



GOVERNING BOARD

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County of Sacramento

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City of Sacramento

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City of Sacramento

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, November 1, 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.

AGENDA

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

→ Recognition of Long-term Employees:

- * Diana M. Douglas, WDP Supervisor (20 years)
- * Sharon Adams, CFS Support Services Program Officer (30 years)
- * Francisco Navarro, HS Social Services Specialist (Non-Sup.) (30 years)

II. Consent Items

- | | | |
|----|---|------|
| A. | Minutes of the October 4, 2012 Regular Board Meeting | 1-7 |
| B. | Approval of Claims and Warrants | 8 |
| C. | Approval of Staff Recommendation for the Youth Vendor Services (VS) List (Marianne Sphar) | 9-10 |

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- | | | |
|----|--|----|
| 1. | Approval of Out-of-State Travel to Attend the Playground Construction School Training (Denise Lee) | 11 |
|----|--|----|

- | | | |
|----|---|----|
| 2. | Election of Officers of the Sacramento Employment and Training Agency Governing Board (Kathy Kossick) | 12 |
| 3. | Reappointment of the Public Representative Member to the SETA Governing Board (Kathy Kossick) | 13 |
| 4. | Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident (Roy Kim) | 14 |

B. WORKFORCE DEVELOPMENT DEPARTMENT: No items.

Refugee Services

One Stop Services

Community Services Block Grant

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

- | | | |
|----|---|--------|
| A. | Update on Sacramento Works Support of Next Economy Objective to Create a Robust Network of Business Incubator and Accelerator Services (Robin Purdy) | 15--16 |
| B. | Community Services Block Grant On-Site Monitoring Review Report (Cindy Sherwood-Green) | 17 |
| C. | Fiscal Monitoring Reports (Roy Kim)
➤ Elk Grove Food Bank Services
➤ La Familia Counseling Center
➤ Legal Services of Northern California
➤ Soil Born Farm Urban Agriculture Project
➤ Twin Rivers Unified School District | 18-28 |
| D. | Employer Success Stories and Activity Report (William Walker) | 29-32 |
| E. | Dislocated Worker Update (William Walker) | 33-34 |
| F. | Unemployment Update/Press Release from the Employment Development Department (R. Purdy) | 35-43 |
| G. | Head Start Reports (Denise Lee)
✓ Fiscal Report (Roger Bartlett)
✓ Policy Council Minutes
✓ Program Report | 44-60 |

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, OCTOBER 25, 2012

ITEM II-A - CONSENT

MINUTES OF THE OCTOBER 4, 2012 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 4, 2012 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, October 4, 2012
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:04 a.m.

Members Present:

Sophia Scherman, Chair, SETA Governing Board; Public Representative
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:

Jay Schenirer, Councilmember, City of Sacramento

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

The consent items were reviewed; no questions or corrections.

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

- A. Approve the September 7, 2012 minutes
- B. Approve the claims and warrants for the period 8/30/12 through 9/26/12.
- C. Appoint Mr. Matt Perry to the Sacramento Works Youth Council.
- D. 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.
- E. Approve the addition of Wind Youth Services to the Youth VS List.
Voice vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA: None.

B. WORKFORCE DEVELOPMENT DEPARTMENT

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

Ms. Michelle O’Camb reviewed this item. The Office of Refugee Resettlement has not indicated when the final allocation will be received. Staff is anticipating an 11% overall decrease in funding. The decrease in funds is due to a decrease in the numbers of refugees relocated to Sacramento and an ORR policy which allows a dual allocation of RESS funds to San Diego County, reducing the funding available to other impacted California Counties.

Ms. Scherman expressed concern that there is no confidence in when the funds will be available. Ms. O’Camb stated that it is very much a concern of staff. This could have a devastating impact on community based organizations and overall service delivery.

As a result of ORR’s decision to fund TA, TAD, and ORDG incrementally, staff is recommending funding 52% of the TA, TAD, and ORDG allocations to program providers to cover seven months, and 42% for the remaining five months of the program year contingent upon the receipt of funds from ORR.

Mr. Nottoli arrived at 10:13 a.m.

Ms. O’Camb reviewed the staff funding recommendations. The funding decreases will eliminate funding for Social Adjustment and Cultural Orientation, and will significantly decrease the older refugee discretionary program allocations. This is not a result of poor performance on behalf of the program operators.

Mr. Nottoli asked that a clear and logical explanation be given as to why there appears to be a disproportionate amount of funding allocated to San Diego. The Board supported staff drafting a letter from the Board outlining concerns with the methodology used in allocating RESS funds to California and requesting information from the State and ORR.

Staff is seeking approval to a corrected stipulation #2 for funding TA, TAD, and ORDG providers from October 1, 2012 through April 30, 2013 for the first

increment of funding. The second increment of funding will cover May 1, through September 30, 2013

Speaker before the board: Ms. Laura Leonelli, South East Asian Assistance Center.

Mr. Nottoli asked that part of the action include reaching out to state representative and county lobbyist to push for answers on RESS funding allocations for refugees and asylees in Sacramento. It is important to fight for every penny that comes our way to assist refugees.

Moved/Nottoli, second/Yee, to 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 April 30, 2013. The second increment will be allocated contingent upon receipt of funds from ORR and will cover program services from May 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.
7. In addition, staff is asked to contact the state representative and the county lobbyist to push for answers to insure the funding for the refugees and asylees in Sacramento is appropriate.

Voice Vote: Unanimous approval.

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

Ms. O’Camb reported that this item 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.

Moved/Yee, second/Pannell, to 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. In addition, 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.
Voice Vote: Unanimous approval.

Community Services Block Grant: None.

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

- A. 2014-2018 WIA Five-Year Strategic Plan: Ms. Kossick reported that staff is beginning the planning process for the next five year strategic plan. A public hearing is scheduled October 24. Staff will present the plan to the board before April.
- B. Fiscal Monitoring Reports: No questions or comments.
- C. Employer Success Stories and Activity Report: No questions.
- D. Dislocated Worker Update: Mr. William Walker reported that Comcast is closing their call center in Natomas which will affect 476 employees. These dislocated employees do have marketable skills but the concern is that they make \$14-\$16 per hour which is more than other companies. There are some people that will be offered relocation. Two job fairs will be held for Comcast employees.

Campbell’s Soup also notified SETA that they will be closing their South Sacramento facility. Although an official WARN notice has not been received, Campbell’s will be dislocating between 700-800 employees. Many of the jobs are specific to the industry. SETA staff have done some assessment at the Campbell’s Soup facility and many of the employees have very low literacy skills. SETA management has been working with Campbell’s Soup to ease the burden

of the dislocated employees. The State of California is committed to assisting the dislocated employees to transition to new jobs.

Mr. Yee reported that the County Executive and Supervisors Yee and Nottoli met with Campbell's Soup to ask why they are shutting down their plant. Their reply was that demand for soup has gone down and that the Sacramento plant had the highest cost per unit. It was a very good meeting.

- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Head Start Reports: Ms. Denise Lee reported that the Whispering Pines closure has been completed. Most of the supplies and materials were distributed to other centers. There were seven families eligible to return; some families went to Hopkins and three went to Nedra Court.

V. Reports to the Board

- A. Chair: The Giant Pumpkin Festival will be held in Elk Grove.
- B. Executive Director: Ms. Kossick reported that SETA is working with EDD for the Honor a Hero, Hire a Vet event at the McClellan Convention Center.

In April/May of 2012, the Agency began a wellness program with Kaiser. Dr. Ernie Bodai will be coming to SETA to talk about breast cancer awareness month this evening; all board members were welcomed to attend.

All staff were invited to participate in a fitness activity for 8 weeks and 40% of staff signed up forming 27 teams. The average minutes of activity per person was 2,400 minutes. Prizes were provided to the top three teams. Ms. Kossick expressed her appreciation for the partnership with Kaiser. The prizes were provided by Kaiser, i.e., water bottles or healthy snacks. Ms. Scherman suggested having the top three groups be taken to lunch.

The Agency has applied and received a \$20,000 grant from PG & E for outreach and education for veterans. This will be part of the VEAP grant that SETA already has from EDD.

- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. CLOSED SESSION:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(subdivision (a) of Section 54956.9)

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

The board adjourned into closed session at 11:03 a.m. Mr. Thatch reported out of closed session at 11:15 a.m. that there was no report out of closed session.

VII. Adjournment: The meeting was adjourned at 11:15 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/27/12 through 10/24/12, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 9/27/12 through 10/24/12.

STAFF PRESENTER: Roy Kim

ITEM II-C - 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: Soil Born Farms
Location: P O Box 661175, Sacramento, CA 95670

Applicants' Background:

Soil Born Farms began as a for-profit farm in 2000 with a vision and dedication to improve the quality of life in their community by reconnecting urban dwellers with healthy food and to educate them about how it is grown. In 2004 the co-founders transformed the farm into a non-profit 501(c)(3) organization. With the help of talented staff and apprentices, foundation grants, grassroots support, dedicated volunteers and encouragement from community partners, it has evolved into a nationally recognized center for the promotion of urban agriculture, sustainable food systems and healthy food education.

Located within the American River Parkway on the 55-acre historic American River Ranch, their programs engage both youth and adults in hands-on activities that educate and connect them with the natural world, healthy food, healthy eating, job and life skills, hard work, and service opportunities.

As an approved Vendor, Soil Born Farms will provide Leadership Development Opportunities and Career Exploration for youth with orientation and training in all aspects of the farm's work. The hands-on training and engagement in community service, service learning and leadership development activities will develop tangible vocational skills and universal soft skills that will facilitate the growth of competent individuals interested in working to better themselves and their communities. Service Learning/Leadership development activities will include engagement in community and school gardens, gleaning projects, food access and distribution.

Based on interest and natural proclivity, Youth will also be given guidance on how to identify and research emerging and existing occupations and education/training opportunities to enable them to make informed choices about their future work lives.

Activity	Workshop Rate
Leadership Development Opportunities	Min/Max Workshop size: 5 to 20 customers \$42.00 per hour per workshop
Career Exploration	Min/Max Workshop size: 5 to 20 customers \$42.00 per hour per workshop

ITEM III-A - 1 - ACTION

APPROVAL OF OUT-OF-STATE TRAVEL TO ATTEND THE
PLAYGROUND CONSTRUCTION SCHOOL TRAINING

BACKGROUND:

Head Start/Early Head Start routinely purchases, contracts and installs playground surfacing and equipment at the early learning centers. While certification is not required within the agency, knowledge and skills to work with contractors and installers is highly desirable. The International Playground Contractors Association will host a three-day training which will result in a three-year certification for playground construction/ installation. The Children and Family Services department proposes to send one staff member (the Facilities Coordinator) to the training.

