



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, December 6, 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

PAGE NUMBER

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
 - A. Minutes of the November 1, 2012 Regular Board Meeting 1-5
 - B. Approval of Claims and Warrants 6
- III. Action Items**
 - A. GENERAL ADMINISTRATION/SETA**
 - 1. Approval of Procurement of Workers Compensation Insurance (Roy Kim) 7
 - 2. Approval to Accept Funds from the City of Sacramento for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) Program Services and Sacramento Safe Community Partnership and Authorize the SETA Executive Director to Execute any Subgrant Agreements, Modifications and any Other Documents Required by the Funding Source (Christine Welsch) 8

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

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

- | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1. | Approval to Submit a Request to Transfer Workforce Investment Act (WIA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2012-13 (Michelle O’Camb) | 9 |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---|

Community Services Block Grant

- | | | |
|----|------------------------------------------------------------------------------------------------------------|-------|
| 2. | Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2013 (Cindy Sherwood-Green) | 10-11 |
|----|------------------------------------------------------------------------------------------------------------|-------|

C. CHILDREN AND FAMILY SERVICES

- | | | |
|----|--------------------------------------------------------------------------------------------------------------------------|----|
| 1. | Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council (Denise Lee) | 12 |
|----|--------------------------------------------------------------------------------------------------------------------------|----|

IV. Information Items

- | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| A. | Review of Annual Auditor’s Report and Financial Statements for Fiscal Year Ended June 30, 2012 (Roy Kim) | 13 |
| B. | 2014-2018 Workforce Investment Act Annual Planning Process Five-Year Strategic Plan (Robin Purdy) | 14-29 |
| C. | Capital Region Occupational Outlook and Critical Clusters (Robin Purdy) | 30-38 |
| D. | Update on Enactment of Assembly Bill 554 – Coordination with Joint Apprenticeship Training Committees (Robin Purdy) | 39 |
| E. | Implementation of WIA Training Expenditure Policy (Robin Purdy) | 40-42 |
| F. | Community Services Block Grant Program Performance Report (Cindy Sherwood-Green) | 43-46 |
| G. | Fiscal Monitoring Reports (Roy Kim) <ul style="list-style-type: none">➤ Elk Grove Unified School District➤ Opening Doors, Inc.➤ River Oak Center for Children➤ Sacramento City Unified School District➤ Sacramento County Office of Education➤ Travelers Aid Society of Sacramento, Inc. | 47-59 |

H.	Employer Success Stories and Activity Report (William Walker)	60-64
I.	Dislocated Worker Update (William Walker)	65-66
J.	Unemployment Update/Press Release from the Employment Development Department (Robin Purdy)	67-74
K.	Head Start Reports (Denise Lee)	75-94
	✓ Fiscal Report (Roger Bartlett)	
	✓ Policy Council Minutes	
	✓ Program Report	
V.	<u>Reports to the Board</u>	95
A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
F.	Public	
VI.	<u>Adjournment</u>	

DISTRIBUTION DATE: THURSDAY, NOVEMBER 29, 2012

ITEM II-A - CONSENT

MINUTES OF THE NOVEMBER 1, 2012 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the November 1, 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, November 1, 2012
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:08 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

Jay Schenirer, Councilmember, City of Sacramento

➔ **Recognition of Long-term Employees:**

Mr. William Walker recognized Ms. Diana Douglas for her 20 years of service to SETA.

Ms. Lisa Carr spoke on behalf of Ms. Sharon Adams and the 30 years of service she has given to SETA. Ms. Adams introduced her mother.

Ms. Denise Lee acknowledged Mr. Francisco Navarro's 30 years of service. Ms. Lee showed a slide show of Mr. Navarro and Ms. Adams during their careers at SETA.

II. Consent Items

- A. Minutes of the October 4, 2012 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Staff Recommendation for the Youth Vendor Services List

The consent items were reviewed; no questions or corrections.

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

- A. Approve the October 4, 2012 minutes
 - B. Approve the claims and warrants for the period of 9/27/12 through 10/24/12.
 - C. Approve the addition of Soil Born Farms to the Youth VS List.
- Voice vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Out-of-State Travel to Attend the Playground Construction School Training

No questions or comments.

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

Voice Vote: Unanimous approval.

2. Election of Officers of the Sacramento Employment and Training Agency Governing Board

This continues the process of electing the board leadership for a one-year term. Ms. Pannell will become the Chair and Mr. Yee will serve as Vice Chair.

Moved/Nottoli, second/Scherman, to elect Councilmember Bonnie Pannell to serve as Chair, and Supervisor Yee to serve as Vice Chair for a one-year term to begin on November 2, 2012.

Voice Vote: Unanimous approval.

Ms. Kossick expressed appreciation for Ms. Scherman's leadership over the past year.

3. Reappointment of the Public Representative Member to the SETA Governing Board

There were no questions or comments.

Moved/Nottoli, second/Pannell, to 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.

Voice Vote: Unanimous approval.

4. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Roy Kim introduced Ms. Carolyn Reynolds and Mr. Ken Urrutia, Account Executives with Arthur J. Gallagher & Company.

Ms. Reynolds reviewed the proposal of insurance for 2013 and what has changed from last year to this year. The insurance broker has been successful to keep the increases to a minimum (1.6%) excluding workers compensation. There are no changes in other coverages. Philadelphia has provided the same coverages as last year.

There was a slight increase for the Rancho Cordova center due to a small change in limits for the flood insurance.

Ms. Reynolds stated that the 1.67% increase in rates is acceptable.

Moved/Pannell, second/Scherman, to approve the purchase of agency insurance for general liability, vehicle liability, umbrella, errors and omissions, and student accident as recommended by Arthur J. Gallagher..
Roll call vote: Aye: 5, Nay: 0, Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT: No items.

