of the second increments of funding from ORR, to provide services from April 1, 2013 through September 30, 2013.

The attached extension recommendation for PY 2012-13 Refugee Program services is based on the following estimates of available funds, as well as current provider performance:

RESS -	\$416,984
TA -	\$302,873
TAD-	\$34,661
ORDG -	\$17,346

Program Performance/Evaluation

SETA staff routinely monitors and evaluates Refugee Program providers and their services on overall program performance and their ability to meet contractual performance levels. Evaluation criteria reviewed for performance includes, but was not limited to:

- Achievement of planned performance goals (enrollment, entered employment, job retention, average wage at placement, reductions/terminations from aid, service units)
- Ability to enroll and serve the refugee population, with a focus on recipients of public assistance
- Documentation of services and client progress towards goal attainment
- Ability to implement all required program elements and adhere to policies and program guidelines
- Ability to coordinate with Sacramento County, Department of Human Assistance (DHA), as well as Sacramento Works Career Center (SWCC) staff

All Refugee Program providers have met or exceeded contracted goals for PY 11-12. Program performance through July 31, 2012, compared to end of year goals, was used as the basis for funding extension recommendations. Through July 31, 2012, programs

STAFF PRESENTER: Michelle O'Camb

enrolled a total of 710 customers compared to the planned enrollment of 520 customers (137%), with 344 (48%) entering employment, and 227 (32%) retaining employment after 90 days. An additional 607 customers were served in the SA & CO component.

Extension

Refugee Program provider delegate agreements permit SETA the sole option to extend agreements for additional terms, up to a total of two additional years. Staff is seeking approval to extend the current Refugee Program provider delegate agreements for an additional year effective October 1, 2012, and recommends funding levels as reflected in the attached funding extension recommendations chart. If approved, funding will be subject to SETA's final PY 2012-13 RESS, TA, TAD, and ORDG allocations. Additionally, funding will be subject to satisfactory year-end program performance, as well as satisfactory fiscal reviews. Refugee Program providers that do not meet year-end performance goals or receive satisfactory fiscal reviews may be subject to the deobligation of funds.

RECOMMENDATION:

Approve the funding extensions for the Refugee Employment Social Services (RESS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary Grant (ORDG) programs for PY 2012-2013 effective October 1, 2012 as indicated in the attached charts with the following stipulations:

1. If final RESS, TA, TAD, and ORDG allocations are less than anticipated, SETA will reduce the amounts allocated to Refugee Program providers proportionately.
2. TA, TAD, and ORDG funds will be allocated in two increments. The first increment will cover program services from October 1, 2012 through March 31, 2013. The second increment will be allocated contingent upon receipt of funds from ORR and will cover program services from April 1, 2013 through September 30, 2013.
3. PY 2012-13 funding will be subject to satisfactory year-end program performance and satisfactory fiscal reviews.
4. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
5. All VESL/ES and ES Stand Alone budgets must include a minimum of 5% for supportive services.
6. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours a day, from October 1, 2012, through September 30, 2013.

Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Extension Recommendations, PY 2012 - 2013
Component: VESL/ES

AGENCY NAME	CURRENT FUNDING PY 11-12				EXTENSION RECOMMENDATIONS PY 2012-13			
	RESS/TA AMOUNT	TAD AMOUNT	RESS/TA # TO BE SERVED	TAD # TO SERVE	RESS/TA AMOUNT*	TAD AMOUNT**	RESS/TA # TO SERVE*	TAD # TO SERVE**
Twin Rivers USD	\$110,700	\$4,426	50	2	\$108,052	\$8,666	49	6
Bach Viet Association	114,300	4,830	44	2	\$110,871	\$8,665	43	6
Lao Family Community Development, Inc.	76,509		39		\$73,449		37	
Asian Resources, Inc.	90,000	4,852	84	2	\$84,600	\$8,665	79	6
SOAR	94,500	3,687	51	2	\$87,885	\$8,665	47	6
	\$486,009	\$17,795	268	8	\$464,857	\$34,661	255	24
<p>*Subject to the final award of the preliminary allocations and the availability and award of the second allocation of 2012-13 TA funds from ORR.</p> <p>**Subject to availability and awarding of the first and second allocations of 2012-13 TAD funds from ORR.</p>								

Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Extension Recommendations, PY 2012 - 2013
Component: ES Stand Alone

AGENCY NAME	CURRENT FUNDING PY 11-12				EXTENSION RECOMMENDATIONS PY 2012-13			
	TA AMOUNT	TAD AMOUNT	TA # TO BE SERVED	TAD # TO SERVE	TA AMOUNT*	TAD AMOUNT**	TA # TO SERVE*	TAD # TO SERVE**
Twin Rivers USD	\$69,000	\$2,383	58	2	\$69,000		58	
Bach Viet	67,000	2,685	48	2	67,000		48	
Asian Resources	67,000	2,625	75	2	67,000		75	
SOAR	52,000	1,905	55	2	52,000		55	
	\$255,000	\$9,598	236	8	\$255,000		236	
<p>*Subject to final award of the preliminary allocations and the availability and awarding of the second allocation of 2012-13 TA funds from ORR.</p> <p>**TAD funds and service numbers moved to the VESL/ES activity for PY 2012-13.</p>								

Sacramento Employment and Training Agency
REFUGEE PROGRAM
 Staff Funding Extension Recommendations, PY 2012 - 2013
Component: SA and CO

AGENCY NAME	CURRENT FUNDING PY 11-12				EXTENSION RECOMMENDATIONS PY 2012-13			
	RESS AMOUNTS	ORD AMOUNTS	RESS # TO SERVE	ORD # TO SERVE	RESS AMOUNTS	ORD AMOUNTS*	RESS # TO SERVE	ORD # TO SERVE*
Hmong Women's Heritage Association	\$ 33,750	\$ 10,970	121	31	\$ -	\$ 5,782	0	16
Southeast Asian Assistance Center	\$36,140	\$10,970	181	31		5,782	0	16
Slavic Assistance Center	33,750	21,941	169	62		5,782	0	17
	\$103,640	\$43,881	471	124	\$0	\$17,346	0	49

*Subject to final award of the preliminary allocation and the availability and awarding of the second allocation of 2012-13 ORDG funds from ORR.

ITEM III-B – 2 - ACTION

APPROVAL OF THE ACCEPTANCE OF THE AUGMENTATIONS OF FIRST AND SECOND INCREMENT NATIONAL EMERGENCY GRANT (NEG) FUNDS AND AUTHORIZATION TO AUGMENT NEG FUNDING TO NORTH STATE BUILDING INDUSTRY FOUNDATION

BACKGROUND:

As a participant in the State of California, Employment Development Department's (EDD) statewide application to the U.S. Department Labor (DOL) for Workforce Investment Act (WIA) National Emergency Grant (NEG) funds, SETA received formal notification from the State in June, 2010 that funding was awarded. The funding was awarded to provide On-the-Job Training (OJT) opportunities to "prolonged" dislocated workers—those out of work for 21 weeks or more, with priority given to those out of work for 99 weeks or more.

The OJT activity is intended to engage prospective employers in providing appropriate and meaningful training opportunities to eligible individuals. It is designed to place customers into full-time jobs in high skill, high growth occupations. OJT is a "hire first" activity that provides a reimbursement of the wages paid by an employer to an employee during the training period. Wage reimbursement rates under the NEG OJT are provided on a sliding scale based on employer size:

- Up to 90% for employers with 50 or fewer employees
- Up to 75% for employers with 51 to 250 employees
- For employers with 251 or more employees, reimbursement

First Increment of NEG Funding -

SETA received \$725,462 in the first increment of NEG funding and awarded 103 OJT slots to the SETA OJT providers that were either meeting or exceeding contractual service levels at the time of award.

In early March, 2012, SETA was informed by the State that there was additional funding available to augment SETA's first increment of NEG funds. SETA requested \$150,000 and was formally notified in March that it had been augmented, bringing the total of first increment NEG OJT funding to \$875,462 to serve 124 participants.

In August, 2012, SETA was informed by the State that there was an additional \$287,558 available to augment SETA's first increment of NEG funding, bringing the total allocation to \$1,163,020 to serve 151 participants. The funding became available as a result of State unspent and reclaimed NEG OJT funds.