The certification training program will include the following:

- Elements of playground site design
- Pre-construction procedures
- Job site safety
- Pre-manufactured equipment
- Installation techniques and manuals
- Job tools/materials
- Playground surfacing
- Standards and guidelines for playground equipment

The training will be held on November 14-16, 2012 in Las Vegas, Nevada. Anticipated costs are approximately \$1,200.

RECOMMENDATION:

Approve out of state travel to the International Playground Contractors Association – Playground Construction School in Las Vegas, Nevada on November 14-16, 2012.

STAFF PRESENTER: Denise Lee

ITEM III-A - 2 – ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT
AND TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 2, 2012.

STAFF PRESENTER: Kathy Kossick

ITEM III-A - 3 - ACTION

REAPPOINTMENT OF THE PUBLIC REPRESENTATIVE MEMBER TO THE SETA
GOVERNING BOARD

BACKGROUND:

Under the provisions of the Joint Exercise of Powers Agreement forming SETA, the Sacramento City Council and the Board of Supervisors jointly appoint the public representative of the Governing Board in November of even-numbered years. In the past, an individual has been selected by the members of the SETA Governing Board who have then sought confirmation of the appointment from the City Council and Board of Supervisors.

Ms. Sophia Scherman was selected through this process in January, 1999 to serve the two-year term that expired in November, 2000. Her term was extended to November, 2002, to November 2004, to November 2006, to November 2008, and November 2010, to November 2012. Ms. Scherman has indicated a willingness and desire to continue serving on the SETA Governing Board. A letter to the City Council and Board of Supervisors recommending this reappointment will be forwarded under separate cover.

RECOMMENDATION:

Approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2014 and forward this nomination for approval to the City Council and Board of Supervisors.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 4 - ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL LIABILITY,
VEHICLE LIABILITY, UMBRELLA, ERRORS AND OMISSIONS AND STUDENT
ACCIDENT

BACKGROUND:

The Agency's insurance policies for general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions expire December 1, 2012.

SETA's broker, Arthur J. Gallagher, is currently exploring various markets to secure the necessary coverage and will present an oral report at the meeting.

If final quotes are not available at the November 1 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

STAFF PRESENTER: Roy Kim

ITEM IV-A - INFORMATION

UPDATE ON SACRAMENTO WORKS SUPPORT OF NEXT ECONOMY OBJECTIVE TO CREATE A ROBUST NETWORK OF BUSINESS INCUBATOR AND ACCELERATOR SERVICES

BACKGROUND:

In July, 2012 the full Sacramento Works, Inc. board requested that the Planning/Oversight Committee provide specific information on services provided by existing small business assistance and development programs, a definition of “business accelerator” services, and specific recommendations for the use of board initiative funds to support the next economy capital region prosperity plan.

In order to accomplish this task, the Planning/Oversight Committee invited representatives of three organizations in the region that provide support to entrepreneurs and small businesses to the September 19 meeting to define “business accelerator services” and discuss the relationship between business accelerators and workforce development:

Meg Arnold, Sacramento Regional Technology Alliance
Panda Morgan, Northeastern California SBDC - Greater Sacramento
Laree LaRose, Sacramento Works Business Information Centers.

Meg, Panda and Laree defined business accelerators as an organization/coalition which

1. Accelerates the growth path of businesses at all stages of development to:
 - Assist businesses to grow quicker
 - Avoid/minimize common errors
 - Connect to resources
 - Solve common problems
2. Supports building and promoting a sector community
3. Builds, celebrates, and publicizes emerging businesses/clusters
4. Provides learning and/or educational opportunities for employees and managers
 - Mentors
 - Consultants
5. Providers of facilities
 - Incubators
 - Facilities
 - Specialized space (labs, clean rooms, etc.)
6. Provides access to capital

STAFF PRESENTER: Robin Purdy

ITEM IV-A – INFORMATION (continued)

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On November 8 and December 6, 21012, the SARTA, North Eastern California Small Business Development Center (SBDC), and Sacramento Works Business Information Center staff are convening small business practitioners and organizations who provide existing small business assistance/ accelerator services to:

1. Reach an understanding of the current landscape of small business assistance and accelerator programs-- what programs and services exist now, who they serve, how they all related to each other.
2. Identify gaps that currently exist -- services that are not available, or are not all that they could be.
3. Create an action plan not just for our own organizations but for the region, by prioritizing the service gaps that are identified.
4. Develop a consistent communication plan and process about the full range of offerings in the region, so that the message from all organizations is similar, and comprehensible by the companies and entrepreneurs we want to support.

The following organizations have committed to attending the convening:

- ❖ Sacramento Regional Technology Alliance (SARTA)
- ❖ North Eastern Small Business Development Center (SBDC)
- ❖ UC Davis Child Family Institute for Innovation and Entrepreneurship
- ❖ Sacramento State Center for Entrepreneurship
- ❖ Sac Entrepreneurship Academy
- ❖ Entrepreneurs' Organization
- ❖ Technikon
- ❖ SCORE
- ❖ SMUD - Supplier Diversity
- ❖ Urban Hive
- ❖ The Hacker Lab
- ❖ Capsity
- ❖ California Capital
- ❖ Opening Doors
- ❖ Small Business Administration (SBA)
- ❖ Sacramento Employment and Training Agency (SETA)

The goal of the meeting is that by January 19, 2013:

1. Existing resources for entrepreneurs and small businesses will be identified and a landscape of resources that currently exist will be published.
2. Gaps in business incubator and accelerator services will be identified, prioritized and validated.
3. Specific recommendations for action will be developed and become part of the Next Economy Action Plan.

ITEM IV-B - INFORMATION

COMMUNITY SERVICES AND DEVELOPMENT MONITORING REPORT

BACKGROUND:

Attached under separate cover is a monitoring report from the State Department of Community Services and Development for monitoring conducted in September 5-7, 2012, which covers the Community Services Block Grant (CSBG) funds. There are no findings or recommendations for corrective action in this report.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-C - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Marie Jachino **DATE:** October 17, 2012

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Elk Grove Food Bank Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
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CSBG	SN	\$ 20,000	1/1/12-12/31/12	1/1/12-7/31/12
Monitoring Purpose: Initial <input checked="" type="checkbox"/> Follow-Up <input type="checkbox"/> Special <input type="checkbox"/> Final <input type="checkbox"/>				

Date of review: August 24, 2012; follow-up Oct. 15, 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	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Elk Grove Food Bank Services

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Rachel Rios **DATE:** October 1, 2012

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US	\$ 71,500	7/1/11-6/30/12	7/1/11-6/15/12
WIA	OOS	\$ 293,940	7/1/11-6/30/12	7/1/11-6/15/12
WIA	OSS/Adult	\$ 249,870	7/1/11-6/30/12	7/1/11-6/15/12
WIA	OSS/DW	\$ 100,290	7/1/11-6/30/12	7/1/11-6/15/12
WIA	OJT/Adult	\$ 183,887	7/1/11-6/30/12	7/1/11-6/15/12
WIA	OJT/CW	\$ 227,502	7/1/11-6/30/12	7/1/11-6/15/12
NEG	OJT	\$ 77,029	10/6/11-6/30/12	10/6/11-6/15/12

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: May 15-17, 2012 and follow-up Sept 5, 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	X			
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Memorandum
 Fiscal Monitoring Findings

Program Operator: La Familia Counseling Center

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Julie Aguilar-Rogado **DATE:** October 17, 2012
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Legal Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 20,000	1/1/11-12/31/11	1/1/11-12/31/11
CSBG	Safety Net	\$ 20,000	1/1/12-12/31/12	1/1/12-8/27/12

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: August 27 & 28, 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		N/A		
9	Indirect Cost Allocation		N/A		
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records		N/A		

Program Operator: Legal Services of Northern California

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Shawn Harrison **DATE: October 2, 2012**
FROM: D’et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Soil Born Farm Urban Agriculture Project

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	In-School Youth	\$132,000	7/1/11-6/30/12	10/1/11-6/30/12

Monitoring Purpose: **Initial** **Follow-up** **Special** **Final** **X**
Date of review: 9/10/12

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

Program Operator: Soil Born Farm Urban Agriculture Project

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2011 to June 30, 2012 for the In-School Youth program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Dr. Sara Haycox **DATE:** September 11, 2012
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA, Quality	\$ 1,144,591	8/01/11-07/31/12	8/01/11-7/31/12
Head Start	T & TA	7,500	8/01/11-07/31/12	8/01/11-7/31/12
Head Start	Supplemental	174,263	9/30/11-07/31/12	9/30/11-7/31/12

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Dates of review: 9/18-20/12

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

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-D – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Career Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted. This report covers the period July 1, 2012 – October 19, 2012.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employer Activity Report

July 1 - October 19, 2012

EMPLOYER	JOBS	NO OF POSITIONS
ACS Roofing Company	Roofing Installer	2
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
AMERIGAS	Customer Service Agent	32
Americans Helping America	Computer Technician	4
AppleOne Employment Services	Customer Service Representative (CSR)	10
Atlas Disposal Industries	Diesel Mechanic	1
Atrium of Carmichael	Housekeeping Worker	3
Berger Steel Corporation	Welders	5
Butler's Environmental Cleaning Services	Truck Wash Technician	5
Cal Electro, Inc.	Electrical Lineman	1
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	Delivery Route Drivers	5
	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
J C Penney Portrait Studio	Studio Team Member	10

Employer Activity Report

July 1 - October 19, 2012

L-3 Narda Microwave-West	Top Level Assemblers	3
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
	Confidential Administrative Assistant III	1
	Custodian (2 Positions)	1
	Financial Aid Supervisor	1
	Head Custodian	1
	Heating/Ventilation/Air Conditioning (HVAC)/Plumbing Supervisor	1
	Payroll Supervisor	1
	Psychology Adjunct Assistant Professor Pool (Biological Psychology Class)	1
	Recruitment Training Officer (RTO) - SRPSTC - Basic Law Enforcement Academy (Temporary)	1
	Senior Buyer/Contract Specialist	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
Microform Precision	Account Manager	1
	Painter	1
	Shipping Clerk	1
	Shipping Team Leader	1
	Utility Worker	1
	Welder	1
Mojo Distribution	Shipping Receiving Clerk	1
Netbuilds	Lead Construction Working Superintendent	1
Pacific Coast Producers	PLC Technician	1
Pacific Gas and Electric Company	Utility Worker	30
Paramount Petroleum Corporation	Terminal Operator	1
Pride Staff	Production and Manufacturing Technician	50

Employer Activity Report

July 1 - October 19, 2012

Sacramento Loaves & Fishes	Accountant/Bookkeeper	1
Sacramento Public Library	General Service Worker / Driver	1
	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
	Administrative Assistant	1
	Class A Route Driver	1
	Class B Driver	1
	Class B Route Driver - Berkeley	1
	Information Technology	1
	IT Software Support	1
	Jr. Financial Analyst	1
	Order Selector	6
	Pricing Analyst	1
	Receptionist	1
	Vehicle Washer	1
Warehouse Markets	Cashier	100
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
Zaharis Landscaping	Laborer - Landscaping and Groundskeeping	2
TOTAL		603

ITEM IV-E- INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2012/2013

The following is an update of information as of October 22, 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	Packets Delivered
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	400	10-29-12 11-16-12
Official	9/27/2012	Campbell Soup 6200 Franklin Boulevard, Sacramento, CA 95824	7/1/2013	700	Pending
Unofficial	10/1/2012	RockTenn 4800 Florin Perkins Rd Sacramento, CA 95826	10/5/2012	4	10/8/2012
			Total # of Affected Workers	2,082	

ITEM IV-F– INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of September was 9.7%.