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

Ms. Robin Purdy reported that the Sacramento Works board has set aside 2% of board initiative funds to fund strategies that align with the Workforce Investment Board plan and with the Next Economy plan. The Board is looking at three of the five Next Economy goals that align the WIA local plan. The Sacramento Works board will be considering a recommendation at their January 2013 meeting. The Sacramento Metropolitan Chamber of Commerce, SACTO, Valley Vision and SARTA are the lead organizations; all have had public input meetings and are developing their own goals and objectives. All of the organizations are going out to the community to find out what piece of this plan aligns with their organization.

B. Community Services Block Grant On-Site Monitoring Review Report: No findings

C. Fiscal Monitoring Reports: No comments.

D. Employer Success Stories and Activity Report: No comments.

E. Dislocated Worker Update: Mr. Nottoli reported that the County has received a pre-WARN notice for Wonder Bread/Hostess. Mr. Walker stated that SETA has not yet received the notice and Mr. Nottoli replied that he will send it to staff.

Ms. Pannell announced that VSP is staying in Sacramento and bringing in 400 new jobs.

- F. Unemployment Update/Press Release from the Employment Development Department: No comments.
- G. Head Start Reports: Ms. Denise Lee reviewed the Program Information Report results. There was discussion around the Elk Grove USD dental percentages. Ms. Lee will follow up with more information at the next board meeting. Ms. Lee is proud that the teachers were encouraged to upgrade their education to at least an AA degree. The requirement was that all teachers had to have a minimum of an AA degree. Countywide, teachers are meeting the AA degree requirement and exceeding the national minimum.

V. Reports to the Board

- A. Chair: Ms. Scherman reminded everyone to vote! She reported that she is collecting turkeys again this year for those in need.
- B. Executive Director: Ms. Kossick wished the board a Happy Thanksgiving
- C. Deputy Directors: No comments.
- D. Counsel: No report.
- E. Members of the Board: Ms. Pannell announced that Thanksgiving dinner will be available to everyone at the Pannell Center on Meadowview Road.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:09 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/25/12 through 11/28/12, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 10/25/12 through 11/28/12.

STAFF PRESENTER: Roy Kim

ITEM III-A – 1 - ACTION

APPROVAL OF PROCUREMENT OF WORKERS COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Workers Compensation expires December 31, 2012. SETA's broker, Arthur J. Gallagher & Company, is in the process of obtaining quotations for coverage. An oral report will be provided at the meeting.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director to procure Workers Compensation coverage for calendar year 2013.

STAFF PRESENTER: Roy Kim

ITEM III-A – 2 - ACTION

APPROVAL TO ACCEPT FUNDS FROM THE CITY OF SACRAMENTO FOR THE GOVERNOR'S GANG REDUCTION INTERVENTION AND PREVENTION INITIATIVE (CALGRIP) PROGRAM SERVICES AND SACRAMENTO SAFE COMMUNITY PARTNERSHIP AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO EXECUTE ANY SUBGRANT AGREEMENTS, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

SETA, the City of Sacramento Police Department and Area Congregations Together (ACT), are the primary partners engaged in the implementation of the City of Sacramento's Safe Community Partnership strategy using the Operation Ceasefire model. Safe Community Partnership is an evidence-based community and law-enforcement driven concept that encourages youth to step away from violence by providing successful alternatives. SETA has been awarded several EDD CalGRIP grants over the past three years to provide academic, vocational training and employment services to youth engaged in the Sacramento Safe Community Partnership Initiative.

The City of Sacramento has also received separate CalGRIP and Safe Community Partnership funding and included SETA in those grant applications to coordinate and/or procure most of the direct services for these grants. Services include employment and training services and case management; mentoring and life coaching; and substance abuse and mental health counseling. The City of Sacramento was recently awarded a State of California CalGRIP grant and SETA was included as a subrecipient to continue the coordination of direct services for \$250,000 for two years.

RECOMMENDATION:

- Approve acceptance of funds from the City of Sacramento for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) program services and Sacramento Safe Community Partnership and;
- Authorize the SETA Executive Director to execute any subgrant agreements, modifications and any other documents required by the funding source.

STAFF PRESENTER: Christine Welsch

ITEM III-B - 1 – ACTION

APPROVAL TO SUBMIT A REQUEST TO TRANSFER WORKFORCE INVESTMENT ACT (WIA) DISLOCATED WORKER FUNDS TO ADULT FUNDS, PROGRAM YEAR (PY) 2012-13

BACKGROUND:

This item addresses the transfer of Workforce Investment Act (WIA) Adult and Dislocated Workers funds for Program Year (PY) 2012-13. Based on a waiver submitted by the California Workforce Investment Board (CWIB) and approved by the Department of Labor (DOL) on August 15, 2012, the Local Workforce Investment Areas (LWIA) may transfer up to 50 percent of the WIA formula adult funds and up to 50 percent of the dislocated worker funds allocated to the local area between the adult and dislocated worker funding streams. The DOL granted California an extension of the waiver through December 31, 2012 to permit an increase in the funds transfer limitation found in WIA Section 133(b)(4). The CWIB intends to submit a request to extend the waiver through June 30, 2013 as part of its State Plan submission. The new State Plan and waiver extension is expected to be approved by December 31, 2012.

The WIA allows the transfer of funds between adult and dislocated worker funding streams in order to maximize customer service and provide local boards with greater flexibility to respond to changes in their local labor markets.

Staff is recommending that the Board approve an initial transfer of 25 percent WIA dislocated worker funds to the adult funding allocation for PY 2012-13, and authorize staff to request additional transfers of up to 50 percent. Each year, approximately 30 percent of eligible dislocated workers are served under SETA's WIA adult funding stream. By being alleviated of the labor-intensive eligibility, data collection, accounting and reporting procedures required when serving customers under the dislocated worker funding, SETA staff are able to focus efforts on training and job development services.

The amount of funds in the initial transfer will be \$1,163,888.

RECOMMENDATION:

Approve the submission to the State of California, EDD of an initial request to transfer \$1,163,888 WIA Dislocated Worker funds into the WIA Adult funding stream for PY 2012-13 through December 31, 2012, to be extended through June 30, 2013 upon approval by DOL of the CWIB's waiver extension request. Authorize staff to request additional transfers of up to \$2,327,775 for the year.