Staff is seeking approval to accept the additional \$287,558 in NEG OJT funding. The funding will be used to cover five NEG OJTs that carried over from last program year

STAFF PRESENTER: Michelle O'Camb

into the current year, as well as to augment North State Business Industry Foundation (NSBIF) \$53,582 to cover 11 NEG OJTs. This additional funding will also be used to cover SETA's costs for 17 OJTs and the ongoing coordination and oversight of the program.

Second Increment of NEG Funding -

In September, 2011, SETA received formal notification from the State that it had been selected to receive a second increment of NEG OJT funding in the amount of \$400,000. The funding became available as a result of a \$3.8 million NEG OJT funding augmentation awarded to the State from the U.S. DOL to continue providing OJT opportunities to the "prolonged" dislocated worker population. SETA awarded 57 OJT slots to OJT providers that were either meeting or exceeding contractual service levels at the time of the award.

In August, 2012, SETA was informed by the State that there was an additional \$500,000 available to augment SETA's second increment of NEG funding. Acceptance of the funds will bring SETA's total allocation of second increment NEG OJT funding to \$900,000 to serve 128 participants. The funding became available as a result of State unspent and reclaimed NEG OJT funds. All funds must be spent by March 31, 2013.

Staff is seeking approval to accept the additional \$500,000 in NEG OJT funding. The additional funding will be used to replace \$233,573 in WIA Dislocated Worker formula funds awarded to NSBIF by the Governing Board in the OJT funding extension recommendations for PY 2012-13. The remaining NEG funds will be utilized by SETA to continue to provide coordination and oversight of the NEG OJT program and to provide OJT opportunities to 19 NEG eligible clients. The WIA Dislocated Worker funds saved by this action will be reserved to offset the impact of sequestration, the potential decreases in the WIA allocation that will occur in January 2013 if Congress cannot agree on ways to cut back the total spending and does not pass a new, higher Budget Resolution.

RECOMMENDATION:

- 1) Approve the acceptance of an additional \$287,558 in first increment NEG OJT funding from the State, EDD to cover five NEG OJTs that carried over from last program year into this current year, to augment NSBIF \$53,582 to cover 11 NEG OJTs and to cover SETA's costs for 17 OJT contracts, and the ongoing coordination and oversight of the program.
- 2) Approve the acceptance of an additional \$500,000 in second increment NEG OJT funding from the State EDD to replace \$233,573 in WIA Dislocated Worker formula funds awarded to NSBIF for PY 2012-13, to cover SETA's costs for the ongoing coordination and oversight of the program, and to set funds aside to provide OJT opportunities to 19 NEG eligible clients at the SWCC in Galt.

ITEM IV-A - ACTION

2014-2018 WIA 5-YEAR STRATEGIC PLAN

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) submitted its initial Workforce Investment Area Strategic Plan in December, 1999, effective July 1, 2000 for Program Year 2000-2001. The plan has been updated annually through Program Year 2011-12.

On June 5, 2012, the California Workforce Investment Board (CWIB) issued an approval letter extending SETA's PY 2011-12 Local WIA Plan through PY 2012-13. In addition, the letter informed Local Workforce Investment Boards (LWIBs) that they would be required to submit a new strategic plan by April 30, 2013.

In September 2012, the CWIB submitted its new State 5-year WIA Strategic Plan to the U.S. Department of Labor. The California Workforce Training Act also required the State Board to develop a Strategic Workforce Plan in addition to its WIA Strategic Plan. Recent amendments to the Workforce Training Act add similar local/regional strategic planning requirements in addition to the WIA Local Plan requirements. LWIBs must submit Local Plans that mirror the State Board's WIA Strategic Plan and must identify LWIB strategies to achieve Strategic Workforce Plan goals and actions.

The deadline for submission of CEO approved Local Plans is April 1, 2013. The State Board and the Employment Development Department (EDD) will issue a formal directive with detailed final guidance and instructions for the development of 5-year Local Plans by December 2012. Additionally, the State Board and EDD will provide technical assistance to LWIBs and their staff in the development of Local Plans, and will conduct a series of regional technical assistance forums throughout the state in fall/winter 2012/2013. LWIBs are encouraged by the State Board to begin their planning as soon as possible. As a result, SETA will begin the planning process for the development of the Local Plan by holding a public hearing on Wednesday, October 24, 2012 to solicit broad LWIA stakeholder input and public comment. Information gathered at the hearing will be compiled in a draft Local WIA 5-year Strategic Plan and made available for public review in February 2013. Additionally, information gathered at the hearing will assist SETA staff in preparing a Request for Proposals (RFP) for One Stop Career Center Services due to be released early next year

STAFF PRESENTER: Robin Purdy

ITEM IV-B - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Mr. David Ballard **DATE:** September 11, 2012
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Children's Receiving Home of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Family Self-Suff.	\$ 28,000	1/01/12-12/31/12	1/01/12-7/31/12

Monitoring Purpose: Initial X Follow-Up___ Special ___ Final ___
Date of review: 8/29/12

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

Program Operator: Children's Receiving Home of Sacramento

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2012 to July 31, 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

MEMORANDUM

TO: Ms. Kim Mohler **DATE:** September 11, 2012
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of City of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Youth	Individualized Services In-school	\$ 179,450	7/1/11-06/30/12	7/1/11-06/30/12

Monitoring Purpose: Initial ____ Final X
Date of review: 8/30/12

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

Program Operator: City of Sacramento, Neighborhood Services Department

Findings and General Observations:

1. The total costs as reported to SETA from July 1, 2011 to June 30, 2012 for the WIA- Youth program have been traced to the subgrantee's records.
2. The records were verified and appeared to be in order. There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Paul Lake **DATE: September 20, 2012**
FROM: Greg P. Tayros, SETA Fiscal Monitor
**RE: On-Site Fiscal Monitoring of Department of Human Assistance,
 County of Sacramento**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One-Stop (Adult)	\$ 263,160	7/1/11-06/30/12	7/1/11-06/30/12
CSBG	Family Self-Sufficiency	26,000	1/1/12-12/31/12	1/1/12-07/31/12

Monitoring Purpose: Initial X Final X
Date of review: Various dates

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

Program Operator: Department of Human Assistance, County of Sacramento

Findings and General Observations:

1. The total costs as reported to SETA from July 1, 2011 to June 30, 2012 for WIA and from January 1, 2012 to July 31, 2012 for CSBG 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

Program Operator: Los Rios Community College District

Findings and General Observations:

- 1) The total costs reported to SETA from January 7, 2011 to June 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) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. John Orr **DATE:** September 20, 2012

FROM: D'et Patterson, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT DW	\$337,610	7/1/11-6/30/12	3/1/12-6/30/12
WIA	OJT NEG (338)	\$75,600	10/6/11-6/30/12	3/1/12-6/30/12
WIA	OJT NEG (775)	\$50,400	10/6/11-6/30/12	3/1/12-6/30/12
WIA	Out-of-School Youth	\$160,380	7/1/11-6/30/12	3/1/12-6/30/12

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 7/17/12

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

Program Operator: North State Building Industry Foundation

Findings and General Observations:

- 1) The total costs as reported to SETA from March 1, 2012 to June 30, 2012 for WIA programs have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) North State Building Industry Foundation purchased \$3,323.12 in promotional materials. Of this amount \$500.00 was expensed to the WIA NEG 338 program and \$2,323.12 was expensed to the WIA NEG 775 program. Promotional materials are not an allowable expense according to OMB Circular No. A-122 Attachment B 1.f.(3). Therefore, the agency is to reimburse SETA the amount of \$2,823.12.
- 3) The agency expended more than \$500,000 in federal funds during the course of their fiscal year ending December 31, 2011. By surpassing the \$500,000 threshold, the agency must now comply with OMB Circular No. A-133. The audit conducted for the fiscal year ending December 31, 2011 was not compliant with OMB Circular No. A-133.

Recommendations for Corrective Action:

- 1) Reimburse SETA the amount of \$2,823.12.
- 2) Revise the 2011 audit to be in compliance with OMB Circular No. A-133, submit the revised audit to the Federal Audit Clearinghouse, and forward the revised audit to your fiscal monitor.

cc: Kathy Kossick
Governing Board

Program Operator: Sacramento Area Emergency Housing Center

Findings and General Observations:

We have reviewed the CSBG programs from May 1, 2011 to June 30, 2012. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Joseph Cantrelle **DATE:** September 4, 2012
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Occupational Advancement Resources (SOAR)

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TA	ES	\$ 60,000	10/1/10-9/30/11	10/1/10-9/30/11
RESS	VESL/ES	\$ 117,000	10/1/10-9/30/11	10/1/10-9/30/11

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: March 30 & Apr 2, 2012 & follow up June 12, 2012

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

Program Operator: Sacramento Occupational Advancement Resources

Findings and General Observations:

The total costs as reported to SETA for RESS and TA have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order. There is however, a question about SOAR's ability to continue to meet its current obligations. Their net assets have fallen into the negative in recent years, (FYE 2010 (7.1.09-6.30.10) was <\$31,260> and FYE 2011 (7.1.10-6.30.11) was <\$46,628>) due to funding reductions. For the current FYE 2012 (7.11-6.30.12), the net assets were <27,556> indicating an improvement over the previous two years. This has resulted in a cash flow problem for SOAR and there were instances where employees paid bills directly from personal funds in order to timely meet SOAR's current financial obligations, then sought reimbursement from the agency.