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

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**

Government led month-over job gains

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 9.7 percent in September 2012, down from a revised 10.3 percent in August 2012, and below the year-ago estimate of 11.5 percent. This compares with an unadjusted unemployment rate of 9.7 percent for California and 7.6 percent for the nation during the same period. The unemployment rate was 9.0 percent in El Dorado County, 8.8 percent in Placer County, 10.2 percent in Sacramento County, and 9.0 percent in Yolo County.

Between August 2012 and September 2012, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 2,400 to total 825,500 jobs.

- Government increased by 3,100 jobs. Local government (up 3,200 jobs) offset a loss in federal government (down 100 jobs) to account for the increase. State government was unchanged over the month.
- Education and health services added 1,600 jobs. Health care and social assistance (up 900 jobs) and education services (up 700 jobs) accounted for the gain.
- Financial activities, manufacturing, and total farm each gained 400 jobs.
- On the downside, leisure and hospitality declined by 1,900 jobs. Accommodation and food services (down 1,200 jobs) and arts, entertainment, and recreation (down 700 jobs) accounted for the decrease.

Between September 2011 and September 2012, the total number of jobs located in the region increased by 17,200 or 2.13 percent.

- Trade, transportation, and utilities increased by 4,500 jobs. Retail trade (up 3,900 jobs) accounted for the bulk of the growth. Transportation, warehousing, and utilities (up 400 jobs) and wholesale trade (up 200 jobs) accounted for the balance.
- Professional and business services added 4,200 jobs. Administrative and support and waste management and remediation services (up 4,600 jobs) offset a loss in professional, scientific, and technical services (down 400 jobs). Management of companies and enterprises was unchanged over the year.
- Construction (up 3,400 jobs) and education and health services (up 3,300 jobs) each experienced sizable gains.
- On the downside, government declined by 900 jobs. State government (down 1,200 jobs) and federal government (down 500 jobs) offset a gain in local government (up 800 jobs).

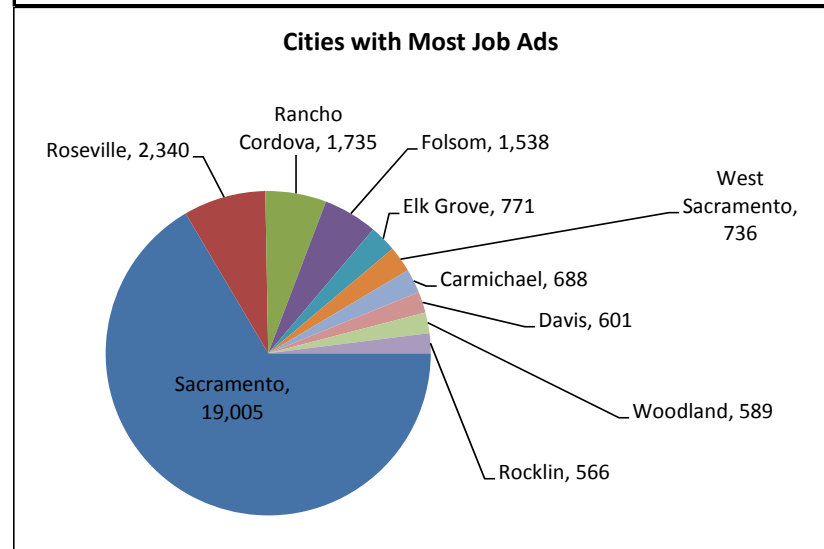
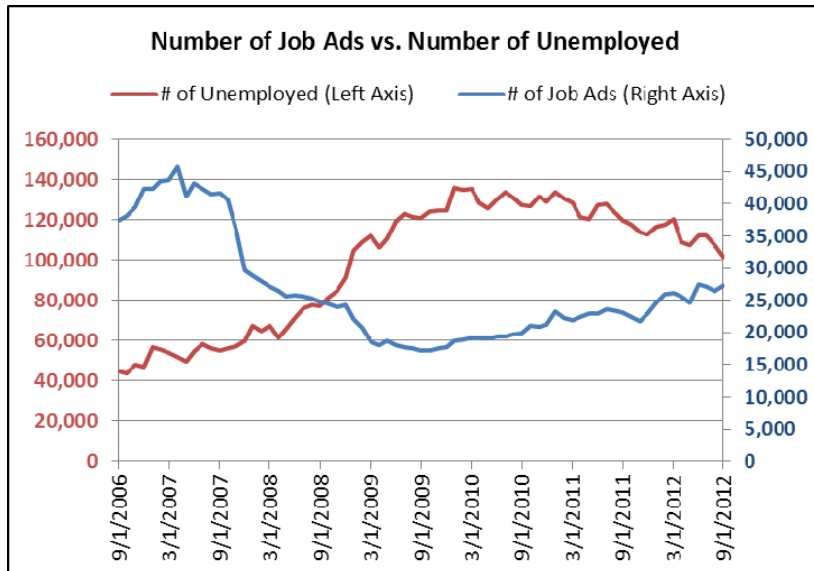
REPORT 400 C
Monthly Labor Force Data for Counties
September 2012 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,374,400	16,599,700	1,774,600	9.7%
ALAMEDA	15	772,400	705,900	66,600	8.6%
ALPINE	49	420	370	60	13.4%
AMADOR	31	16,570	14,740	1,830	11.0%
BUTTE	33	99,600	88,400	11,100	11.2%
CALAVERAS	38	19,500	17,180	2,320	11.9%
COLUSA	53	12,240	10,530	1,710	14.0%
CONTRA COSTA	11	530,600	486,000	44,600	8.4%
DEL NORTE	38	11,550	10,180	1,380	11.9%
EL DORADO	21	90,500	82,400	8,100	9.0%
FRESNO	47	447,700	389,100	58,600	13.1%
GLENN	43	12,740	11,160	1,570	12.4%
HUMBOLDT	23	60,000	54,400	5,500	9.3%
IMPERIAL	58	76,000	54,300	21,700	28.5%
INYO	13	9,200	8,420	780	8.5%
KERN	40	383,900	337,900	46,000	12.0%
KINGS	46	62,100	54,200	8,000	12.8%
LAKE	49	25,500	22,080	3,420	13.4%
LASSEN	33	12,740	11,320	1,430	11.2%
LOS ANGELES	28	4,807,000	4,317,900	489,000	10.2%
MADERA	35	67,500	59,600	7,900	11.6%
MARIN	1	139,000	130,900	8,100	5.8%
MARIPOSA	10	10,380	9,510	870	8.3%
MENDOCINO	17	41,780	38,100	3,680	8.8%
MERCED	56	109,100	93,200	15,800	14.5%
MODOC	37	3,720	3,290	440	11.8%
MONO	25	8,470	7,650	820	9.7%
MONTEREY	15	233,400	213,400	20,000	8.6%
NAPA	3	77,800	72,400	5,400	6.9%
NEVADA	13	50,420	46,140	4,280	8.5%
ORANGE	5	1,614,500	1,499,500	115,000	7.1%
PLACER	17	175,700	160,300	15,400	8.8%
PLUMAS	42	9,320	8,200	1,120	12.1%
RIVERSIDE	40	937,400	825,100	112,300	12.0%
SACRAMENTO	28	679,000	609,800	69,100	10.2%
SAN BENITO	25	25,600	23,200	2,500	9.7%
SAN BERNARDINO	32	855,700	760,500	95,200	11.1%
SAN DIEGO	11	1,598,200	1,463,300	134,800	8.4%
SAN FRANCISCO	3	474,000	441,400	32,600	6.9%
SAN JOAQUIN	49	301,400	260,900	40,500	13.4%
SAN LUIS OBISPO	7	141,400	130,900	10,500	7.4%
SAN MATEO	2	390,500	365,700	24,800	6.4%
SANTA BARBARA	5	227,300	211,100	16,200	7.1%
SANTA CLARA	9	914,600	842,000	72,600	7.9%
SANTA CRUZ	17	153,200	139,700	13,500	8.8%
SHASTA	35	83,600	73,900	9,700	11.6%
SIERRA	27	1,770	1,590	180	9.9%
SISKIYOU	44	19,580	17,130	2,450	12.5%
SOLANO	23	216,900	196,700	20,200	9.3%
SONOMA	8	264,300	244,200	20,100	7.6%
STANISLAUS	52	235,700	204,000	31,800	13.5%
SUTTER	53	41,800	35,900	5,800	14.0%
TEHAMA	44	24,820	21,710	3,110	12.5%
TRINITY	47	4,890	4,240	640	13.1%
TULARE	55	207,400	178,200	29,200	14.1%
TUOLUMNE	30	25,400	22,690	2,700	10.6%
VENTURA	17	434,000	395,900	38,100	8.8%
YOLO	21	96,600	87,900	8,700	9.0%
YUBA	57	28,000	23,400	4,500	16.3%

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 September 2012



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

Data Not Seasonally Adjusted

	Sep 11	Jul 12	Aug 12 Revised	Sep 12 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,037,900	1,050,500	1,044,000	1,041,900	-0.2%	0.4%
Civilian Employment	918,300	938,400	936,800	940,500	0.4%	2.4%
Civilian Unemployment	119,600	112,100	107,200	101,400	-5.4%	-15.2%
Civilian Unemployment Rate (CA Unemployment Rate)	11.5%	10.7%	10.3%	9.7%		
(U.S. Unemployment Rate)	8.8%	8.6%	8.2%	7.6%		