STAFF PRESENTER: Michelle O'Camb

ITEM III-B – 2 - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT
CONTRACT EXTENSIONS FOR FISCAL YEAR 2013

BACKGROUND:

SETA's delegate agreement with Community Services Block Grant (CSBG) funded program operators permits SETA to extend the term of each agreement for an additional year. The term of the existing delegate agreement ends on December 31, 2012.

SETA's Planning, Monitoring, and Fiscal staff have conducted a thorough evaluation of CSBG program operator performance through September, 2012. Staff have determined that the majority of CSBG program operators have been performing satisfactorily and many have exceeded outcome goals and/or service levels as prescribed in their subcontracts. Conditions causing some program operators to perform below planned service and expenditure levels have been evaluated and corrective actions have been taken where appropriate.

Staff recommends extending all CSBG delegate agreements for an additional year under the same terms, conditions, and funding amounts as indicated on the attached chart. Staff also recommends maintaining the consultant services of Daren Maeda, Director of Linkage to Education, at the same funding level allocated in the current fiscal year, \$30,000.

In August, 2012, the SETA Governing Board approved an augmentation of \$89,314 for South County Services, which was made available through the One Stop Share of Cost Agreement with the County Department of Human Assistance. This funding increased South County Services' total CSBG allocation to \$154,314. The additional funding allowed South County Services to continue the provision of safety-net services from July 1, 2012 through December 31, 2012 in the underserved Galt/River Delta communities. Staff recommends approval to extend South County Services' initial CSBG contract allocation of \$65,000 and, in addition, permit South County Services to carry over any unused amount remaining of the \$89,314 augmentation into the 2013 program year.

The SETA Community Action Board approved this item at its November 14, 2012 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve the following staff recommendations:

1. Extend all CSBG subcontracts for an additional one year term.
2. Maintain Daren Maeda as a SETA consultant for an additional year.
3. Permit South County Services to carry over any unused amount remaining of the \$89,314 augmentation into the 2013 program year.

Family Self-Sufficiency Program Operator	Services	2012 CSBG Funding
Children's Receiving Home	Independent living and support services for foster youth and emancipated foster youth	\$28,000
County of Sacramento DHA	Senior companion services for frail and elderly	\$27,500
Hmong Women's Heritage Assn.	Health management services for SE Asian Seniors	\$23,800
La Familia Counseling Center	Alternative services for at-risk youth	\$55,000
Sacramento Area Emergency Housing Center	Shelter and support services for homeless families and individuals	\$58,000
Visions Unlimited	Independent living assistance for frail elderly	\$50,000
Waking the Village	Transitional housing, guidance and support for homeless parenting youth	\$42,000
WIND Youth Services	Temporary shelter, support services and guidance for homeless youth	\$38,000

Safety-Net Program Operator	Services	2012 CSBG Funding
Elk Grove Food Bank	Food distribution	\$20,000
Folsom Cordova Community Partnership	Food, diapers, shelter, utilities, rent, employment support, transportation	\$24,000
Francis House	Food, shelter, transportation	\$70,400
Greater Sacramento Urban League	Utilities, rent, transportation	\$24,200
Legal Services of Northern CA	Legal aid to seniors and grandparents	\$20,000
My Sister's House	Rent, utilities, eviction avoidance	\$34,000
River City Food Bank	Food distribution	\$20,000
South County Services	Food, rent, utilities, transportation	\$65,000+ \$89,314 augmentation
The Salvation Army	Shelter, rent, utilities	\$60,000
Traveler's Aid	Food, motel, utilities, rent	\$70,000
Voluntary Legal Services of Northern CA	Criminal record expungement workshops	\$27,500
Volunteers of America	Utilities and rent for homeless veterans	\$20,000
WIND Youth Services	Prepared meals for homeless youth	\$22,600

ITEM III-C - 1 – ACTION

APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE SACRAMENTO
COUNTY HEAD START/EARLY HEAD START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met to review and recommend revisions to the bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by *italic* type and deletions are indicated by ~~strikethrough~~.

A public hearing was opened at the October 2, 2012 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their November 27, 2012 meeting.

The bylaws are being sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws.

STAFF PRESENTER: Denise Lee

ITEM IV-A- INFORMATION

REVIEW OF ANNUAL AUDITOR'S REPORT AND FINANCIAL STATEMENTS FOR
FISCAL YEAR ENDED JUNE 30, 2012

BACKGROUND:

Gilbert Associates, Inc. recently completed the June 30, 2012 annual audit of the Sacramento Employment and Training Agency. Staff will be available to answer questions regarding the audit.

The auditor's report will be sent under separate cover.

STAFF PRESENTER: Roy Kim

ITEM IV-B - INFORMATION

2014-2018 WORKFORCE INVESTMENT ACT ANNUAL PLANNING PROCESS FIVE-YEAR STRATEGIC PLAN

BACKGROUND:

In October 2012, the California Workforce Investment Board (CWIB) submitted its new State five-year WIA Strategic Plan to the U.S. Department of Labor for review and approval. The plan was developed from input by State and regional stakeholders who identified goals in four key areas to guide the activities of the workforce system over the next five years:

1. **Business and Industry.** *Meet the workforce needs of regional economies and high demand industry sectors with the best potential for new jobs.*
2. **Adults.** *Increase the number of Californians, including from under-represented demographic groups, who complete at least one year of postsecondary education with a marketable credential or degree, with a special emphasis on veterans, disabled individuals, disconnected youth, formerly incarcerated, and other at-risk populations.*
3. **Youth.** *Increase the number of high school students, including those from under-represented demographic groups, who graduate prepared for postsecondary education and/or a career.*
4. **System Alignment and Accountability.** *Support system alignment, service integration, and continuous improvement through shared data, common participant tracking, and evidence-based policymaking*

The Introduction and Summary of the plan is attached for review, along with public testimony provided by the California Workforce Association (CWA) and a member of the NOVA and California Workforce Investment Boards.