Recommendations for Corrective Action:

1. Implement internal controls or other actions that address the negative net assets. SETA will evaluate actions taken during a follow-up review. SOAR is not eligible to receive any advances until net assets are positive.
2. Report bank statements and reconciliations to SETA each month until notified otherwise.

cc: Kathy Kossick
Governing Board

ITEM IV-C – 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 – September 20, 2012.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employer Activity Report

July 1-September 20, 2012

EMPLOYER	JOBS	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
ALSCO, Inc	Account Sales Consultant	1
	Maintenance Technician	1
American River Package One	Assistant Machine Operator	5
Americans Helping America	Computer Technician	4
Atlas Disposal Industries	Diesel Mechanic	1
Atrium of Carmichael	Housekeeping Worker	3
Berger Steel Corporation	Welders	5
Campbell Soup Company	Seasonal Forklift Operators	20
Cayuse Technologies	Computer Programmer	4
Cenveo	Facilities Maintenance Technician	1
Community Link Capital Region	Resource Database Technician	1
Composite Engineering, Inc.	CNC Machinist (Computer Numerically Controlled Machinist)	1
Cover the Kids	Health Program Specialist	1
Creating Answers-Powell & Associates	Part-Time Administrative Assistant	1
Crossroads Diversified Services	Youth Specialist	1
Easy Circulation Promotions	Promotion Specialist	7
	Sales Representative	7
eVerifile	Team Manager	1
Folsom OK Tire Stores, Inc.	Auto Mechanic	1
	Tire Technician	1
Foothill Associates	Biologist	1
Fresh Market Inc.	Assistant Deli Manager	3
	Assistant Front End Manager	2
	Assistant Grocery Specialist	2
	Assistant Produce Manager	2
	Baker	2
	Bakery Manager	1
	Bulk Specialist	2
	Cheese Specialist	2
	Coffee/Candy Specialist	1
	Floral/Gift Specialist	2
	Grocery Specialist	2
	Meat Cutter	2
	Seafood Specialist	2
General Produce Company	Part Time Retail Merchandiser	1
General Truss Company Inc.	Class A Truck Driver	10
	Crane Operator	1
	Truss Manufacturer	1
International Line Builders, Inc.	Account Clerk I (Temporary)	1
L-3 Narda Microwave-West	Top Level Assemblers	3

Employer Activity Report

July 1-September 20, 2012

Los Rios Community College	Admissions/Records Clerk I (Temporary)	2	
	Aeronautics Adjunct Assistant Professor Pool (SCC)	1	
	Chief of Police	1	
	College Police Officer	2	
	Commercial Music Adjunct Assistant Professor Pool	1	
	Custodian (2 Positions)	1	
	Electrical Systems Supervisor	1	
	Electronics Technology Adjunct Assistant Professor Pool	1	
	Facilities Management Operations Supervisor	1	
	Heating/Ventilation/Air Conditioning (HVAC)/Plumbing Supervisor	1	
	Information Technology Assistant I - Microcomputer Support	1	
	Information Technology Assistant II - Network Support	1	
	Instructional Assistant - Tutorial Center (Temporary)	1	
	Instructional Science Laboratory Supervisor	1	
	Library/Media Technical Assistant (Temporary)	1	
	Payroll Supervisor	1	
	Payroll Supervisor	1	
	Psychology Adjunct Assistant Professor Pool (Biological Psychology Class)	1	
	Shop/Field Mechanic	1	
	Special Projects - Education Coach, College to Career (C2C) (Temporary)	2	
	Student Government Adjunct Assistant Professor	1	
	Student Personnel Assistant - Student Services (Temporary)	1	
	Vice President of Student Services	1	
	Marshalls	Merchandise Associates	21
	Microform Precision	Account Manager	1
		Painter	1
Shipping Clerk		1	
Shipping Team Leader		1	
Utility Worker		1	
	Welder	1	

Employer Activity Report

July 1-September 20, 2012

Mojo Distribution	Shipping Receiving Clerk	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
Sacramento Public Library	Professional Custodians	6
	Senior Accounts Payable Technician	1
Salvation Army Sac Metro	On-Call Property Manager	1
	Receptionist	1
Save Mart Supermarkets	Commercial Driver	12
Sing Inc.	PT - Member Services Admin	1
	Singing Coach	2
Special Order Systems - SOS	Executive Administrative Assistant	1
	Office Assistant	2
	Project Coordinator	1
	Service Coordinator	1
St. Marks United Methodist Church	Custodian	1
The Pool Doctor	SWIMMING POOL & SPA SERVICE/REPAIR TECH	1
The UPS Store	Sales Associate	1
Tony's Fine Foods, Inc.	Accounts Payable Specialist	2
	Accounts Receivable Specialist	1
	Class A Route Driver	1
	Class B Driver	1
	Class B Route Driver - Berkeley	1
	IT Software Support	1
	Jr. Financial Analyst	1
	Logistics Support	1
	Order Selector	1
	Pricing Analyst	1
	Pricing Clerk	1
	Staff Accountant	1
	Vehicle Washer	1
Western & Southern Life Insurance	Sale Representative	10
Work Truck Solutions	Regional Customer Success Manager	1
	Regional Inside Sales and Marketing Consultant	1
	Regional Outside Sales and Marketing Consultant	1
	Virtual Office Manager	1
TOTAL		434

ITEM IV-D- INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

This report covers the fiscal year beginning July 1, 2012.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2012/2013

The following is an update of information as of September 25, 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
Official	6/1/2012	Statewide Safety & Signs, Inc. 7920 Cucamonga Avenue Sacramento, CA 95826	8/14/2012	34	Pending
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	9/19/2012
Official	8/6/2012	Microsemi 105 Lake Forest Way Folsom, CA 95630	9/30/2012	130	9/25/2012
Official	8/17/2012	Wise Buys Liquidators, Inc. 8457 Elk Grove Blvd. Elk Grove, CA 95758	10/31/2012	20	Pending
Official	8/23/2012	Xerox State Healthcare, LLC 1501 Capitol Avenue , Suite #71 Sacramento, CA 95814	10/20/2012	4	Pending
Official	9/25/2012	Comcast 4450 East Commerce Way Sacramento, CA 95834	11/30/2012	410	Pending
			Total # of Affected Workers	1,388	

ITEM IV-E– INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month August was 10.3%.

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)**

Construction led month-over job gains

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 10.3 percent in August 2012, down from a revised 10.7 percent in July 2012, and below the year-ago estimate of 11.9 percent. This compares with an unadjusted unemployment rate of 10.4 percent for California and 8.2 percent for the nation during the same period. The unemployment rate was 9.6 percent in El Dorado County, 9.3 percent in Placer County, 10.7 percent in Sacramento County, and 9.7 percent in Yolo County.

Between July 2012 and August 2012, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 400 to total 823,200 jobs.

- Construction increased by 1,800 jobs, largely due to gains in specialty trade contractors (up 1,200 jobs). Residual construction added 400 jobs, and construction of buildings was up 200 jobs.
- Trade, transportation, and utilities added 1,500 jobs. Retail trade (up 1,300 jobs) and transportation, warehousing, and utilities (up 200 jobs) accounted for the gain. Wholesale trade was unchanged over the month.
- Manufacturing expanded by 1,500 jobs. Durable goods advanced by 800 jobs and non-durable goods added 700 jobs.
- On the downside, government declined by 4,600 jobs. Local government (down 2,900 jobs), state government (down 1,600 jobs), and federal government (down 100 jobs) accounted for the decrease.

Between August 2011 and August 2012, the total number of jobs located in the region increased by 17,600 or 2.18 percent.