Total, All Industries (2)	808,300	822,800	823,100	825,500	0.3%	2.1%
Total Farm	9,600	9,400	9,800	10,200	4.1%	6.3%
Total Nonfarm	798,700	813,400	813,300	815,300	0.2%	2.1%
Total Private	578,500	592,700	597,100	596,000	-0.2%	3.0%
Goods Producing	72,100	73,300	76,300	76,100	-0.3%	5.5%
Mining and Logging	400	400	400	400	0.0%	0.0%
Construction	38,400	40,700	42,400	41,800	-1.4%	8.9%
Construction of Buildings	10,200	10,600	10,700	10,700	0.0%	4.9%
Specialty Trade Contractors	23,900	26,200	27,300	26,000	-4.8%	8.8%
Building Foundation & Exterior Contractors	5,300	6,700	6,800	6,700	-1.5%	26.4%
Building Equipment Contractors	9,700	9,500	9,800	9,600	-2.0%	-1.0%
Building Finishing Contractors	5,200	6,300	6,400	6,300	-1.6%	21.2%
Manufacturing	33,300	32,200	33,500	33,900	1.2%	1.8%
Durable Goods	22,200	21,800	22,500	22,700	0.9%	2.3%
Computer & Electronic Product Manufacturing	7,500	7,300	7,500	7,500	0.0%	0.0%
Nondurable Goods	11,100	10,400	11,000	11,200	1.8%	0.9%
Food Manufacturing	4,900	4,300	5,000	5,100	2.0%	4.1%
Service Providing	726,600	740,100	737,000	739,200	0.3%	1.7%
Private Service Producing	506,400	519,400	520,800	519,900	-0.2%	2.7%
Trade, Transportation & Utilities	131,200	134,400	136,000	135,700	-0.2%	3.4%
Wholesale Trade	23,000	23,200	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	8,900	1.1%	0.0%
Retail Trade	87,800	90,800	92,000	91,700	-0.3%	4.4%
Motor Vehicle & Parts Dealer	11,000	11,200	11,200	11,200	0.0%	1.8%
Building Material & Garden Equipment Stores	7,200	7,000	7,000	7,100	1.4%	-1.4%
Grocery Stores	16,600	16,800	16,900	17,000	0.6%	2.4%
Health & Personal Care Stores	5,400	5,500	5,600	5,600	0.0%	3.7%
Clothing & Clothing Accessories Stores	7,000	7,100	7,200	7,000	-2.8%	0.0%
Sporting Goods, Hobby, Book & Music Stores	4,200	4,200	4,300	4,300	0.0%	2.4%
General Merchandise Stores	19,200	19,200	19,100	19,200	0.5%	0.0%
Transportation, Warehousing & Utilities	20,400	20,400	20,800	20,800	0.0%	2.0%
Information	16,700	16,500	16,400	16,500	0.6%	-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	8,900	1.1%	-1.1%
Financial Activities	47,000	47,700	47,900	48,300	0.8%	2.8%
Finance & Insurance	35,100	35,800	36,000	36,300	0.8%	3.4%
Credit Intermediation & Related Activities	12,600	12,100	12,200	12,300	0.8%	-2.4%
Depository Credit Intermediation	7,800	7,400	7,400	7,400	0.0%	-5.1%
Nondepository Credit Intermediation	2,500	2,600	2,900	2,900	0.0%	16.0%
Insurance Carriers & Related	18,400	18,500	18,600	18,900	1.6%	2.7%
Real Estate & Rental & Leasing	11,900	11,900	11,900	12,000	0.8%	0.8%
Real Estate	9,100	9,000	9,000	9,100	1.1%	0.0%
Professional & Business Services	101,700	105,800	106,300	105,900	-0.4%	4.1%
Professional, Scientific & Technical Services	50,700	51,000	50,700	50,300	-0.8%	-0.8%
Architectural, Engineering & Related Services	8,600	8,600	8,600	8,600	0.0%	0.0%
Management of Companies & Enterprises	9,800	9,700	9,700	9,800	1.0%	0.0%
Administrative & Support & Waste Services	41,200	45,100	45,900	45,800	-0.2%	11.2%
Administrative & Support Services	39,000	43,000	43,900	43,600	-0.7%	11.8%
Employment Services	14,600	14,700	14,800	14,900	0.7%	2.1%

Data Not Seasonally Adjusted

	Sep 11	Jul 12	Aug 12 Revised	Sep 12 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	10,300	10,600	10,500	10,400	-1.0%	1.0%
Educational & Health Services	102,700	104,300	104,400	106,000	1.5%	3.2%
Education Services	12,500	12,000	11,900	12,600	5.9%	0.8%
Health Care & Social Assistance	90,200	92,300	92,500	93,400	1.0%	3.5%
Ambulatory Health Care Services	38,400	39,700	39,900	40,200	0.8%	4.7%
Hospitals	23,000	23,300	23,300	23,500	0.9%	2.2%
Nursing & Residential Care Facilities	14,500	14,600	14,600	14,700	0.7%	1.4%
Leisure & Hospitality	78,700	82,300	81,300	79,400	-2.3%	0.9%
Arts, Entertainment & Recreation	11,700	12,400	12,300	11,600	-5.7%	-0.9%
Accommodation & Food Services	67,000	69,900	69,000	67,800	-1.7%	1.2%
Accommodation	7,700	8,200	8,200	7,900	-3.7%	2.6%
Food Services & Drinking Places	59,300	61,700	60,800	59,900	-1.5%	1.0%
Full-Service Restaurants	27,100	27,200	27,200	26,900	-1.1%	-0.7%
Limited-Service Eating Places	29,000	28,700	28,700	28,400	-1.0%	-2.1%
Other Services	28,400	28,400	28,500	28,100	-1.4%	-1.1%
Repair & Maintenance	7,700	7,700	7,700	7,600	-1.3%	-1.3%
Government	220,200	220,700	216,200	219,300	1.4%	-0.4%
Federal Government	14,100	13,800	13,700	13,600	-0.7%	-3.5%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	206,100	206,900	202,500	205,700	1.6%	-0.2%
State Government	106,100	106,500	104,900	104,900	0.0%	-1.1%
State Government Education	25,100	25,800	24,900	25,200	1.2%	0.4%
State Government Excluding Education	81,000	80,700	80,000	79,700	-0.4%	-1.6%
Local Government	100,000	100,400	97,600	100,800	3.3%	0.8%
Local Government Education	57,100	57,500	54,700	58,800	7.5%	3.0%
County	18,200	17,600	17,600	17,500	-0.6%	-3.8%
City	9,900	10,000	10,100	9,500	-5.9%	-4.0%
Special Districts plus Indian Tribes	14,800	15,300	15,200	15,000	-1.3%	1.4%

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.

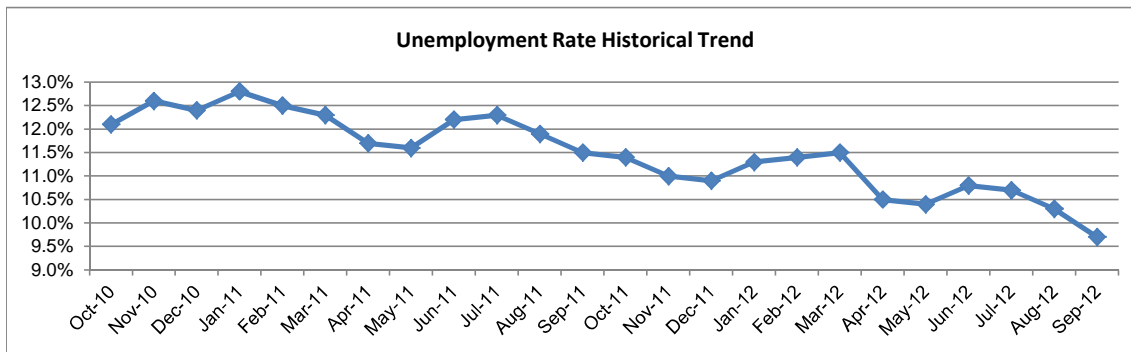
These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Justin Wehner 916/227-0298 or Diane Patterson 916/865-2453

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 9.7 percent in September 2012, down from a revised 10.3 percent in August 2012, and below the year-ago estimate of 11.5 percent. This compares with an unadjusted unemployment rate of 9.7 percent for California and 7.6 percent for the nation during the same period. The unemployment rate was 9.0 percent in El Dorado County, 8.8 percent in Placer County, 10.2 percent in Sacramento County, and 9.0 percent in Yolo County.



Industry	Aug-2012	Sep-2012	Change		Sep-2011	Sep-2012	Change
	Revised	Prelim				Prelim	
Total, All Industries	823,100	825,500	2,400		808,300	825,500	17,200
Total Farm	9,800	10,200	400		9,600	10,200	600
Total Nonfarm	813,300	815,300	2,000		798,700	815,300	16,600
Mining and Logging	400	400	0		400	400	0
Construction	42,400	41,800	(600)		38,400	41,800	3,400
Manufacturing	33,500	33,900	400		33,300	33,900	600
Trade, Transportation & Utilities	136,000	135,700	(300)		131,200	135,700	4,500
Information	16,400	16,500	100		16,700	16,500	(200)
Financial Activities	47,900	48,300	400		47,000	48,300	1,300
Professional & Business Services	106,300	105,900	(400)		101,700	105,900	4,200
Educational & Health Services	104,400	106,000	1,600		102,700	106,000	3,300
Leisure & Hospitality	81,300	79,400	(1,900)		78,700	79,400	700
Other Services	28,500	28,100	(400)		28,400	28,100	(300)
Government	216,200	219,300	3,100		220,200	219,300	(900)

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)
 September 2012 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	679,000	609,800	69,100	10.2%	1.000000	1.000000
Arden Arcade CDP	56,500	50,800	5,700	10.1%	0.083249	0.082638
Carmichael CDP	29,300	27,000	2,300	7.9%	0.044196	0.033389
Citrus Heights city	50,500	46,900	3,600	7.1%	0.076838	0.052031
Elk Grove CDP	35,200	32,300	2,900	8.2%	0.052995	0.042014
Fair Oaks CDP	17,200	16,300	900	5.5%	0.026690	0.013634
Florin CDP	12,600	10,600	2,000	16.0%	0.017414	0.029215
Folsom city	27,200	25,900	1,300	4.6%	0.042525	0.018086
Foothill Farms CDP	9,700	8,300	1,300	13.9%	0.013648	0.019477
Galt city	10,800	9,000	1,800	16.6%	0.014787	0.025876
Gold River CDP	4,900	4,800	100	2.0%	0.007807	0.001391
Isleton city	400	400	100	13.6%	0.000606	0.000835
La Riviera CDP	7,000	6,600	400	6.1%	0.010764	0.006121
Laguna CDP	20,500	19,400	1,100	5.5%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	4,900	400	7.2%	0.008082	0.005565
North Highlands CDP	22,400	18,900	3,600	15.9%	0.030952	0.051475
Orangevale CDP	15,900	14,800	1,100	6.9%	0.024229	0.015860
Parkway South Sacramento CD	15,900	13,100	2,800	17.9%	0.021400	0.041180
Rancho Cordova City	30,800	27,200	3,600	11.7%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	3.4%	0.003619	0.001113
Rio Linda CDP	5,800	4,800	900	16.0%	0.007917	0.013356
Rosemont CDP	13,900	12,700	1,200	8.6%	0.020867	0.017251
Sacramento city	215,200	189,500	25,700	11.9%	0.310678	0.371731
Vineyard CDP	5,900	5,600	300	5.2%	0.009185	0.004452
Walnut Grove CDP	500	300	100	24.9%	0.000569	0.001669
Wilton CDP	2,800	2,600	200	6.9%	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, August 28, 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 9:09 a.m. and read the Thought of the Day. Ms. Fina Dempsey was introduced as translator. Ms. Connie Wallace acted as Secretary and called the roll. Ms. Rebecca Lewis will serve as Parliamentarian.