The California Workforce Training Act requires the State Board to develop a Unified Strategic Workforce Plan in addition to its WIA Strategic Plan. Recent amendments to the Workforce Training Act add similar local/regional strategic planning requirements in addition to the WIA Local Plan requirements. LWIBs must submit Local Plans that mirror the State Board's WIA Strategic Plan and must identify LWIB strategies to achieve Strategic Workforce Plan goals and actions.

The State Board and the Employment Development Department (EDD) will issue a formal directive with detailed final guidance and instructions for the development of

STAFF PRESENTER: Robin Purdy

ITEM IV-B – INFORMATION (continued)

Page 2

five-year Local Plans by December 2012. The State Board and EDD will also provide technical assistance to LWIBs and their staff in the development of Local Plans, and will conduct a series of regional technical assistance forums throughout the state in fall/winter 2012/2013.

LWIBs have been encouraged by the State Board to begin their planning as soon as possible. As a result, SETA began the planning process for the development of the Local Plan by holding a public hearing in October to solicit broad LWIA stakeholder input and public comment. The hearing was attended by adult education, vocational training providers, community based organizations, and public agencies. Additionally, 13,000 surveys were sent out this month to job seekers, businesses, and partner agencies to identify the services and activities they feel are most valuable in the SWCC system, as well as the most responsive to their needs. Information gathered at the hearing and through the surveys will be presented to the Planning/Oversight Committee in January and incorporated, as appropriate, in the draft Local WIA five-year Strategic Plan. A copy of the draft Plan will be made available for public review and comment no later than February 2013 and will be brought to the Sacramento Works Workforce Investment Board and the SETA Governing Board for approval in March and April, 2013.

STAFF PRESENTER: Robin Purdy



California Workforce Investment Board
777 12th Street, Suite 200
Sacramento, CA 95814

November 9, 2012

To Whom It May Concern:

The California Workforce Association (CWA) would like to take this opportunity to offer comments on the California Workforce Investment Board's (CWIB) Strategic Plan (Plan) for 2012-2017 published and made available for public comment on November 1, 2012. CWA members have adopted a set of values and standards that articulate the commitment of our member local workforce investment boards to continuous improvement and fulfillment of our charge to serve as leaders on workforce issues in our respective communities. It is in the spirit of continuous improvement and with full understanding of the leadership role our members fill at the local level that these comments are sent forward. We have attempted to organize our comments into general comments on the overarching strategies expressed in the Plan, and comments specific to particular sections of the Plan.

General Comments

We applaud the vision and commitment of the Governor and the CWIB to alignment of the state's workforce and education institutions and programs around the demands of industry sectors through the implementation of regional sector strategies. As a membership, we have been involved in the design and implementation of effective sector based workforce strategies across the state—many of which were mentioned in the CWIB's Plan—over the course of the past several years. We would encourage the CWIB to broaden the language it uses in the Business and Industry goals section of the Plan targeting particular segments of the economy. The Plan seems to narrowly focus on *growth/high demand* sectors at the regional level. We agree that in this changing economic time, sectors projecting high growth should receive the attention of the workforce system, but there are also a multitude of industries across the many regions of California that, because of retirements and churn within their employee base provide employment opportunities that cannot and should not be dismissed at a time when so many Californian's are trying to return to work. Mature and stable segments of regional economies like Manufacturing, traditional energy, travel and tourism, and agriculture, along with a host of other industries would not necessarily fall under the definition of *growth* industries, but are none-the-less critical to particular economies in distinct regions of our state. Our members recognize that these sectors provide well-paying jobs that offer long-term stable employment. Many of these sectors are facing "retirement bubbles" which will, if not planned for, decimate the labor force available to backfill jobs becoming available as aging baby boomers move to retire. In fact, according to the CA Employment Development Department's Occupational Employment Projections for 2010-2020 while California is anticipated to generate about 2.7 million new jobs from industry growth,

and more than 3.7 million jobs from replacement needs. Meeting the replacement job opportunities in mature sectors should be prominent in the CWIBs strategy. **We ask that the CWIB add language into the Plan that acknowledges the replacement workforce crisis that looms in many of our stable and mature industries across the state.**

Likewise, our members recognize the importance of post-secondary education and its correlation to improved employability, increased earning power and improved job retention for both youth and adults. We believe it is critically important to the economic health of individuals, families, regions and the state that priority be placed on how the knowledge and skills are valued by industry sectors, evidenced by an individual's ability to attach to the workforce upon completion of training. The value proposition represented by the acquisition and subsequent utilization of skills via *competitive employment* and job *retention* seem to be under emphasized throughout in the Plan. Thus, **we ask that the CWIB add language that acknowledges placement into employment as an outcome tantamount to successful workforce development strategies and the ultimate evidence of their effectiveness.**

The emphasis placed on *retraining* as critical to our state's ability to maintain its status as innovative and prosperous is a tenet on which we agree. Our local experience since the beginning of the Great Recession in 2007 has demonstrated to us time and time again that the unprecedented number of Californians who currently find themselves unemployed and living hand to mouth are in need of assistance with immediate employment and reemployment services. **We recommend that the CWIB acknowledge employment and reemployment services delivered through the One-Stop Career Centers as a valued and important complement to the array of strategic workforce solutions needed to stabilize California's economy and fully address the needs of job seekers and businesses.** Exclusion of this acknowledgement in the Plan is a failure to recognize the complex needs of the 2 million plus unemployed citizens of this state who may seek services through the LWIB funded One-Stop System. **In addition, CWA asks the CWIB to dedicate a portion of the state Plan to address strategies that place the One-Stop Service Delivery System as the hub for talent pipeline development, connecting Californian's with the information and services they need to design fully informed and actionable individual employment plans.**

In this same vein, CWA agrees and supports the premise that acquiring additional training and education beyond a high school diploma is an important and attainable goal. Increased education levels have long been recognized as indicative of increased employment opportunities for Californians. **We would ask that, in addition to calling out the importance of increasing the number of Californians receiving one year of post-secondary education, that the CWIB recognize training which may be equivalent to one year of post-secondary education by adding the attainment of shorter-term intensive industry recognized credentials as a key strategy for in connecting youth and adults to employment opportunities.** This would ensure the provision of marketable credentials as part of the skill-enhancement strategy and provide greater balance to the array of service strategies that can be deployed, increasing the relevance of the workforce system to the needs of employers.