- Professional and business services added 4,900 jobs due to gains in administrative and support and waste management and remediation services (up 4,400 jobs) and professional, scientific, and technical services (up 500 jobs).
- Trade, transportation, and utilities increased by 3,900 jobs. Retail trade (up 3,500 jobs) accounted for the bulk of the growth. Wholesale trade and transportation, warehousing, and utilities each added 200 jobs.
- Construction (up 3,300 jobs), government (up 3,100 jobs), and education and health services (up 2,400 jobs) each experienced sizable gains.
- On the downside, leisure and hospitality decreased by 900 jobs. Arts, entertainment, and recreation (down 700 jobs) and accommodation and food services (down 200 jobs) accounted for the decrease.

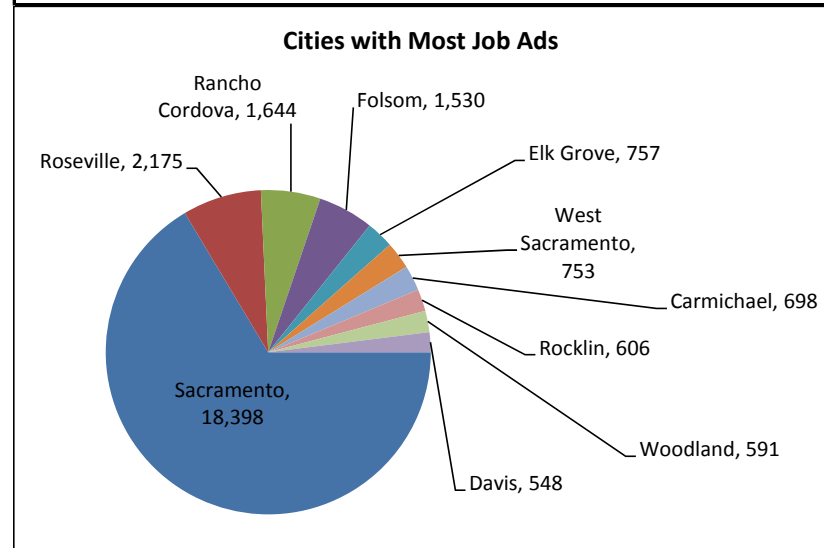
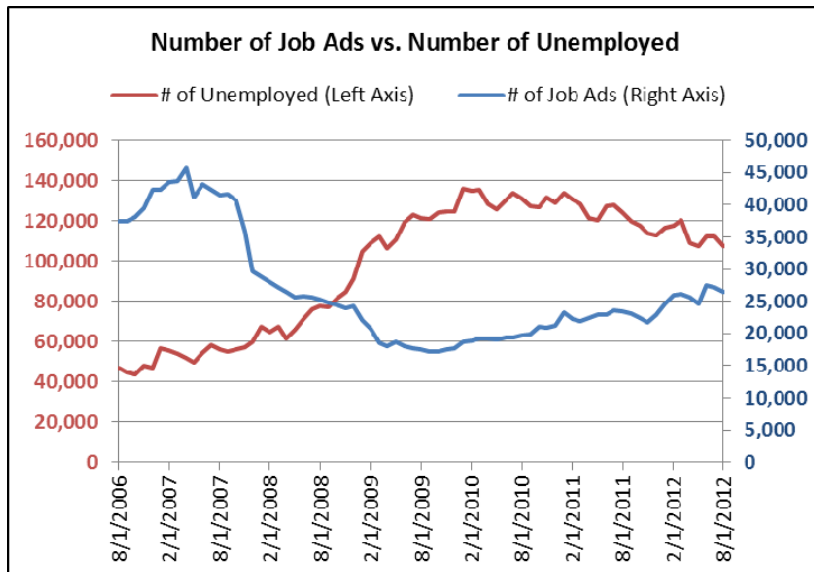
REPORT 400 C
Monthly Labor Force Data for Counties
August 2012 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,405,700	16,489,900	1,915,900	10.4%
ALAMEDA	16	770,000	698,400	71,500	9.3%
ALPINE	51	430	370	60	14.6%
AMADOR	31	16,510	14,610	1,900	11.5%
BUTTE	34	98,800	86,600	12,200	12.3%
CALAVERAS	36	19,510	17,050	2,460	12.6%
COLUSA	54	12,350	10,470	1,880	15.2%
CONTRA COSTA	13	528,700	480,900	47,800	9.0%
DEL NORTE	42	11,350	9,860	1,500	13.2%
EL DORADO	21	90,800	82,000	8,700	9.6%
FRESNO	45	447,600	384,800	62,800	14.0%
GLENN	51	12,670	10,820	1,850	14.6%
HUMBOLDT	25	59,400	53,400	6,100	10.2%
IMPERIAL	58	76,800	53,800	23,000	29.9%
INYO	10	9,360	8,530	820	8.8%
KERN	38	385,100	335,900	49,100	12.8%
KINGS	44	63,200	54,600	8,600	13.6%
LAKE	45	25,740	22,130	3,610	14.0%
LASSEN	33	12,770	11,220	1,550	12.1%
LOS ANGELES	29	4,818,600	4,279,500	539,100	11.2%
MADERA	41	65,800	57,200	8,600	13.0%
MARIN	1	139,500	130,600	8,800	6.3%
MARIPOSA	10	10,610	9,680	930	8.8%
MENDOCINO	16	42,010	38,080	3,930	9.3%
MERCED	56	109,400	92,000	17,400	15.9%
MODOC	38	3,760	3,280	480	12.8%
MONO	23	8,570	7,730	840	9.8%
MONTEREY	15	234,800	213,300	21,600	9.2%
NAPA	4	77,000	71,300	5,800	7.5%
NEVADA	12	51,140	46,570	4,570	8.9%
ORANGE	6	1,613,700	1,490,000	123,700	7.7%
PLACER	16	176,100	159,700	16,400	9.3%
PLUMAS	38	9,510	8,300	1,210	12.8%
RIVERSIDE	37	943,300	823,400	119,900	12.7%
SACRAMENTO	27	680,300	607,400	72,900	10.7%
SAN BENITO	26	25,700	23,100	2,700	10.4%
SAN BERNARDINO	32	860,600	758,900	101,700	11.8%
SAN DIEGO	13	1,603,800	1,459,900	143,900	9.0%
SAN FRANCISCO	3	475,600	440,500	35,100	7.4%
SAN JOAQUIN	48	302,200	259,200	43,100	14.3%
SAN LUIS OBISPO	7	139,000	127,700	11,300	8.1%
SAN MATEO	2	391,500	364,900	26,600	6.8%
SANTA BARBARA	5	229,400	212,000	17,400	7.6%
SANTA CLARA	9	916,200	838,600	77,500	8.5%
SANTA CRUZ	19	155,900	141,200	14,700	9.4%
SHASTA	35	83,100	72,700	10,400	12.5%
SIERRA	28	1,770	1,580	200	11.1%
SISKIYOU	43	19,500	16,860	2,640	13.5%
SOLANO	24	217,600	196,000	21,700	10.0%
SONOMA	8	262,800	241,000	21,800	8.3%
STANISLAUS	50	235,800	201,500	34,300	14.5%
SUTTER	54	42,300	35,900	6,400	15.2%
TEHAMA	47	24,130	20,720	3,410	14.1%
TRINITY	48	5,000	4,280	710	14.3%
TULARE	53	207,000	175,900	31,200	15.0%
TUOLUMNE	30	25,740	22,830	2,910	11.3%
VENTURA	19	430,600	390,300	40,300	9.4%
YOLO	22	97,000	87,600	9,400	9.7%
YUBA	57	28,200	23,400	4,800	17.1%

Notes

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

Recent Job Ads for Sacramento Arden Arcade Roseville MSA August 2012



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

Data Not Seasonally Adjusted

	Aug 11	Jun 12	Jul 12	Aug 12	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,040,900	1,042,000	1,050,500	1,044,200	-0.6%	0.3%
Civilian Employment	917,000	929,700	938,400	936,600	-0.2%	2.1%
Civilian Unemployment	123,900	112,300	112,100	107,600	-4.0%	-13.2%
Civilian Unemployment Rate	11.9%	10.8%	10.7%	10.3%		
(CA Unemployment Rate)	11.9%	10.7%	10.9%	10.4%		
(U.S. Unemployment Rate)	9.1%	8.4%	8.6%	8.2%		