Members Present:

Ogla Martinez, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Sarah Proteau, San Juan Unified School District (arrived at 9:08 a.m.)
Carolyn Wilson, Twin Rivers Unified School District
Frank Ybarra, WCIC
Socorro Gutierrez, SETA-Operated Program (arrived at 9:14 a.m.)
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
Anthony Nelson, Male Involvement Committee

Members Absent:

Johnny Sanders, SETA-Operated Program (excused)
Amber Taylor, SETA-Operated Program (resigned)
Nadezhda Ruelas, Sacramento City Unified School District (excused)
Vivian Gutierrez, WCIC (resigned)

II. Consent Item

A. Approval of the Minutes of the July 24, 2012 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Lewis, second/Gill, to approve the minutes of the July 24 Policy Council meeting.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 1 (St. Mary)

III. Action Items

A. Appointment of Policy Council Secretary

Ms. St. Mary asked for members interested in serving as Secretary; she then nominated Ms. Connie Wallace.

Ms. Socorro Gutierrez arrived at 9:14 a.m.

Moved/Knox, second/Wilson, that the Policy Council appoint Connie Wallace as Secretary of the Policy Council.

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

B. Approval of Program Approach Changes for the Fiscal Year 2012-2013

Ms. Denise Lee reviewed the modified board item. The grant application is always submitted in May so a lot of things can happen between May and August. August 1 is the beginning of the program year. With state budget cuts, Sacramento City Unified School District and the SOP program have modifications.

In the SOP program, staff was expecting some reductions with the California Department of Education. The reduction is just over \$305,813 which is a 9.12% reduction. In the SOP program, the CDE funds are blended with Head Start funds to provide full-day services. Managers looked at existing data and recertification data of families, as well as the notice of action which is the type of need the families have. It was found that Phoenix Park was being under-utilized by having two full-day classrooms and one infant-toddler class. Staff looked at the families enrolled and the majority of the families were not from the apartment complex. The vacant space in the afternoon will be filled by children moving over from the Whispering Pines center. Whispering Pines is a morning program only and there was an average of 11 children a day. Staff is proposing to close Whispering Pines as of August 31 and start up the part-day program at Phoenix Park.

Ms. Lee reviewed the modification requested with Sacramento City Unified School District. This document is proposing to reduce the number of wrap-around slots which take state dollars and Head Start dollars and 'wrap them' around to provide six-hour care. The number of slots will be reduced from 535 to 511 slots which will be two less classrooms.

No other delegates have requested changes. The other delegates anticipated a 10% reduction and there are no modifications at this time.

Ms. Lewis stated that this is a great lesson on trimming the fat; staff made it look very easy. Ms. Lee stated that it was a little easier because there were vacancies in the classroom and some staff positions were not filled. Also there will be a saving in the rent. The Whispering Pines center was going to be closed three years ago but was kept open with ARRA funds. The families will be able to transfer comfortably to the new center.

Moved/Polk, second/Proteau, to approve the change to the Head Start program approach for the SETA Operated Program and the Sacramento City Unified School district, for Fiscal Year 2012-2013.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1

IV. Information Items

A. Presentation of Online Learning Resources Available Through Sacramento Works

Ms. Terri Carpenter, Public Information Officer, walked the board through the Sacramento Works.org web site. This web site is where job seekers and employers can go for services. In order to access the services on line, board members would have to register. There are tutorial programs for Microsoft and you get a certification after completion of the course.

Ms. Lee thanked Ms. Carpenter for this presentation; there is a huge amount of information that will provide information to get training and well-paying jobs.

Ms. Polk lives by the Hillsdale Career Center and he stated that the staff at this career center really do provide great services.

Ms. Willie Jean Peck requested more flyers. Board members were asked to contact Ms. Terri Carpenter at 263-7891 if there are any questions or to request more flyers.

B. Standing Information Items

- Executive Director's Report: Ms. Kathy Kossick reiterated how important the information is at the SacramentoWork.org web site. Board members are the ambassadors for the agency and Ms. Kossick asked board members to talk to family members and friends about the availability of these resources. Board members were asked to think about stories to publicize the Head Start programs. Ms. Carpenter is well connected with the press. Call Ms. Carpenter at 263-7891 for more details.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reviewed the expanded report since it is the last report for the last fiscal year. Staff is in the process of paying bills and reimbursements, mileage claims to record them for last year's final results. The Agency has done a pretty good job of spending the grant; it is anticipated that approximately \$250,000 will be returned to the federal government. The non-federal share is running around 25.2% of the grant which is good. Call Mr. Bartlett at 263-6289 if there are questions.
- PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar.
- Recognition of Ms. Jackie Bates, Toastmasters Public Speaking Trainer– Ms. Coventry St. Mary and Ms. Socorro Gutierrez presented Ms. Jackie Bates with a certificate of appreciation for providing Toastmasters training. Ms. Bates thanked

the board and stated that she enjoyed providing the training and offered to provide training again. Ms. Bates introduced her husband, Mr. Dan Bates.

- Parent/Family Support Unit Events and Activities: No additional report.
- Parent/Staff Recognitions: No additional report.
- Community Resources - Parents/Staff: No reports.

C. Governing Board Minutes for the June 7, 2012 Meeting: No questions.

D. Fiscal Monitoring Report: No questions.

V. Committee Reports

A. Executive Committee: Ms. Wallace reviewed the most recent Executive Committee critique.

B. PC/PAC Joint Executive Committee Report: The Board member with this information is not present today.

C. Budget/Planning Committee: Next meeting is Tuesday, September 11.

D. Personnel/Bylaws Committee: Next meeting is Thursday, August 30; doing the final review of the bylaws.

E. Social/Hospitality Committee: Ms. Willie Jean Peck reported that the Committee is working on the End-of-Year Parent Appreciation which will be a dinner. Additional information will be sent out in the near future.

F. Program Area Committees:

➤ Early Childhood Development & Health Services Committee and Parent/Family Committee: No meeting scheduled.

➤ Monitoring and Evaluation Committee: No report.

➤ Male Involvement Committee/Community Advocating Male Participation (CAMP): Mr. Anthony Nelson reported that the last meeting was spent drafting information to attract more fathers to participate in the program.

G. Health Services Advisory Committee Report: No meeting scheduled.

H. Community Partnerships Advisory Committee: Next meeting is in October.

I. Maternal, Child and Adolescent Health Advisory Board: No report.

VI. Other Reports

A. Head Start Deputy Director's Report: No report.

B. Head Start Managers' Monthly Reports

➤ Brenda Campos: Grantee Program Support Services

✓ Delegate Agency Monitoring Summary 2011-2012: The Quality Assurance Unit now has a draft of the tool they will be using. They will be meeting with SOP and Delegate staff to make final tweaks to the tool. The tool will be introduced so the delegates will know what is being utilized. All of the delegates will also share the tool with the parents. All of the agencies have submitted a Program Information Report due to the Office of Head Start by August 31. Next month, a grid will be distributed how each delegate agency ranges in the report.

Ms. Campos reported that October 24 is the Health Services Advisory at 5:30 p.m. She will make sure a flyer is included in the September board packet.

- Lisa Carr, Parent/Family Support Unit: Ms. Carr reported that staff is in the process of looking at the calendar for the year and beginning work on the county-wide parent workshops for the year. Parenting workshops will be offered. The workshops will be six-weeks in duration, in the evening and childcare and dinner will be provided. Flyers will be available at the September meeting. Ms. Malone is also in the process of planning the grandparent event. This year will be focusing on healthy eating and healthy cooking.

Ms. Gutierrez stated that 1,800 people attended the Sacramento Reads literacy event. Ms. Amargit Gill spoke of how fun the event was.

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

- C. Chair's Report: Ms. St. Mary welcomed Ms. Desha back from vacation. Ms. Desha publically thanked Ms. Alma Hawkins for filling in during her vacation.

Ms. St. Mary reminded Board members to fill out reimbursement forms using blue or black ink ONLY; turn in to Ms. Hawkins before leaving.

- D. Open Discussion and Comments: Mr. Polk thanked Ms. Hawkins and Ms. Lee for assisting him with an issue.

Ms. Wallace thanked Ms. Campos for the beautiful new grass at her center.

Ms. Knox thanked Ms. Jackie Bates for the public speaking training.

Ms. Gill thanked Ms. Bates for the training and spoke of how she has modified wearing so much jewelry; she appreciated the Toastmasters training.