CWA recognizes the Governor and the CWIB for convening state agencies and departments that are integral partners in the delivery of workforce services across the state, including those which hold authority over statewide systems that share accountability for solving California's workforce challenges. We believe the assemblage of this working team will be instrumental to the success of

the Plan. This team, fully engaged and empowered by the Governor can drive and support change across multiple systems, which will be essential for this ambitious Plan to realize the evidence-based results it espouses. Coordinated, committed and effective leadership at the state level, with authoritative direction being given to the local branches of their subordinate institutions is paramount to the success of this strategy. Absent that leadership, LWIBs who attempt to convene these local systems will lack the backing needed to succeed in implementing the framework of the Plan. One of the shortfalls of the Workforce Investment Act of 1998 that has been called out in every reauthorization attempt was that of “accountability absent appropriate authority”. As WIA was implemented, the demand that WIBs organize a comprehensive array of partners and services through the lynchpin One-Stop Delivery System proved to be a stumbling stone within the Law. Likewise, the planning and organizing role described in the state Plan alludes to a similar expectation of the LWIBs for “accountability absent appropriate authority”. **CWA respectfully asks how the state agencies and departments involved in the state level coordination of effort under this Plan will communicate the need for collaboration, partnership and cooperation with the LWIBs to their local institutions.** We ask that the CWIB work in concert with the state level workgroup to articulate a “feedback loop” to ensure it is able to fulfill its stated role of “supporting that vision and removing barriers to implementation”.

The system alignment and accountability goal expressed in the Plan has the support of our membership. We look forward to the CWIB taking on this work as part of its mission and leading cross-agency collaboration on the design and implementation of a dashboard and data collection platform which will comprehensively capture the contributions of all the entities engaged in workforce development in the state. The goal of conducting research and exercising continuous improvement principles with critical evidence as the basis for influencing design and implementation of interventions strategies is something that has long been discussed and is long overdue in the field of workforce development. We applaud the CWIB for leading this important statewide effort and look forward to partnering with the CWIB and other state agencies as this tool is implemented. **CWA encourages the CWIB to promote the use of the California Workforce Services Network (CWSN) as this comprehensive data repository, and would support it as *the* system for aggregation of data across systems thereby supporting the uniform collection of information related to the success matrices determined critical in this unified Plan.**

As the state looks to support scaling up and replication of existing regional networks and industry sector partnerships, **CWA offers its support with facilitating discussions and distribution of information on acknowledged best practices and models during its Fall, Youth and Spring conferences. In addition, CWA’s newly designed member management platform may be a useful tool in managing discussion groups and threads around key themes in the state Plan which would benefit from real-time knowledge sharing.** CWA looks forward to a discussion on how it can support the timely identification of obstacles identified in specific regions/partner institutions, and become part of the formal feedback loop established to alert the state working group to challenges encountered so that they may effectively fulfill their role of assisting with the removal of barriers as stated in the Plan.

Section III: Goals, Objectives, Actions

Comments regarding the Business and Industry Goal

Our members are committed to ensuring that data developed at the state level is meaningful and correlated to the demands experienced at the regional and local level and look forward to working with CWIB and the state work group to ensure this occurs.

Regarding the development of high quality actionable labor market information data, **CWA recommends the following:**

- Coordinate labor market information research in a comprehensive manner with other organizations that are already producing labor market information
- Identify a lead organization and champion for development of enhanced LMI and encourage the EDD Labor Market Information Division and the Community College Centers of Excellence to work closely together to produce more robust information that also incorporates real-time anecdotal information from business critical to thorough understanding of their workforce challenges
- Develop an input loop that allows for the anecdotal information coming out of the regional sector partnerships to be reflected in the LMI produced
- Aggregate data at the state level, but support the need for more granular information in support of effective regional workforce strategies at the local level
- Emphasize declining industry and occupational trends as a way to classify and identify churn in the state's economy
- Identify resources at the state level to support the production of this foundational LMI information

On the use of the term “braided funding” in sections throughout the document, **CWA recommends the use of “braided or leveraged funding” and the definition of this term as the leveraging of multiple funding streams for the support of a single individual's employment goals.** This places the emphasis on utilization of appropriate funding streams in support of Californians and their achievement of employment objectives relevant to regional/local economic demand, and provides the greatest flexibility to partner organization in designing comprehensive complimentary funding strategies that address individual and business needs.

CWA recommends the addition of the following language to Objective 2 under this goal: Where functioning, support existing regional workforce and economic development networks, and where not in existence support the development of these networks in California’s regions to address workforce education and training priorities.