Total, All Industries (2)	805,600	827,200	822,800	823,200	0.0%	2.2%
Total Farm	9,900	9,200	9,400	9,800	4.3%	-1.0%
Total Nonfarm	795,700	818,000	813,400	813,400	0.0%	2.2%
Total Private	582,700	589,800	592,700	597,300	0.8%	2.5%
Goods Producing	73,500	71,400	73,300	76,600	4.5%	4.2%
Mining and Logging	400	400	400	400	0.0%	0.0%
Construction	39,200	38,900	40,700	42,500	4.4%	8.4%
Construction of Buildings	10,400	10,500	10,600	10,800	1.9%	3.8%
Specialty Trade Contractors	24,100	24,800	26,200	27,400	4.6%	13.7%
Building Foundation & Exterior Contractors	5,400	6,600	6,700	6,800	1.5%	25.9%
Building Equipment Contractors	9,900	9,300	9,500	9,800	3.2%	-1.0%
Building Finishing Contractors	5,400	5,900	6,300	6,400	1.6%	18.5%
Manufacturing	33,900	32,100	32,200	33,700	4.7%	-0.6%
Durable Goods	22,700	21,800	21,800	22,600	3.7%	-0.4%
Computer & Electronic Product Manufacturing	7,700	7,300	7,300	7,500	2.7%	-2.6%
Nondurable Goods	11,200	10,300	10,400	11,100	6.7%	-0.9%
Food Manufacturing	4,900	4,200	4,300	5,000	16.3%	2.0%
Service Providing	722,200	746,600	740,100	736,800	-0.4%	2.0%
Private Service Producing	509,200	518,400	519,400	520,700	0.3%	2.3%
Trade, Transportation & Utilities	132,000	134,900	134,400	135,900	1.1%	3.0%
Wholesale Trade	23,000	23,300	23,200	23,200	0.0%	0.9%
Merchant Wholesalers, Durable Goods	11,900	12,100	12,100	12,100	0.0%	1.7%
Merchant Wholesalers, Nondurable Goods	8,900	8,800	8,800	8,800	0.0%	-1.1%
Retail Trade	88,600	90,900	90,800	92,100	1.4%	4.0%
Motor Vehicle & Parts Dealer	11,000	11,100	11,200	11,200	0.0%	1.8%
Building Material & Garden Equipment Stores	7,400	7,000	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	7,100	7,100	7,200	1.4%	2.9%
Sporting Goods, Hobby, Book & Music Stores	4,200	4,200	4,200	4,300	2.4%	2.4%
General Merchandise Stores	19,000	19,000	19,200	19,100	-0.5%	0.5%
Transportation, Warehousing & Utilities	20,400	20,700	20,400	20,600	1.0%	1.0%
Information	16,700	16,500	16,500	16,500	0.0%	-1.2%
Publishing Industries (except Internet)	2,800	2,800	2,800	2,800	0.0%	0.0%
Telecommunications	9,000	8,800	8,800	8,800	0.0%	-2.2%
Financial Activities	46,400	47,100	47,700	47,800	0.2%	3.0%
Finance & Insurance	34,500	35,400	35,800	35,900	0.3%	4.1%
Credit Intermediation & Related Activities	12,400	12,100	12,100	12,100	0.0%	-2.4%
Depository Credit Intermediation	7,800	7,400	7,400	7,400	0.0%	-5.1%
Nondepository Credit Intermediation	2,500	2,500	2,600	2,600	0.0%	4.0%
Insurance Carriers & Related	18,300	18,500	18,500	18,700	1.1%	2.2%
Real Estate & Rental & Leasing	11,900	11,700	11,900	11,900	0.0%	0.0%
Real Estate	9,100	8,900	9,000	9,000	0.0%	-1.1%
Professional & Business Services	101,300	103,900	105,800	106,200	0.4%	4.8%
Professional, Scientific & Technical Services	50,400	50,900	51,000	50,900	-0.2%	1.0%
Architectural, Engineering & Related Services	8,700	8,600	8,600	8,600	0.0%	-1.1%
Management of Companies & Enterprises	9,700	9,700	9,700	9,700	0.0%	0.0%
Administrative & Support & Waste Services	41,200	43,300	45,100	45,600	1.1%	10.7%
Administrative & Support Services	39,000	41,300	43,000	43,500	1.2%	11.5%
Employment Services	14,400	14,800	14,700	14,900	1.4%	3.5%

Data Not Seasonally Adjusted

	Aug 11	Jun 12	Jul 12	Aug 12	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	10,400	10,500	10,600	10,600	0.0%	1.9%
Educational & Health Services	102,200	105,700	104,300	104,600	0.3%	2.3%
Education Services	11,800	12,900	12,000	11,900	-0.8%	0.8%
Health Care & Social Assistance	90,400	92,800	92,300	92,700	0.4%	2.5%
Ambulatory Health Care Services	38,500	39,700	39,700	40,100	1.0%	4.2%
Hospitals	22,900	23,300	23,300	23,400	0.4%	2.2%
Nursing & Residential Care Facilities	14,500	14,700	14,600	14,600	0.0%	0.7%
Leisure & Hospitality	82,000	82,000	82,300	81,100	-1.5%	-1.1%
Arts, Entertainment & Recreation	13,000	12,300	12,400	12,300	-0.8%	-5.4%
Accommodation & Food Services	69,000	69,700	69,900	68,800	-1.6%	-0.3%
Accommodation	8,200	8,000	8,200	8,200	0.0%	0.0%
Food Services & Drinking Places	60,800	61,700	61,700	60,600	-1.8%	-0.3%
Full-Service Restaurants	27,700	27,100	27,200	27,200	0.0%	-1.8%
Limited-Service Eating Places	29,300	28,700	28,700	28,700	0.0%	-2.0%
Other Services	28,600	28,300	28,400	28,600	0.7%	0.0%
Repair & Maintenance	7,700	7,700	7,700	7,700	0.0%	0.0%
Government	213,000	228,200	220,700	216,100	-2.1%	1.5%
Federal Government	14,100	13,600	13,800	13,700	-0.7%	-2.8%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	198,900	214,600	206,900	202,400	-2.2%	1.8%
State Government	107,000	109,500	106,500	104,900	-1.5%	-2.0%
State Government Education	25,500	27,600	25,800	24,900	-3.5%	-2.4%
State Government Excluding Education	81,500	81,900	80,700	80,000	-0.9%	-1.8%
Local Government	91,900	105,100	100,400	97,500	-2.9%	6.1%
Local Government Education	48,000	61,700	57,500	54,700	-4.9%	14.0%
County	18,300	17,800	17,600	17,500	-0.6%	-4.4%
City	10,500	10,200	10,000	10,100	1.0%	-3.8%
Special Districts plus Indian Tribes	15,100	15,400	15,300	15,200	-0.7%	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.

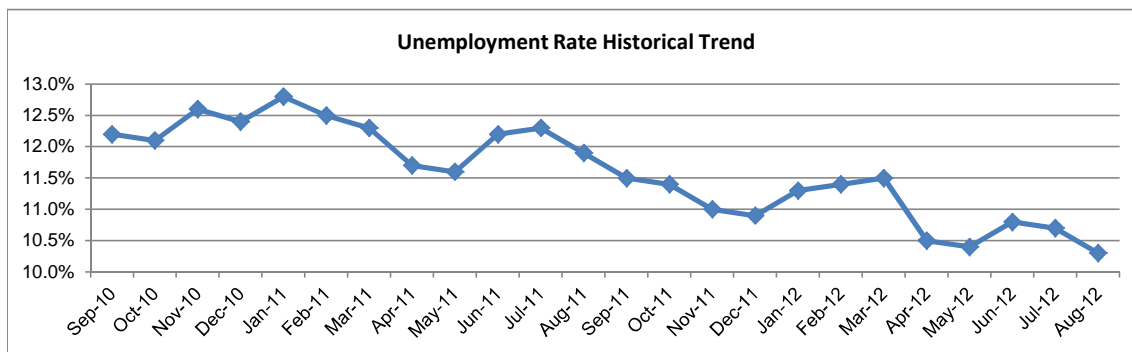
These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Justin Wehner 916/227-0298 or Diane Patterson 916/865-2453

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.

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IMMEDIATE RELEASE
 SACRAMENTO-ARDEN ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
 (El Dorado, Placer, Sacramento, and Yolo Counties)

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 10.3 percent in August 2012, down from a revised 10.7 percent in July 2012, and below the year-ago estimate of 11.9 percent. This compares with an unadjusted unemployment rate of 10.4 percent for California and 8.2 percent for the nation during the same period. The unemployment rate was 9.6 percent in El Dorado County, 9.3 percent in Placer County, 10.7 percent in Sacramento County, and 9.7 percent in Yolo County.