- E. 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 09/30/12)

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)	13	(6%)	N/A	
Elk Grove USD (420)	40	(9%)	N/A	
Sacramento City USD (1292)(147)	87	(7%)	18	(12%)
San Juan USD (700) (161)	76	(11%)	6	(4%)
WCIC (120)	4	(3%)	N/A	
SETA (2796)(1878 Tracks) (345)	113	(6%)	29	(8%)
County (4621)* (653)*	333	(7%)	53	(8%)

* 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

September, 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	385	91
Sacramento City USD	1,292	1,295	1,122	39	87
SETA	1,874 (2,796)	1,888	101	1,447	77
San Juan USD	700	710	102	569	81
Twin Rivers USD	211	209	100	195	92
WCIC/Playmate Head Start	120	120	100	94	78

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	86	59
SETA	345	344	99	226	66
San Juan USD	161	161	100	118	73

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

Monthly Head Start Report

October 2012



SETA Operated Program

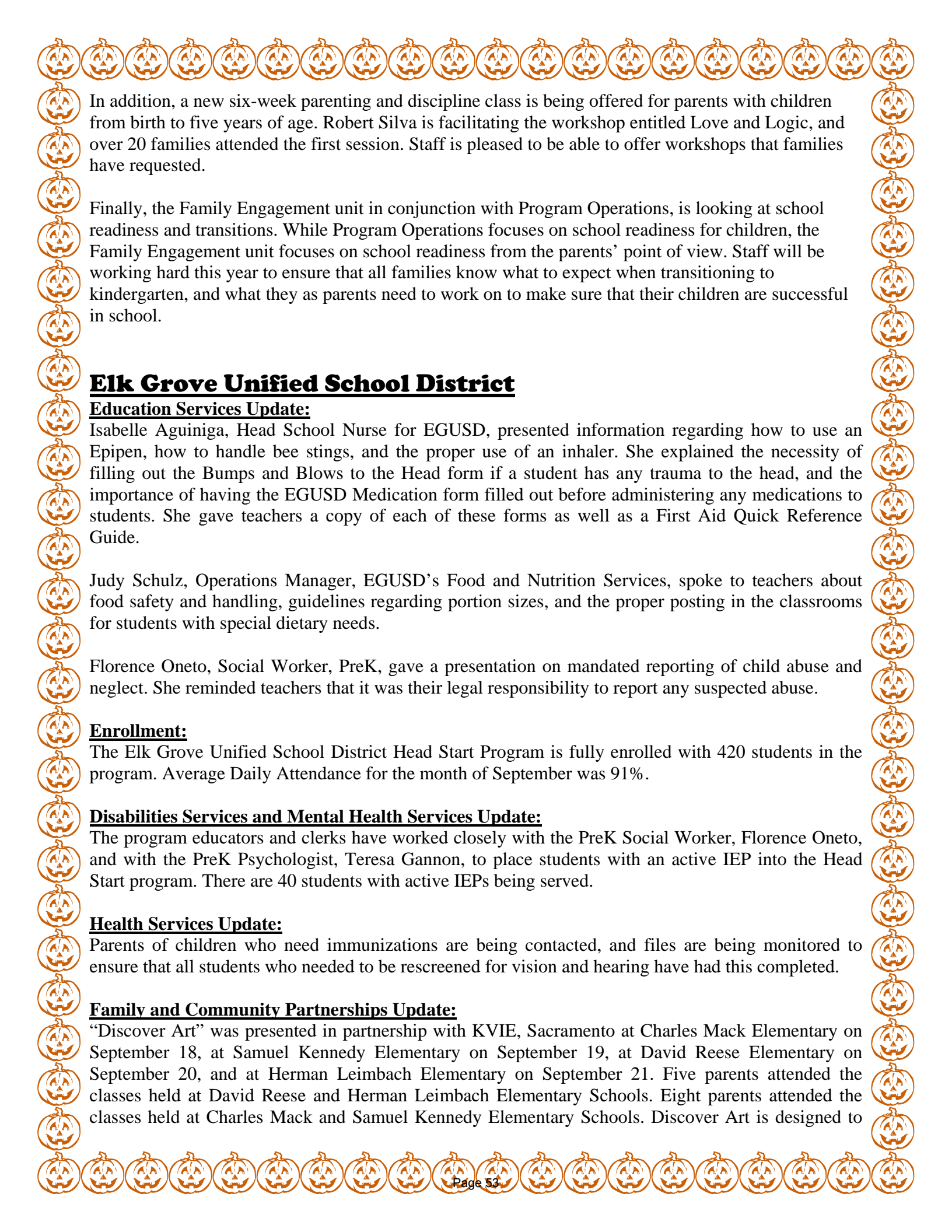
Program Operations:

The Center for Social Emotional Foundations for Early Learning (CSEFEL) is a national resource center funded by the Office of Head Start and Child Care Bureau, and is focused on promoting the social-emotional development and school readiness of young children from birth to 5 years of age. This month, staff kicked off the CSEFEL training project by providing Module 1- Part A training for all mental health, disabilities, and education staff. This module focused on the beginning stages of Building Relationships by looking at brain development, personal hot buttons, and reframing behaviors. Attendees had overwhelming positive response to this material and are looking forward to the next session.

This is a busy time in the classroom for new children. Within the first 45 days of enrollment, all children should receive their developmental screenings, which includes behavioral and speech screenings. Information gathered helps teachers to individualize the learning activities and the environment to meet children's needs.

Family Support Services:

In September, the Family Engagement Unit hosted a Health and Wellness fair in honor of grandparents. Grandparents were able to watch a cooking demonstration by a chef, using locally grown produce, prepare heart-healthy meals for their families. Participants were able to get ideas on how to prepare healthy meals on a budget. After the demonstration, the chef prepared dinner for those in attendance. After dinner, participants were able to talk to representatives from MTI and get their blood pressure taken, their BMI done, and get answers to questions about diabetes and high blood pressure. Carrington College volunteered their services and grandparents were treated to massages. Students from the Paul Mitchell School also were here giving manicures and haircuts. Belinda Malone led parents in a workshop on aromatherapy. One of the students from the Paul Mitchell School was a former Head Start parent and the past PC chair. This former parent had also attended the grandparent wellness fair and was now back offering her services to current Head Start families. She has truly come full circle! At the end of the evening, before picking their grandchildren up from childcare, each one of the grandparents expressed their gratitude about how much they enjoyed learning something new, but above all, being pampered!

A decorative border of orange pumpkins with carved faces surrounds the text. The pumpkins are arranged in a repeating pattern along the top, bottom, and sides of the page.

In addition, a new six-week parenting and discipline class is being offered for parents with children from birth to five years of age. Robert Silva is facilitating the workshop entitled Love and Logic, and over 20 families attended the first session. Staff is pleased to be able to offer workshops that families have requested.

Finally, the Family Engagement unit in conjunction with Program Operations, is looking at school readiness and transitions. While Program Operations focuses on school readiness for children, the Family Engagement unit focuses on school readiness from the parents' point of view. Staff will be working hard this year to ensure that all families know what to expect when transitioning to kindergarten, and what they as parents need to work on to make sure that their children are successful in school.

Elk Grove Unified School District

Education Services Update:

Isabelle Aguiniga, Head School Nurse for EGUSD, presented information regarding how to use an EpiPen, how to handle bee stings, and the proper use of an inhaler. She explained the necessity of filling out the Bumps and Blows to the Head form if a student has any trauma to the head, and the importance of having the EGUSD Medication form filled out before administering any medications to students. She gave teachers a copy of each of these forms as well as a First Aid Quick Reference Guide.

Judy Schulz, Operations Manager, EGUSD's Food and Nutrition Services, spoke to teachers about food safety and handling, guidelines regarding portion sizes, and the proper posting in the classrooms for students with special dietary needs.

Florence Oneto, Social Worker, PreK, gave a presentation on mandated reporting of child abuse and neglect. She reminded teachers that it was their legal responsibility to report any suspected abuse.

Enrollment:

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of September was 91%.

Disabilities Services and Mental Health Services Update:

The program educators and clerks have worked closely with the PreK Social Worker, Florence Oneto, and with the PreK Psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 40 students with active IEPs being served.

Health Services Update:

Parents of children who need immunizations are being contacted, and files are being monitored to ensure that all students who needed to be rescreened for vision and hearing have had this completed.

Family and Community Partnerships Update:

"Discover Art" was presented in partnership with KVIE, Sacramento at Charles Mack Elementary on September 18, at Samuel Kennedy Elementary on September 19, at David Reese Elementary on September 20, and at Herman Leimbach Elementary on September 21. Five parents attended the classes held at David Reese and Herman Leimbach Elementary Schools. Eight parents attended the classes held at Charles Mack and Samuel Kennedy Elementary Schools. Discover Art is designed to



help parents learn the importance of art as a form of expression, creativity and problem solving in their child's life. Parents participate in hands-on art experiences that they can do with their children at home.

"Latino Family Literacy", a class for Spanish-speaking parents to learn strategies for working with their children in the area of literacy, was held at Charles Mack Elementary on September 11, September 18, and September 28. An average of seven parents attended these classes.

"Junior Amazing Reader", a workshop designed to help parents understand the importance of reading with their children and the link between reading with children and brain development, vocabulary development, and future school success, was presented at Charles Mack, Samuel Kennedy, David Reese, Herman Leimbach, and Florin Elementary Schools during the first two weeks of September. These workshops took place in the classroom at the beginning or end of class periods in order to maximize parent participation. An average of fifty parents attended from each of the sites.

Recruitment:

Individual registrations are taking place and students are being placed on a waiting list. There is a waiting list at each of the school sites. One hundred and fifty fliers were given out at Family Fun Day, held at Prairie Elementary School on September 22.

Sacramento City Unified School District

Education:

This month began with the professional learning series presented by Dr. Theresa Roberts, with a focus on Oral Language Development and continuing the work related to alphabet letter recognition. Data collection in these areas will be expanded to include all three-year-olds and four-year-olds.

Resource teachers and Social Workers will be training and supporting classroom teachers with the implementation of the CSEFEL framework, which emphasizes social-emotional growth (The Teaching Pyramid).

Monthly teacher collaboration opportunities (Common Planning Time) have been arranged to support all preschool teachers in the use of data inquiry and as a means of enhancing their teaching and implementation of individualization strategies.

The Kindergarten Transition Community Collaborative met on Saturday, September 29. Approximately 25 teachers and providers attended the professional learning event. The speaker was Ronald Mah, who provided an outstanding presentation on dealing with children's tantrums.

Early Head Start & Home-based:

What a busy month! EHS is fully enrolled and the center-based babies are back in class and settling in nicely. With pre-service and on-going coaching, teaching staff is gaining an increased understanding of "evidence-based instruction", with the use of a revised lesson plan and child observation tool to support intentional, data-driven teaching. This year's foci are increasing vocabulary acquisition and increasing children's understanding of number concepts. In addition, Early Head Start home-visitors will be supporting parents in examining and improving their parenting skills, reflecting the enlightening three-day training conducted by Douglas Quiett on "Home Visiting the PITC Way", which occurred at the end of August.





The multi-lingual preschool home-visitors have full caseloads and are starting visits with an emphasis on supporting parents in implementing their children's gain in oral language, letter recognition, and number concepts.

Governance/Enrollment:

Child development achieved full enrollment in both Head Start and Early Head Start on each of their designated first days of instruction.

Concentrated recruitment continues for sites that were slow to fill and for pregnant women in Early Head Start.

Health Services:

Child Development Nurses were busy this summer performing sensory screenings, conducting health interviews with parents, and health content chart reviews for the upcoming school year. All three nurses are continuing with sensory screenings at the preschool sites during September through mid-October.

School Nurse Victoria Benson provided health information to all teaching staff during the Staff Orientation on August 30. Topics covered by Ms. Benson were Asthma in Preschoolers, Blood-Borne Pathogens and Universal Precautions, and Food Allergies, including Anaphylaxis in Children. Victoria Benson serves as Nurse Representative for the Child Development Re-Design Meetings, which are held monthly. The re-design committee is comprised of staff members from each area of Child Development and includes district-wide representatives. The committee is broken down into sub-groups who take a more in-depth look at how the department can better serve the preschoolers and their families. The subcommittee groups are "Supervision and Monitoring", "Family and Community Engagement", "Teaching and Learning", and "Enrollment and Registration". Each group is creating goals within their respective focus area, and is outlining ideas and strategies for attaining these new goals.