In order for the local planning efforts of LWIBs be successful, it is important that the system navigators called for under this objective and deployed with in the California Community College Chancellor’s Office, Workforce and Economic Development Division have some relationship to strategies being formulated by LWIBs. **CWA requests that additional information be included in the plan regarding the role of the system navigators and the industry sectors they represent and clarification on how the linkage between the system navigators in the CCCs and the business services efforts undertaken by LWIBs will be accomplished.**

Within the funding strategy articulated under this objective, **CWA strongly encourages the CWIB to take the steps necessary to ensure that funding opportunities developed at the state level are written to support the networked approach described throughout the planning document Attention must be given to the language used in describing the partnerships requirements called for in future RFPs to incent this approach and avoid funding one partner over another in a silo'd approach to solving a particular workforce related issue.**

Just as it is important to involve business in the process of constructing the skill standard and training needs of their industry, it is important that they be engaged as a critical feedback mechanism on the development of curriculum to address those needs. The input received from these business partners on specific curriculum content is critical to the success of career technical education. **We would encourage the CWIB to emphasize the importance of business involvement in the curriculum development process.**

Comments regarding the Adult Goal

CWA has addressed concerns regarding the stipulation of at least one year of postsecondary education earlier in this document. CWA is requesting that the plan include an expanded definition of one-year of post-secondary education that allows for recognition of training which may be equivalent to one year of post-secondary education by adding the attainment of shorter-term intensive industry recognized credentials as a key strategy for in connecting youth and adults to employment opportunities. In addition to earlier comments, **our membership asks that this goal be expanded to include employment as an outcome for the adult goal by adding “and join the workforce in a job related to their field of study, thereby providing evidence of the relevance of the credential/degree to the marketplace.”**

It will be critically important for the CWIB to involve its state level human services partner in establishing guidelines for the welfare system in respect to this goal. The traditional connection between local workforce and local welfare program strategies occurs in the use of On-the-Job Training/Subsidized Employment models as a vehicle for moving CalWORKs recipients into gainful employment. One year of postsecondary education is not currently a priority outcome for the welfare system. Espousing this as a goal for the Adult population may have the unintended consequence of excluding the CalWORKs population from workforce services.

The members of CWA agree in principle with the Adult goal set forth, but feel strongly that accountability for increasing the capacity of community colleges and adult education to provide CTE; increasing the number of career pathway programs in demand industries; increasing the number of adult basic education students who successfully transition to postsecondary education, training or employment and reduce the time students spend in remediation; and increasing the number of underprepared job seekers and displaced workers who enter and successfully complete education and training programs in demand industries and occupations, cannot be accomplished without the commitment and funding by the California Community College system and the California Department of Education. LWIBs have no authority to directly implement actions to achieve the vision of a world in which career technical education is valued as much as college prep and that all high schools and colleges have the funds necessary to train teachers and develop curriculum for career pathways. While these are goals that are supported by the LWIBS, and while WIA funds have been used to assist in the capacity building efforts of CTE and career pathways, **CWA asks the CWIB to remove language that implicates the LWIB as having the authority necessary to direct actions of local educational institutions and instead asks that this responsibility be placed on the appropriate educational institutions, requiring them to provide their articulated strategies to the LWIB for inclusion in the local plan as demonstrative of shared accountability across systems.**

Within Objective 3 there is a call for the provision of support services to basic skills students. **CWA asks the CWIB to work to amend the SB734 definition of training to allow the allocation of the cost associated with the provision of supportive services to the training cost category.** Supportive services, which can include uniforms, boots, books, tools, transportation, housing assistance, and child care assistance, are often provided to individuals enrolled in training programs and have proven to be a key factor influencing an individual's ability to persist in and complete training.

In response to Objective 4, CWA is interested in working with the CWIB and EDD to modernize the state's Eligible Training Provider List. WIA statute requires that LWIB's institute a local process for designating inclusion on the state ETPL that is based in an understanding of the demand present in the local economy for training. **CWA supports development of a policy that ensures that training programs are responsive to economic demand and that programs that do not produce attachment to the workforce are removed from the ETPL.**

Our members wholeheartedly support any actions that can be taken to adopt a process within the community colleges to recognize and give credit for veterans for education training completed in the armed forces. **We would recommend an additional action that would create a process within the community colleges for the assessment and granting of credit for the work experience gained by adults over the course of their working life.**

Comments regarding the Youth Goal

CWA would encourage the CWIB to add an action item that encourages the development of a standardized curriculum by the California Department of Education and consistent statewide delivery of career exploration classes beginning in junior high that exposes youth to career options over the course of their middle and high school years.

Comments regarding the System Alignment and Accountability Goal

CWA recommends the addition of "and communicate resolution of those issues back to partners across systems at the local and regional level" to action 3 under this goal.

We would like to offer the cooperation and assistance of CWA in achieving actions under number 4 of this goal. **CWA stands ready to assist the CWIB as it rolls out technical assistance to LWIBs on the development of Local Plans, including support for ongoing peer to peer sharing of effective strategies.**

CWA asks for clarification regarding action number 6 concerning the promotion of the Integrated Service Delivery model. Implementation of this model relies heavily on moving the majority of the customers coming through the doors of the One Stop Service Delivery System into employment as quickly as possible, with skill development happening in a more informal manner in the one-stop environment. Full integration makes increasing training expenditures difficult because of the staffing resources required to manage high numbers of universal customers. While LWIBs acknowledge there is a high demand for access to services and many are interested in exploring the ISD model, there seem to be competing priorities expressed in the Plan. **CWA looks forward to working with the CWIB to better understand the goals of the CWIB in encouraging wider adoption of the ISD model, and recommends that language regarding the promotion of the**

model be removed from the Plan and Local Guidance until further evaluation of the pros and cons of this model in light of increased demands for training expenditures can be completely assessed.

Because the Chief Local Elected Official must be included in any discussions that may occur regarding potential consolidations of local areas, **CWA would ask that action number 7 be revised to read “ Work with the Chief Local Elected Official and support Local Boards...”**.

CWA asks for clarification on the use of the work American versus America’s in action number 9.

In consideration of the actions described under objective number 2 of this section, will there be subsequent efforts to designate high performing community colleges, adult education programs, ROCs, etc., in an effort to further align system partners around continuous improvement efforts and shared accountability?

We respectfully ask that CWA and the LWIBs be added to action item 5, modifying it to read, “Work with the DOLETA, LWIBs, and CWA to develop and negotiate WIA performance measures and outcomes consistent with the goals of California’s Strategic Workforce Development Plan and the LWIB Local Plans”.