Industry	Jul-2012	Aug-2012	Change		Aug-2011	Aug-2012	Change
	Revised	Prelim				Prelim	
Total, All Industries	822,800	823,200	400		805,600	823,200	17,600
Total Farm	9,400	9,800	400		9,900	9,800	(100)
Total Nonfarm	813,400	813,400	0		795,700	813,400	17,700
Mining and Logging	400	400	0		400	400	0
Construction	40,700	42,500	1,800		39,200	42,500	3,300
Manufacturing	32,200	33,700	1,500		33,900	33,700	(200)
Trade, Transportation & Utilities	134,400	135,900	1,500		132,000	135,900	3,900
Information	16,500	16,500	0		16,700	16,500	(200)
Financial Activities	47,700	47,800	100		46,400	47,800	1,400
Professional & Business Services	105,800	106,200	400		101,300	106,200	4,900
Educational & Health Services	104,300	104,600	300		102,200	104,600	2,400
Leisure & Hospitality	82,300	81,100	(1,200)		82,000	81,100	(900)
Other Services	28,400	28,600	200		28,600	28,600	0
Government	220,700	216,100	(4,600)		213,000	216,100	3,100

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month
 Additional data are available on line at www.labormarketinfo.edd.ca.gov

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	680,300	607,400	72,900	10.7%	1.000000	1.000000
Arden Arcade CDP	56,600	50,600	6,000	10.7%	0.083249	0.082638
Carmichael CDP	29,300	26,800	2,400	8.3%	0.044196	0.033389
Citrus Heights city	50,500	46,700	3,800	7.5%	0.076838	0.052031
Elk Grove CDP	35,300	32,200	3,100	8.7%	0.052995	0.042014
Fair Oaks CDP	17,200	16,200	1,000	5.8%	0.026690	0.013634
Florin CDP	12,700	10,600	2,100	16.8%	0.017414	0.029215
Folsom city	27,100	25,800	1,300	4.9%	0.042525	0.018086
Foothill Farms CDP	9,700	8,300	1,400	14.6%	0.013648	0.019477
Galt city	10,900	9,000	1,900	17.4%	0.014787	0.025876
Gold River CDP	4,800	4,700	100	2.1%	0.007807	0.001391
Isleton city	400	400	100	14.2%	0.000606	0.000835
La Riviera CDP	7,000	6,500	400	6.4%	0.010764	0.006121
Laguna CDP	20,500	19,300	1,200	5.8%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	4,900	400	7.6%	0.008082	0.005565
North Highlands CDP	22,600	18,800	3,800	16.6%	0.030952	0.051475
Orangevale CDP	15,900	14,700	1,200	7.3%	0.024229	0.015860
Parkway South Sacramento CD	16,000	13,000	3,000	18.8%	0.021400	0.041180
Rancho Cordova City	30,900	27,100	3,800	12.3%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	3.6%	0.003619	0.001113
Rio Linda CDP	5,800	4,800	1,000	16.8%	0.007917	0.013356
Rosemont CDP	13,900	12,700	1,300	9.0%	0.020867	0.017251
Sacramento city	215,800	188,700	27,100	12.6%	0.310678	0.371731
Vineyard CDP	5,900	5,600	300	5.5%	0.009185	0.004452
Walnut Grove CDP	500	300	100	26.1%	0.000569	0.001669
Wilton CDP	2,800	2,600	200	7.3%	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.

ITEM IV-F – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

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, July 24, 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. 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
Socorro Gutierrez, SETA-Operated Program
Connie Wallace, SETA-Operated Program
Erika Contreras, SETA Operated Program
Hodari Polk, SETA Operated Program
Tamara Knox, Past Parent Representative
Rebecca Lewis, Grandparent Representative
Willie Jean Peck, Foster Parent Representative
Amarjit Gill, Past Parent Representative

Members Absent:

Ogla Martinez, Sacramento City Unified School District (excused)
Johnny Sanders, SETA-Operated Program (excused)
Amber Taylor, SETA-Operated Program (excused)
Anthony Nelson, Male Involvement Committee (unexcused)

VI. Other Reports

A. Executive Director's Report

Ms. Kathy Kossick reminded board members of SETA's on-line job resource Sacramento Works.org that has significant amount of resources. Ms. Kossick stated that a review of the site will be provided at the next board meeting.

Ms. Erika Contreras arrived at 9:07 a.m.

II. Consent Item

A. Approval of the Minutes of the June 26, 2012 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Lewis, second/Gill, to approve the June 26, 2012 minutes.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (St. Mary)

III. Action Item

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

The board went into closed session at 9:12 a.m. Ms. St. Mary called the meeting back to order at 9:27 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: 1) 1) Head Start Special Education Field Technician; 2) Head Start Cook/Driver; 3) Head Start Home Visitor; and 4) Associate Teacher, Tier III.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Bartlett reviewed the updated fiscal report; the administrative cost is much lower than the maximum of 15%.
- PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar of events. Ms. Lewis reported that the September 20, 11:00 a.m., Food Services Committee will include a field trip to the central kitchen.
- Toastmasters Public Speaking Training: Several parents attended the training and spoke of their experience. Ms. Lewis urged all board members to attend future Toastmaster training events. Ms. Lewis asked Ms. Desha that if a toastmasters club is founded at SETA, would outgoing PC members still be able to participate. Ms. Desha will get back with Ms. Lewis with the answer.
- Parent/Family Support Unit Events and Activities: Ms. Wallace reported on the parent activity which was a visit of the Discovery Museum/Science and Space Center/Planetarium, off Auburn and Watt Avenue. Attendees all had a great time!
- Parent/Staff Recognitions: None.
- PC/PAC Parent Activity Reports: None.
- Community Resources - Parents/Staff: None.

B. Governing Board Minutes for the April 30, 2012 Meeting: No questions.

C. Fiscal Monitoring Reports: No questions.

V. Committee Reports

A. Executive Committee: Ms. St. Mary reviewed the critique of the last meeting.

- B. PC/PAC Joint Executive Committee Report: Ms. Socorro Gutierrez provided the report for the July 20 PC/PAC Joint Executive Committee meeting.
- C. Budget/Planning Committee: No report.
- D. Personnel/Bylaws Committee: Committee members are reviewing modifications of the bylaws. Board members were asked to submit any modifications to Ms. Desha no later than Wednesday, July 25.
- E. Social/Hospitality Committee: The location of the End-of-Year Celebration event has been moved; committee members are in the process of securing another location. The event will be either on a Thursday or Saturday.
- 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: Mr. Ybarra spoke of the most recent meeting where attendees put together packets to be distributed to fathers at the various centers. Ms. Gutierrez stated that the packets will contain activities for fathers to do with their children to engage with them. Ms. Lewis reported that she recently purchased “American Grown,” a book written by Mrs. Michelle Obama. Ms. Lewis asked Ms. Marta Chavez to come up with ways to incorporate the book into a parent activity.

Ms. Lee connected with Ms. Carr about working with the family services workers to do outreach culminating around the book. Ms. Carr will be working with the FSWs to broaden the scope to include gardening and how to build garden boxes.

- G. Health Services Advisory Committee Report: Date to be announced.
- H. Community Partnerships Advisory Committee: Date to be announced.
- I. Maternal, Child and Adolescent Health Advisory Board: Ms. Lewis reported that the next meeting will be the second Tuesday in September.