The SCUSD Child Development Health and Nutrition Committee resumed meeting after the summer break. The committee is comprised of nurses from both the Early Head Start and Head Start Programs, Registered Dietitian Karen Ito, Resource Teacher Charlotte Bier, and Supervisory Staff members Tammy Sanchez and Noel Estacio. One area of focus at this time is close collaboration with the Nutrition Services Department in an effort to provide timely and safe management of preschool children with special dietary needs, such as severe food allergies.

San Juan Unified School District

Education Services/Program Support Training Update:

An orientation/in-service was provided for the teachers regarding the revisions to the Education binder for the next year.

September trainings for teachers focused on a review of the Early Childhood Environmental Rating tool and a discussion of the Common Core Standards and how these related to the Preschool Learning Foundations.

Child Development Assistants were trained on the topic of Emotion Management and how that is modeled for children in the Second Step Curriculum.



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Disabilities Services Update:

The month of September included following up on a number of students who had not been to the screening center to make sure that they completed the screening process. The screening center remained open two days a week for the first part of the month, and later in the month was reduced to one day a week. Children were settling into their classrooms and teachers submitted the summer referrals and observed children to assess any further concerns. Systems meetings began as the team prepares for the upcoming self-assessment process and mock review. The team attended the Countywide Review meeting at SETA to go over the monitoring tool created by the grantee.

Mental Health Services Update:

Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management have been topics discussed between Mental Health Therapist and staff, teachers, and parents. The therapist's focus continues to be on providing support and referrals for children whose social and emotional functioning is low. Also, teachers continue to be given support on implementation of the Operations Guide Mental Health Criteria.

Nutrition Services Update:

Health is reviewing the nutrition status of all the children enrolling for the 2012-2013 Head Start school year. Nutrition information and/or counseling is given if a need arises.

Health Services Update:

Children were screened two days a week, then one day a week, in the centralized screening room, in order to get as many children screened as possible. Health is preparing for the 2012-2013 school year by reviewing all the immunization, health, and nutrition statuses of the children. Health has completed its review of all appropriate ChildPlus reports for the PIR.

Family and Community Partnerships Update:

This month the outgoing Policy Committee met for their last regular meeting and approved the self-assessment process. Classroom teachers held the first of the parent meetings, including electing their site PC representatives and alternates, who will be seated in October. During teacher content update training, the Parent Involvement Lead presented the new guidance for parent volunteers that had been included in parent orientation packets at the beginning of the year.

Transition Services Update:

A new school year has begun and all the students are eager to learn! Home visits have been completed with the families and discussions were held regarding the importance of school readiness. Parents were encouraged to be an active participant in their child's education. Individualization plans and EGIBA's have been completed. This data will guide teacher planning with preparing children to be ready for kindergarten.

Fiscal Update:

September has been a busy month for Head Start and Early Head Start. Much work has been done for getting the HS/EHS classes full and all the teachers in place. Staff is looking forward to working with the new Policy Committee and having a successful year for our families.

All fiscal reports were submitted on a timely basis with the Grantee for August 2012. As this year begins, preparations are underway for the HS/EHS annual self-review.



Early Head Start:

September saw a busy start to the new school year! PITS staff training has begun and continues through March. This is West Ed's newest training for infant group care and it can provide three college level units for staff.

Mental Health site visits have begun by our consultant, Rich Lougy. Mr. Lougy is establishing relationships with staff and families and is also working with CSUS to recruit new interns to provide direct services to EHS families through a referral process.

The annual Self Assessment process has begun in addition to the annual update of the Service Area Plans. A plan for our year-long Federal Review preparation has been outlined.

A pilot process to incorporate the MCHAT autism screening tool into the current system at Marvin Marshall and General Davie, Jr. Primary Center Toddler program began in September as well.

Twin Rivers Unified School District

Events:

The annual Back to School Night event was held at the Morey Avenue school site. Parents were invited to tour the classrooms decorated with art projects and talk with the teaching staff about the preschool program and ways to get involved at the school site. In alignment with our school readiness goals of literacy, free books were given to all attendees as they toured the library. Families were also treated to a delicious yogurt bar sponsored by the District's Nutrition Department as part of our Health goal to decrease obesity with healthy snacks and eating habits.

During the month of September all classrooms participated in parent meetings with the focus on different ways that parents can be involved with their child's education and making their school experience as productive as possible.

Professional Development:

On September 6, 2012 all district preschool teachers participated in the first Creative Curriculum workshop related to the first curriculum study of Trees. During the two-hour presentation, teachers from the ECE Leadership Team facilitated demonstrations on how the Mighty Minutes and Intentional Learning cards could be utilized throughout the day to reinforce academic concepts and ease transitions between activities. The ECE Specialist also demonstrated different approaches to reading aloud in large groups, and methods for more engaging reading.

The ECE Leadership Team is also planning for the next professional development day on October 31. This full-day workshop will include a refresher training on the Enlightened Discipline concepts of "Be Kind, Be Safe and Be Clean: implemented last year for all of the preschool programs. The next curriculum study of Building will be discussed along with demonstrations of how to fully implement Alpha Friends to increase letter recognition and knowledge of letter sounds.

Components:

The Nutrition Component Leader continues inputting the nutrition information into the ChildPlus database. The Nutrition Team completed the growth assessments for students and continues to follow up on required nutrition information.





The Health Component Leader continues reviewing students' files for medical concerns, and continues following up on students needing additional documents. Students participated in vision, dental, and hearing screenings at Morey and Oakdale in collaboration with our local community partners. The inputting of health information has begun in the ChildPlus database.

Our School Social Worker/Counselor has begun classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. The Head Start program is currently filling the vacancy for the other Community Liaison position so the Social Worker has been assisting with the Family Partnership process due to the staff shortage. The mental health and social skills groups are scheduled to begin the week of October 15 for any students referred by teaching staff or parents for additional assistance with behavior modifications. Planning for the annual Fall Festival is underway, as well as for the annual Red Ribbon Week celebration.

The Community Liaison continues to meet with families to complete their Family Partnership Profiles and begin assessing their goals with the Family Partnership Agreement, as well as providing resources and information. The Community Liaison and Social Worker also continue to plan and facilitate the monthly meetings in each classroom and at Oakdale.

The Speech and Language Pathologist has completed the initial screenings at both sites and students with speech IEPs are receiving speech services.

The Education Component Leader continues to support teaching staff with classroom observations and suggestions for improving classroom management skills and student engagement strategies. The assessment of ECERS will be scheduled for the first week of October 2012.

The ERSEA component continues to meet with parents to fill any vacancies, and both sites are fully enrolled with established wait lists.

The Program Design and Management component reviewed the three-year goals with the staff during the September staff meeting. Staff brainstormed on various ways to ensure that the goals of health, school readiness, and mental health are being met for staff, children, and families. The goals will be reviewed again in December as part of the program's self assessment. Staff also received their annual Individualized Staff Development Plan to begin completing for their personnel files. The Head Start Director will meet with all staff individually on October 23 to discuss their goals.

Policy and Parent Committees:

The official election for the Policy Committee and Parent Committee ended on September 28. All classrooms have elected representatives assigned. A few classrooms had tied votes so runoff elections were held the week of October 1. The first Policy Committee meeting will be held on October 10 and the first Parent Committee meeting will be held on October 17. The agendas will include election of officers, bylaw review, and planning of the Fall Festival.

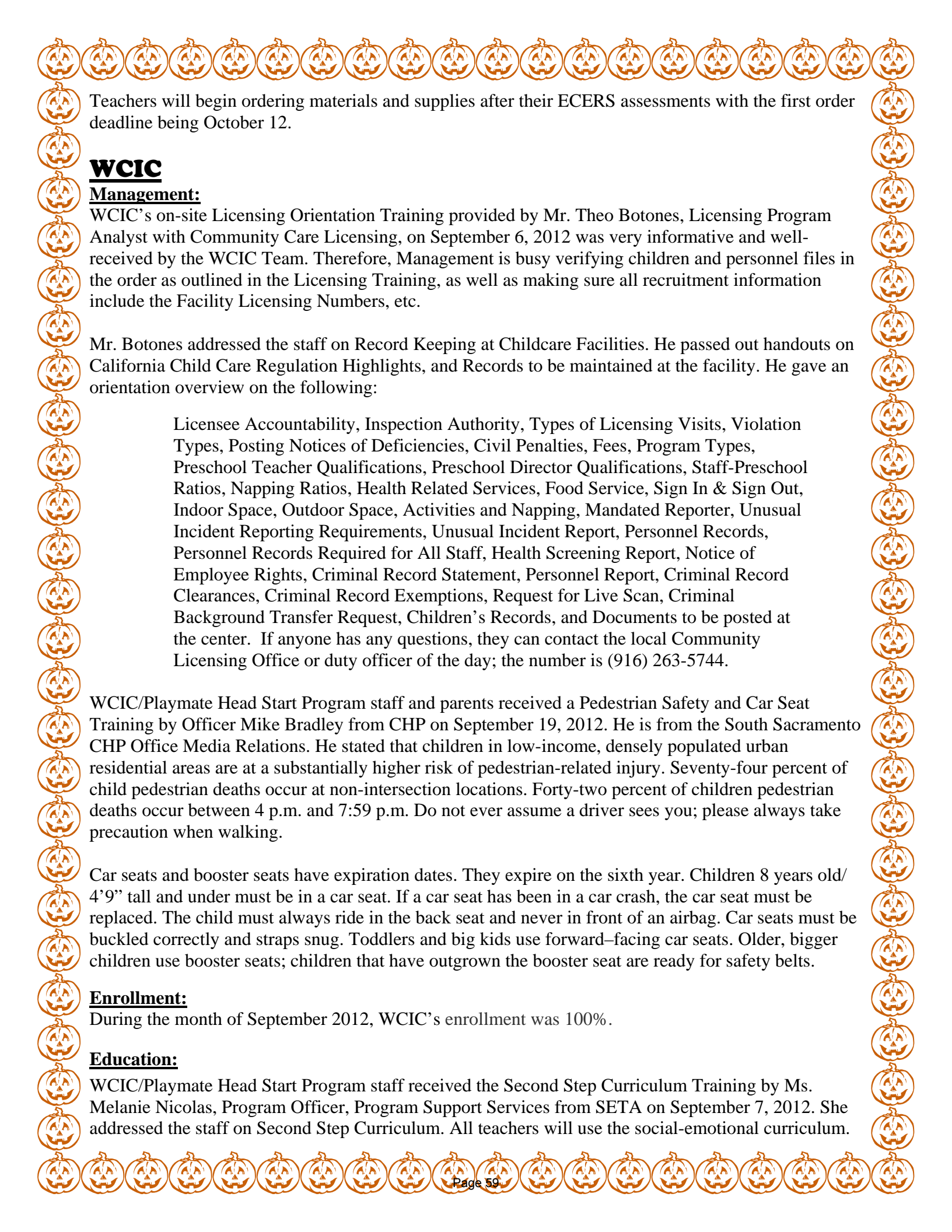
Parenting:

The parenting classes, in collaboration with the Birth and Beyond North Highlands Resource Center, have started and parents are encouraged to attend. The first parent training will be held in collaboration with SETA's Training Unit on October 17 for both the morning and afternoon classes.