Comments regarding Chapter V: Performance and Outcome Measures

CWA understands that the Governor’s vision is for “shared strategy” to be the foundation for achieving the Plan. As such, it is critical that the Performance and Outcome Measures reflect shared accountability across the state level partners and system-wide performance measures impacting all partners in the workforce system, not only LWIBs. The performance and outcome measures described in this section of the Plan appear to focus only on the results as they are achieved and reported by the LWIBs. The majority of the big picture goals and supporting objectives detailed in the Plan will require the willing and fully engaged participation of multiple other institutions. Achieving the goals will require significant changes in the way the education system delivers its services to students. Absent education’s ability to organize credentials and classes in new ways to respond to demand, the ability of WIA to do what’s expected is severely limited. **CWA is requesting that the CWIB work with the Community College Chancellor’s Office and the California Department of Education to establish an accountability system for the education system for delivery of curriculum that leads to in-demand credentials.**

The members of CWA would like to point out that obtaining employment is an evidenced based outcome that speaks to the effectiveness of all systems charged with workforce development and advocates for the use of employment, retention, and wage measures as evidenced-based, longitudinal measures of the success of a variety of workforce intervention strategies. We strongly encourage the CWIB to call placement into employment out as part of the measures that should go across all systems that contribute to the talent development pipeline.

Regarding the consideration of additional state performance measures, **CWA offers Employer Satisfaction as an alternative to the measure of Market Penetration as was recommended by the six state workgroup in concert with NGA.** A measure of market penetration places the WIA system in competition against temporary and staffing agencies and other private sector

business with whom we are called upon to collaborate. There is also some question whether market penetration is an effective proxy for how effectively the workforce system is meeting the needs of important industry sectors within the economy. Additionally, **CWA encourages the CWIB to continue to look at cost/benefit and return on investment methodologies as potentially more accurate proxies of effective deployment of workforce strategies.**

Comments regarding Chapter VI: WIA System Overview

CWA members ask for further information on the intent of the CWIB in relationship to the following statements in the Plan: “ The state Board will seek efficiency and cost saving mechanisms for the operation of California’s One-Stop system, including greater integration as exemplified by the ISD model. The State Board will also work to ensure that WIA required partners make their services available to customers through the One-Stop system and share in the cost of the One-Stop facilities and operations.” In the first sentence quoted above, **CWA wants to ensure that it is not the intent of the State Board to infringe on systems operations decisions that are statutorily given to LWIBs in cooperation with the CLEO’s.** Regarding sharing of operational costs by One-Stop partners, **CWA appreciates the assistance of the CWIB in calling for the development of an approved cost sharing agreement that maybe used statewide.** Since the implementation of WIA in California, there has not been a DOL approved cost sharing methodology in place. CWA appreciates the CWIB’s willingness to assist with mediating this long- term issue which has hampered cross-organizational sharing of the burden of operating a universal access demand driven workforce system.

Comments on Appendix H: Proposed Timeline for Local Plan Review, LWIB Re-Certification and High Performance LWIB Certification

The proposed timeline for the development and review of local plans is an aggressive timeline. Understanding that the Plan developed by the CWIB is a significant departure from the traditional compliance driven planning process historically in place for LWIBs, the CWIB has indicated it will be providing extensive technical assistance to support LWIBs as they develop their local plans. Those LWIBs who have access to early technical assistance will be at a distinct advantage in meeting the plan submission deadlines. The level of partner coordination, resource identification, strategy development, in depth analysis of local and regional economic trends, assessment of the current state of partner training institutions against the vision described in the state Plan, will require a significant amount of engagement and time. Indeed the language in the Plan requires deep engagement of local and regional partners in the purposeful design of the strategies that will become part and parcel of the local plan. Add to the local plan project time line the need to allow for the LWIB, CLEO and/or other appropriate local control agencies to vet and review the plan, as well as release the plan for the required public comment period, there is great concern that the April 1, 2013 due date for local plan submission to the CWIB is not realistic. It is also the understanding of CWA that CWIB has been granted until April 1, 2012 to submit its final plan. In light of this, our members ask that the CWIB:

- Adjust the due date of the local plans commensurate with the additional time being granted to the CWIB for the submission of its fully approved plan, or
- Allow LWIBs to submit “draft” local plans to the CWIB—as the CWIB has done to the Department of Labor with its current Plan—allowing for LWIBs to meeting the April 1,

2013 deadline for submission and providing an avenue for the final locally vetted and approved plan to be submitted when all review and administrative processes have been completed.

CWA encourages and offers its assistance in the delivery of technical assistance session to LWIBs beginning as soon as possible. In addition, CWA strongly encourages the CWIB to begin capturing, categorizing and publishing answers to frequently asked questions coming out of the technical assistance sessions.

In order to enhance the quality of the local plans submitted, CWA would encourage the CWIB to consider engaging with LWIBs during the local plan review process to alert them to perceived deficiencies in their local plans and engage with them on “in review corrective action processes” which will ensure that the greatest majority of local plans acted upon by the CWIB will be in compliance with state Plan guidelines.

CWA would like to point out that in some instances, accomplishing the goals contained in the vision for California’s workforce system may require statutory change. In this regard, two issues seem worthy of note. First, this is a five-year plan, and as such implies that a developmental, staged process will be central to its implementation. Second, it will be necessary to assess outcomes against the stated plan to evaluate whether any given local plan was successful, and this cannot be done without the history of performance as the basis of evaluation. CWA looks forward to engaging with the CWIB on the delivery of continuous technical assistance focused on refining and improving strategies used across the state to achieve the Governor’s vision.

As the Great Recession of 2007 has taught us, economic stability of sectors may be fleeting. As such, local priorities identified in a plan submitted in 2013 may be completely irrelevant in 2014. CWA agrees with CWIB that the plan should be seen as a living document that—based on experience and changing conditions—will be reworked over time. In light of this, CWA requests a formal process for submission of plan modifications.

From an editorial perspective, the statements regarding ISD on page 5 of Appendix H Interim Local Plan Guidance, seems out of place in Section 1. Vision. If the CWIB sees ISD as a component of sector strategies, this may be appropriately placed. However, it would seem more appropriately placed in the body of Section 6. Administration.