VI. Other Reports (continued)

- B. Head Start Deputy Director’s Report
 - Monthly Head Start Report: No report.
- C. Head Start Managers’ Monthly Reports: No report.
 - Brenda Campos: Grantee Program Support Services
 - Lisa Carr, Parent/Family Support Unit
 - Karen Gonzales: Child Development and Education Service
- D. Chair’s Report: Ms. St. Mary reminded board members to please fill out reimbursement forms using ONLY blue or black ink.
- E. Open Discussion and Comments: No comments.
- F. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 10:19 a.m.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 08/31/12)

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)	14	(6%)	N/A	
Elk Grove USD (420)	39	(9%)	N/A	
Sacramento City USD (1292)(147)	3	(1%)	2	(1%)
San Juan USD (700) (161)	0	(0%)	4	(2%)
WCIC (120)	0	(0%)	N/A	
SETA (2796)(1878 Tracks) (345)	90	(4%)	22	(6%)
County (4621)* (653)*	146	(3%)	28	(4%)

* 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

August, 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	420	100	345	82
Sacramento City USD	1,292 (86)	73	85	39	45
SETA	1,880 (2,796)	1,908	101	1,252	67
San Juan USD	700	665	95	564	81
Twin Rivers USD	211	211	100	196	93
WCIC/Playmate Head Start	120 (20)	20	100	10	50

*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	83	56
SETA	345	348	101	213	62
San Juan USD	161	171	106	95	59

- (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

SETA Head Start Food Service Operations Monthly Report * July 2012

July 3rd to 6th -WCIC Closed

July 4th - Holiday All Centers Closed

July 6th - Job Corps Closed For Painting

July 19th - Kennedy Estates Closed for Pest Control

July 20th - End of the Year Celebration at Country Woods
Extra Lunch Provided

Meetings and Trainings:

Food Service Staff Attended the Timecard Training the week of July 9th

Food Service Supervisor Meeting held on July 19, 2012

Head Cook Cheryl Barton and the WCIC Kitchen Staff met on July 26, 2012

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
40,264	24,370	28,786	1540

Total Amount of Meals and Snacks Prepared **94,960**

Purchases:

Food	\$72,463.54
Non - Food	\$13,803.28

Building Maintenance and Repair: \$2,213.00

Kitchen Small Wares and Equipment: \$331.87

Vehicle Maintenance and Repair : \$455.02

Vehicle Gas / Fuel: \$1,923.40
 Normal Delivery Days 21

Monthly Head Start Report

September 2012

“Back To School”



SETA Operated Program

Program Operations:

August was a busy professional development month for SETA. Teachers participated in a workshop on using observation and documentation effectively. The skills and strategies learned will assist teachers as they complete the DRDP assessments measuring each child's growth.

Teachers also participated in an Intentional Teaching training. The purpose of this training is to ensure that all activities and materials chosen in a classroom are purposeful and focused towards helping children meet school readiness goals. These goals encompass the areas of cognitive, social emotional and physical growth.

Family Support Services:

SETA Head Start had an opportunity to participate in the Sacramento Reads project at Fairytale Town. We gave out information on our Head Start and Early Head Start programs, we talked to families about the importance of early literacy, and each family that visited our table left with a book and bag to take home. It was a wildly successful event and we were pleased to take part in it.

Family Service Workers were extremely busy in the month of August, enrolling eligible families into our program. Classrooms were filled with brand new children attending school for the first time. Now that classrooms are filled, health screens will be started on all the children to ensure that they are healthy and ready to learn. Family Service Workers and Site Supervisors are also busy planning their Back to School Night. One of the main focuses will be on the importance of bringing children to school every day. Children who do not attend school do not learn and that is what we will be stressing to parents, children and staff this year.

The Family Support Unit has been planning parent training, and in September we will be celebrating grandparents. On September 26, grandparents are invited to attend a demonstration on healthy cooking. The Cordon Bleu cooking school will be at SETA showing grandparents how to prepare healthy, budget conscious meals. We also have many other businesses coming out that evening to volunteer their time.

Beginning October 10, a five-part discipline workshop will be presented to parents. Childcare and dinner will be provided, along with workbooks for all participants. Discipline help is something that all parents request. We are looking forward to a busy year, and to be able to continue to provide quality services to children and families.

Elk Grove Unified School District

Education Services Update:

A half-day pre-service was held in the Trigg Center on August 8, 2012. Jennifer Brekke and Roxana Saravia from the Department of Social Services Community Care Licensing Division presented an orientation on child care center operations and record keeping. Their presentation included information regarding licensing regulations, records that must be maintained at the site, and what to expect when the agency arrives for a site visit. There were many questions and the presentation was well received by the staff.

A full-day pre-service was held at the Trigg Center on August 9, 2012. Bob Roe, Director, PreK-6, began the morning by welcoming everyone. He emphasized how important PreK is in the overall picture of education in Elk Grove Unified School District and how much he values the work that our teachers do. He told everyone that he was looking forward to a wonderful school year and to seeing them in their classrooms soon.

Mikako Fisher, Program Specialist, PreK, reviewed calendars for parent meetings and parent workshops and explained that parent workshops are open to all families in the district who have a child between zero and five years of age. She reminded teachers that parent workshops play a vital part in how we support and educate our parents and of the importance of making certain our parents are aware of them. Flyers will be sent to the classrooms on a monthly basis letting families know which workshops will be presented that month. Teachers are to post these flyers in a place where families will see them.

Claudia Charter, Program Specialist, PreK, handed out the Classroom Health and Safety Checklist and asked teachers to post it in their classrooms as a daily quick reference guide for ensuring our classrooms are safe for our children. She gave each teacher a Substitute Folder and asked them to complete it and place it in the front of their file cabinet. She showed teachers the new forms for tracking In-Kind Classroom Volunteer hours and In-Kind Home Activity hours and explained how to use them. She explained the importance of using these exactly as they are printed. She gave teachers a calendar for the month of September which includes an idea for each day of the month which a parent can do at home with their child. These were developed to coincide with the PreK Open Court reading program and will be helpful in promoting in-kind home activities.

Claudia Charter reminded teachers how to fill out the file review form which was used for the first time last year. Teachers and para-educators were given two hours to work together to look through the files of their incoming students using the form so that they would have a good understanding of the families they would be working with prior to doing their home visits. Teachers with two classes were provided an additional two hours in the afternoon to do the file review for their second class. Staff commented that they found this activity useful for home visits and the startup of the school year.

At the August 24 in-service, Claudia Charter, Program Specialist, PreK, and Carolyn Harvey, PreK teacher, presented information on the California Standards for the Teaching Profession (CSTP) 2009. Teachers were given an opportunity to review and discuss the differences between the previous CSTP and the new version. They spent time thinking about and discussing what each CSTP would look like

and sound like if it was being used in a classroom. Teachers commented that the new CSTP is more explicit and will be more useful to them when reflecting on their practices.

Teachers and para-educators in traditional and modified traditional classes spent August 10 through August 16 visiting families in their homes and setting the groundwork for a successful transition into the school setting.

Head Start classes on a modified calendar began the year on August 17. Head Start classes on a traditional calendar began the year on August 20. The program was fully enrolled with 420 students.

Disabilities Services and Mental Health Services Update:

The program educators and clerks have worked closely with the PreK special education program specialist and the consulting psychologist in placing students with an active IEP into the Head Start program. There are currently 39 students with active IEPs in the program.

Health Services Update:

Height and weight measurements for each student were completed by the para-educators. Program educators are in the process of graphing each child's information and contacting parents with health concerns related to underweight or overweight issues.

Fiscal Update:

The fiscal technician for the Head Start program has submitted the close-out report for the fiscal year 2011-2012.

Recruitment:

EGUSD's PreK Team has been focused on filling classes and compiling waiting lists. Individual registrations have been held at all sites to increase the number of students on our waiting lists.

Sacramento City Unified School District

Education:

On August 14 and 15, the Resource Teachers and Coordinators attended the SETA sponsored Creative Curriculum 5th Edition Training in order to support a pilot implementation of the revised edition in preschool classrooms.

Pre-Service and orientation was held on August 29 and August 30. Additionally, the staff attended six hours of Classroom Assessment Scoring System (CLASS), Center for Social/Emotional Foundation in Early Learning (CSEFEL), annual mandatory training over a two-day period.

Construction Upgrades:

As indicated in the prior report, all Child Development sites were deep cleaned over the summer. In addition to the deep cleaning, there were several sites that had new equipment installed. Washington now has a new playground. Washington, CB Wire, Ethel Phillips, AM Winn and John Still had new flooring installed. Also, new toilets were installed at Clayton B. Wire and Ethel Phillips.

Program Services:

In order to improve the quality of services to pregnant women, SCUSD Early Head Start now is utilizing the EHS Nurse as the primary provider of such services.

San Juan Unified School District

Education Services Update:

New education resources were distributed for teachers designed in part per their feedback from last year surveys; one page reference for the Houghton Mifflin Letter Focus pacing guide; one page reference for Handwriting Without Tears Letter Focus pacing guide (curriculum supplement); Tips and Suggestions for Building Community in the New School Year; and resources for a project based learning study on Clothes which will be presented in all classrooms in last October.