Fiscal:

The Budget Analyst provided a budget overview for the ECE Leadership Team on September 26, and the Head Start audit was completed between September 18-20 by SETA Fiscal Monitoring staff.



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Teachers will begin ordering materials and supplies after their ECERS assessments with the first order deadline being October 12.

WCIC

Management:

WCIC's on-site Licensing Orientation Training provided by Mr. Theo Botones, Licensing Program Analyst with Community Care Licensing, on September 6, 2012 was very informative and well-received by the WCIC Team. Therefore, Management is busy verifying children and personnel files in the order as outlined in the Licensing Training, as well as making sure all recruitment information include the Facility Licensing Numbers, etc.

Mr. Botones addressed the staff on Record Keeping at Childcare Facilities. He passed out handouts on California Child Care Regulation Highlights, and Records to be maintained at the facility. He gave an orientation overview on the following:

Licensee Accountability, Inspection Authority, Types of Licensing Visits, Violation Types, Posting Notices of Deficiencies, Civil Penalties, Fees, Program Types, Preschool Teacher Qualifications, Preschool Director Qualifications, Staff-Preschool Ratios, Napping Ratios, Health Related Services, Food Service, Sign In & Sign Out, Indoor Space, Outdoor Space, Activities and Napping, Mandated Reporter, Unusual Incident Reporting Requirements, Unusual Incident Report, Personnel Records, Personnel Records Required for All Staff, Health Screening Report, Notice of Employee Rights, Criminal Record Statement, Personnel Report, Criminal Record Clearances, Criminal Record Exemptions, Request for Live Scan, Criminal Background Transfer Request, Children's Records, and Documents to be posted at the center. If anyone has any questions, they can contact the local Community Licensing Office or duty officer of the day; the number is (916) 263-5744.

WCIC/Playmate Head Start Program staff and parents received a Pedestrian Safety and Car Seat Training by Officer Mike Bradley from CHP on September 19, 2012. He is from the South Sacramento CHP Office Media Relations. He stated that children in low-income, densely populated urban residential areas are at a substantially higher risk of pedestrian-related injury. Seventy-four percent of child pedestrian deaths occur at non-intersection locations. Forty-two percent of children pedestrian deaths occur between 4 p.m. and 7:59 p.m. Do not ever assume a driver sees you; please always take precaution when walking.

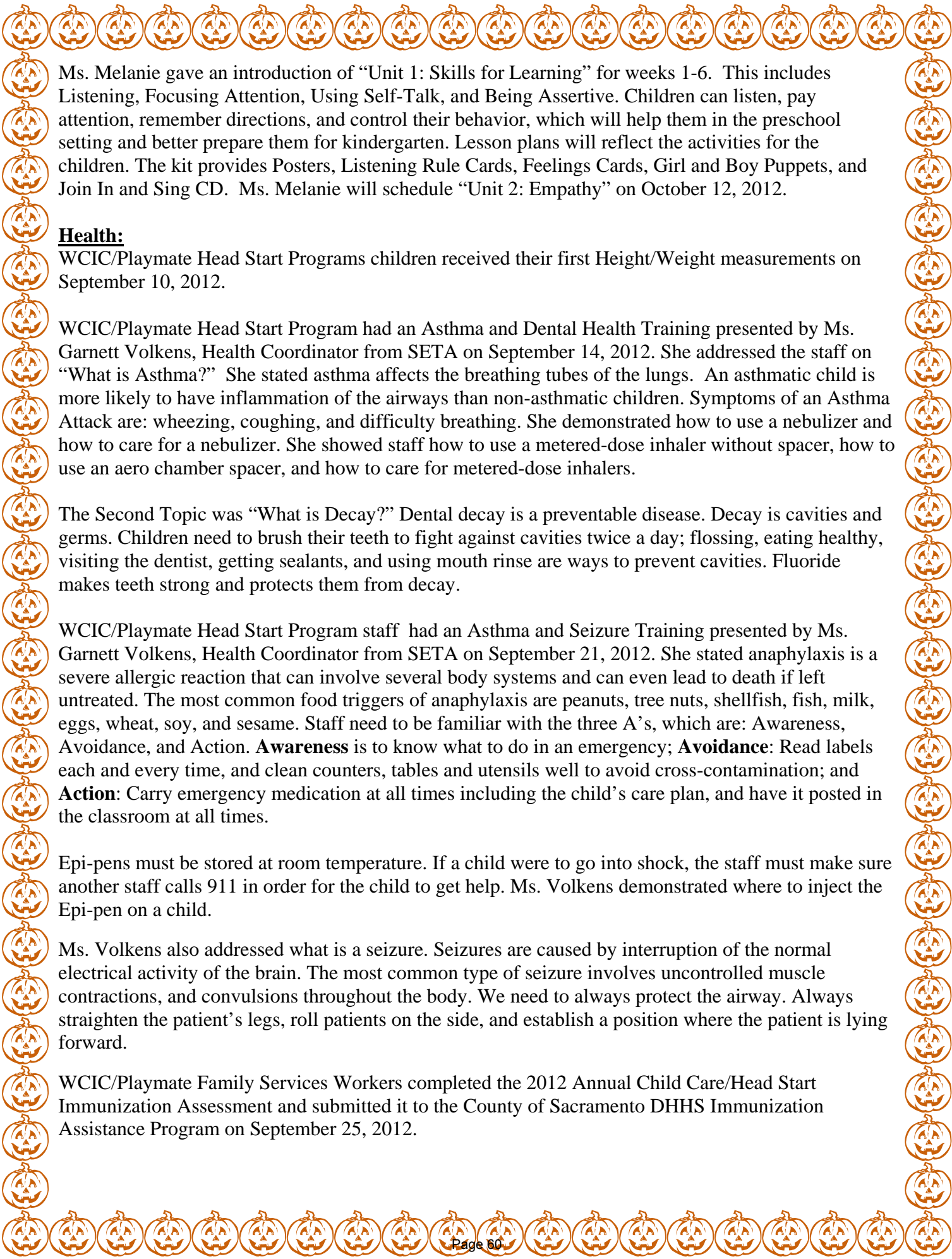
Car seats and booster seats have expiration dates. They expire on the sixth year. Children 8 years old/ 4'9" tall and under must be in a car seat. If a car seat has been in a car crash, the car seat must be replaced. The child must always ride in the back seat and never in front of an airbag. Car seats must be buckled correctly and straps snug. Toddlers and big kids use forward-facing car seats. Older, bigger children use booster seats; children that have outgrown the booster seat are ready for safety belts.

Enrollment:

During the month of September 2012, WCIC's enrollment was 100%.

Education:

WCIC/Playmate Head Start Program staff received the Second Step Curriculum Training by Ms. Melanie Nicolas, Program Officer, Program Support Services from SETA on September 7, 2012. She addressed the staff on Second Step Curriculum. All teachers will use the social-emotional curriculum.

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Ms. Melanie gave an introduction of “Unit 1: Skills for Learning” for weeks 1-6. This includes Listening, Focusing Attention, Using Self-Talk, and Being Assertive. Children can listen, pay attention, remember directions, and control their behavior, which will help them in the preschool setting and better prepare them for kindergarten. Lesson plans will reflect the activities for the children. The kit provides Posters, Listening Rule Cards, Feelings Cards, Girl and Boy Puppets, and Join In and Sing CD. Ms. Melanie will schedule “Unit 2: Empathy” on October 12, 2012.

Health:

WCIC/Playmate Head Start Programs children received their first Height/Weight measurements on September 10, 2012.

WCIC/Playmate Head Start Program had an Asthma and Dental Health Training presented by Ms. Garnett Volkens, Health Coordinator from SETA on September 14, 2012. She addressed the staff on “What is Asthma?” She stated asthma affects the breathing tubes of the lungs. An asthmatic child is more likely to have inflammation of the airways than non-asthmatic children. Symptoms of an Asthma Attack are: wheezing, coughing, and difficulty breathing. She demonstrated how to use a nebulizer and how to care for a nebulizer. She showed staff how to use a metered-dose inhaler without spacer, how to use an aero chamber spacer, and how to care for metered-dose inhalers.

The Second Topic was “What is Decay?” Dental decay is a preventable disease. Decay is cavities and germs. Children need to brush their teeth to fight against cavities twice a day; flossing, eating healthy, visiting the dentist, getting sealants, and using mouth rinse are ways to prevent cavities. Fluoride makes teeth strong and protects them from decay.

WCIC/Playmate Head Start Program staff had an Asthma and Seizure Training presented by Ms. Garnett Volkens, Health Coordinator from SETA on September 21, 2012. She stated anaphylaxis is a severe allergic reaction that can involve several body systems and can even lead to death if left untreated. The most common food triggers of anaphylaxis are peanuts, tree nuts, shellfish, fish, milk, eggs, wheat, soy, and sesame. Staff need to be familiar with the three A’s, which are: Awareness, Avoidance, and Action. **Awareness** is to know what to do in an emergency; **Avoidance**: Read labels each and every time, and clean counters, tables and utensils well to avoid cross-contamination; and **Action**: Carry emergency medication at all times including the child’s care plan, and have it posted in the classroom at all times.

Epi-pens must be stored at room temperature. If a child were to go into shock, the staff must make sure another staff calls 911 in order for the child to get help. Ms. Volkens demonstrated where to inject the Epi-pen on a child.

Ms. Volkens also addressed what is a seizure. Seizures are caused by interruption of the normal electrical activity of the brain. The most common type of seizure involves uncontrolled muscle contractions, and convulsions throughout the body. We need to always protect the airway. Always straighten the patient’s legs, roll patients on the side, and establish a position where the patient is lying forward.

WCIC/Playmate Family Services Workers completed the 2012 Annual Child Care/Head Start Immunization Assessment and submitted it to the County of Sacramento DHHS Immunization Assistance Program on September 25, 2012.

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.