Disabilities Services Update:

The month of August included obtaining new IEPs for incoming students, making file copies and inputting the data into Child Plus. It also included the task of compiling all the IEPs into site sets and making sure the teachers received the IEPs in a timely manner to be reviewed. The year has started with an all-time high number of IEPs in our Head Start classes. The screening center remained open for 3 days a week during the month in order to complete the initial screenings for the students before school began. Parent Orientations and Home Visits began the week of August 27. There has been a lot of dialogue and communication between the LEA's, Special Education Department and the Disabilities Specialist concerning placement, transportation and services. The Staff orientation included a short Disabilities presentation on paperwork and record keeping. The Disabilities Specialist also created a "safety net" system for IEP numbers and types.

Mental Health Services Update:

Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management have been trainings given by the Mental Health Therapist to staff, teachers, and parents. The Mental Health Therapist continues to focus on providing support and referrals for children whose social and emotional functioning is lacking. School-based counseling has begun to be offered for "red flag" students. Also, teachers continue to be given support on implementation of the Operations Guide mental health criteria.

Nutrition Services Update:

Phase One of the new USDA standards for school meals has begun. Some of the new requirements include:

- Increasing the amount of fruits and vegetables
- Increasing the amount of whole grains
- Limiting the amount of meat/meat alternates and grains

These healthy changes will positively impact the preschool meals.

Health Services Update:

Health has continued 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 immunizations, health, and nutrition status of the children. Health has completed its review of the entire set of appropriate Child Plus reports for the PIR. The PIR is complete and finalized. Health attended the *Smiles for Kids* training in order to participate in providing dental services to children who have no dental home or insurance.

Family and Community Partnerships Update:

Preschool programs started the new school year and SCWs attended classroom orientations and accompanied teachers on selected home visits, while starting the goal setting process with all families. The Parent Involvement Lead Teacher began planning for upcoming meetings and new systems and

processes for the new year. Classroom teachers received in-service training on in-kind documentation for Parent Involvement, classroom orientations and home visits to introduce families to classroom activities, curriculum and policies. Lastly, recruiting will begin for new Policy Committee representatives.

Transition Services Update:

August is a huge month for transitions. The registration department has been working at high speed getting families enrolled into the many programs available. The School Readiness classrooms are very busy. The staff has been busy with interviews for open Child Development Assistant positions. The Screening Center is fully staffed and busy screening families so the teachers are ready with results as soon as school began. The annual parent handbook/calendar was distributed to teachers in time for parent orientations. The orientations were held on August 27 and teachers followed up with home visits. This proved to be a great way to build rapport and ease parent concerns. Class will officially begin for students in September.

Program Support/Staff Training Update:

Teachers and Assistant Teachers attended a pre-service training on August 23. The topics covered were *Teachers are Mandated Reporters*, *Universal Precautions*, *In-Kind Hours*, and an overview of the new Staff Calendar, covering curriculum pacing guides and education resources. Assistant Teachers received a training designed from their feedback on Team Building in the Classroom.

Fiscal Update:

August 1, 2012 began the new 2012-13 fiscal year. All final HS/EHS Fiscal Close Out reports for 2011-12 were complete and sent to SETA on August 30, 2012.

Not only in August did the prior year get closed, but also a new year began with teachers and CDA's coming back to their classrooms to begin a new year. A teacher training was held on August 23. Fiscal staff presented the Federal and State policies which pertained to all HS/EHS staff. Topics covered were purchase orders, submitting receipts in a timely manner, and in-kind contribution from parent volunteers.

The fiscal staff is looking forward to a great year in working with the teachers, submitting timely reports to SETA and San Juan USD management and all the while maintaining good fiscal solvency.

Early Head Start:

Teachers at the new General Davie, Jr. Primary Care Center are getting to know the new groups of children and beginning their individual curriculum programs. The Marvin Marshall Infant/Toddler program began the school year on August 20 with a new Lead Teacher for the 0-5 year old children. Gardening was the theme for the Early Head Start programs this month. The site gardens flourished over the summer and the children were immediately able to interact with the plants and see the growth of the vegetables. The classrooms worked together to assemble a garden box in which to plant winter vegetables.

The 12-month Early Head Start program at New San Juan have been actively engaged with water play by using water tables, sprinklers, bubbles, and various water toys. The children have been watering and weeding the large garden, as well as picking blueberries, strawberries, corn, squash, pumpkins, beans, peppers and other vegetables. The children help wash the vegetables and give them to the cook to prepare the produce for the children's meals.



Twin Rivers Unified School District

Events:

The 2012-2013 school year kicked off on August 9 for all preschool students in the Head Start programs. Teachers facilitated parent orientations prior to the start of school and parents were given info about the Head Start philosophy and performance standards, school rules and ways to assist with their child's educational journey.

Oakdale Head Start program held their annual Back to School Night in which parents were delighted with displays of art projects and an opportunity to chat with the new Community Liaison and classroom teaching staff.

Professional Development:

All Head Start teachers participated in a district wide Professional Development Day on August 7 with the focus on Creative Curriculum. The training also included Child Abuse Prevention and a refresher on medical topics. Teachers will also participate in Creative Curriculum workshops every other month at the District Office to share ideas and lesson planning activities related to the curriculum studies. The first workshop is scheduled for September 6, 2012.

Components:

The Nutrition Component Leader began inputting the nutrition information into Childplus during the summer break and inputting continues. The District Nurse and Health Assistant began following up on students with nutrition concerns and processing the special diets through the District's Registered Nurse, Lisa Vorce.

The Health Component Leader began reviewing students' files for medical concerns and started following up on students needing additional documents. Students participated in dental and hearing screenings at Morey and Oakdale in collaboration with our local community partners.

Stephanie McGrath, our new School Social Worker/Counselor, came aboard on August 9. She will be assessing the two new Community Liaisons with the Family Partnership Agreements, providing family resources and information as well as social skills groups. The Social Worker has engaged in classroom observations to support teaching staff with the implementation of behavioral strategies/interventions.

The Speech and Language Pathologist (SLP) has completed majority of the speech screenings at both sites. Students with speech IEPs resumed services at the start of school.

The Education Component Leader has assisted with the introduction and orientation of a new Head Start teacher and a teacher returning to the classroom. Both sites are fully enrolled and wait list have been started.

Policy and Parent Committees:

Recruitment began for the Parent Committee and Policy Committee at both sites. Information sessions facilitated by the Head Start Director were held three times for parents to learn more about the parent groups. The official election for both parent groups will be held the week of September 24 with the first meeting tentatively scheduled for the week of October 1.

Parenting:

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center are starting the week of September 6th. Parents are encouraged to attend the parenting classes and seek additional resources as needed.



Fiscal:

The Budget Analyst provided a budget overview for the ECE Leadership Team on August 30th.

WCIC

Enrollment:

During the month of August 2012, WCIC's Team members continued recruiting and enrolling children for the 2012/2013 School Year. The goal was to accomplish 100% enrollment of one-hundred twenty diverse children ages 3 to 5; mission accomplished!!!

Education:

Education Content Area staff members were busy preparing and organizing classrooms for the 2012-2013 school year, such as: preparing educational paperwork/files, ordering supplies, cleaning toys/fixtures, requesting maintenance support in changing filters throughout the centers, organizing storage areas, etc.

WCIC/Playmate Head Start Program Teachers: Dao Thao, Yong Yang, Masako Waters, and Hue Luc attended the Pre-K CLASS Observation Training on August 6, and 7, 2012 at SETA Head Start Program. Liz Aguilar and Judy Ellis-O'Mealy trained the teachers on CLASS Dimensions: Positive Climate, Negative Climate, Teacher Sensitivity, Regard for Student Perspectives, Behavior Management, Productivity, Instructional Learning Formats, Concept Development, Quality of Feedback and Language Modeling. All teachers will be given a chance to review five videos and must pass with 80% in order to be CLASS Certified.

WCIC/Playmate Head Start Programs Teaching Staff attended the Creative Curriculum Training provided by Susan McDaniel (Seminar Presenter) held at Sacramento Employment Training Agency on August 14 and 15, 2012. The trainer gave an overview of the Learning Objectives, Key Functions of the System, Curriculum Definition, Knowledge –Building Resources, Social-Emotional Intentional Teaching Cards, Study vs. Theme, and Preparing for Implementation in the classroom. The training was very informative. SETA Head Start Program and some Delegates will be implementing the Creative Curriculum Volumes 1-5. Teaching staff received Professional Growth hours for attending.

Management:

Ms. Davis, Executive Director/Head Start requested an on-site Licensing Orientation Training from Community Care Licensing Supervisor, Jennifer Brekke. The request was approved; more information forthcoming next month on the outcome of the September 6, 2012 training.

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.