Section 2 provides instruction on Economic and Workforce Information Analysis. **Our members would like clarification on what the CWIB means when referring to the inclusion of “skill gap” analysis as part of the LMI data produced. Examples of the kind of analysis that meets this expectation would be useful.**

Comments related to Section 4 of the planning guidance have been presented earlier in this document in comments on the Adult Goal.

As a general comment on the teams that will be assembled to review the LWIB local plan submissions, **CWA would recommend that those who will be responsible for the review of the plans also be integrated into the team that will be providing technical assistance.** We believe doing so will strengthen the connection between the technical assistance given, improve the lens that the review team will use as it assesses responsiveness of local plans to state guidance

and speed the review process by having those most familiar and involved with the planning process engaged through the entire process.

Section 8 addresses the development of local WIA common measure performance goals. **Is it the intent of the state to engage in negotiation of local performance measures during the local plan review process or ahead of the date for required submission? This section seems to describe a process different than that used historically, and clarification is requested. CWA also requests verification on the amount of \$18,543 as the earnings measure for dislocated worker programs. Is this amount correct?**

As a point of clarification please provide guidelines on the age of resources, data sets and research that may be used or cited in local plans. ARRA funding was used to conduct a number of significant studies that would be useful in developing local plans, but CWA members want some assurance that these studies will be considered valid and timely.

Comments regarding Appendix H: Interim High-Performance Local Board Standards and Evaluation Criteria

CWA recommends that the CWIB clarify its expectation for High Performing LWIB evaluation process. The present tense of the language used to describe the criteria for evaluation gives the impression that actions are already being done or that the goal is already being accomplished, as opposed to this process representing the initial effort of LWIBs to put in place the strategies and objectives that will be used to assess whether they are moving along a trajectory toward becoming high-performance boards. **CWA encourages the CWIB to consider modification of the language used in the Criteria to appropriately characterize this new certification process as the “baseline” stage of what will be a continuous improvement process.**

Within Section II of the Business Services/Partnerships/ Sector Strategies portion of the guidance, criteria number 4 states that the Local Board "takes the lead in identifying and obtaining resources to sustain operations of regional workforce and economic development networks over time." **CWA recommends that the CWIB provide technical assistance and policy direction to LWIBs on the allowable activities associated with sustaining operations of regional workforce and economic development networks.** Many LWIBs are cautious about funding activities that could be defined as economic development or employer generating activities because, according to the DOL Comprehensive Financial Management Technical Assistance Guide, Part II (updated July 2011), under Allowable Costs, WIA prohibits employment-generating activities, including economic development activities (page II-4-5). Fund raising and investment management costs are unallowable (2 CFR Part 230, 2 CFR Part 225, 48 CFR Part 31, OMB Circular A-87), or partly allowable (2 CFR Part 220). Use of WIA funds for interest, fund-raising, and investment management costs are unallowable (48 CFR Part 31) or partly allowable (OMB Circulars A-21, A-122, and A-87).

Under this same criteria, in examples of evidence listed, the last example calls for the local board to seek out funding opportunities and align resources with labor, education, corrections, social services, economic development and other key partners and programs in support of the state strategic workforce plan. **CWA recommends changing the language to read “local strategic workforce plan”, instead of “state strategic workforce plan”.**

In regard to Section IV: Youth Strategies, Criteria 1, it is important to acknowledge that local school districts are independently governed by elected school boards. Placing an expectation on the LWIBs to set metrics for dropout rate reduction would have some LWIBs responsible for negotiating with 20 or more independently governed entities. **CWA questions the practicality of this goal and would like the opportunity to further discuss reasonable and actionable evidence of LWIB engagement on this issue.**

Regarding Section V: Managing the Work of the Local Board, **with the availability of the California Workforce Services Network (CWSN) still uncertain, is it the intent of the CWIB for LWIBs to track performance elements that are not already tracked in the available system? If so, what data elements should LWIBs be prepared to track, and will the CWIB provide fiscal resources if needed to develop tracking systems until such time as CWSN is available?**

In closing, on behalf of our membership, we would like to express our concern that the One-Stop Service Delivery System, which is the flagship of the WIA service delivery strategy seems to be treated as an after-thought throughout the state Plan. Under the Workforce Investment Act of 1998, the creation and operation of One-Stop centers for the delivery of employment and training services was the first and foremost requirement placed on LWIBs. **CWA would encourage the CWIB to include strategies in the Plan that place the One-Stop Service Delivery System as the hub for talent pipeline development, connecting Californian's with the information and services they need to design fully informed and actionable individual employment plans.**

Respectfully,

A handwritten signature in cursive script that reads "Barbara Halsey".

Barbara Halsey, Director
California Workforce Association
1107 9th Street, Ste. 801
Sacramento, CA 95814

CENTER FOR CONTINUING STUDY OF THE CALIFORNIA ECONOMY

575 MIDDLEFIELD ROAD SUITE 110 • PALO ALTO • CALIFORNIA • 94301

TELEPHONE: (650) 321-8550

FAX: (650) 321-5451

www.ccsce.com

DATE: November 9, 2012

TO: CWIB Staff, Members and Friends

FROM: Stephen Levy

SUBJECT: Comments on the Draft Strategic Plan Vision Goals & Strategy

1. This is a very good beginning with a strong emphasis on a sectoral approach and partnerships among key workforce partners
2. I am attaching the presentation I made Wednesday at the DOF economic forecast conference, which focused on the economy from a workforce perspective.
3. Below are some high level themes that could strengthen the introduction and help inform people outside the system about what we are about and the challenges we face:
 - The workforce system serves both workers and businesses. Our primary challenge is to prepare workers, including future workers still in school, for jobs in demand by California employers.
 - Most future job openings will come from replacing workers who are retiring or changing occupations. Looking out five years more than a million Californians will retire, many with the highest levels of skills and experience. These retirements create job openings across all skill levels bringing hope to students and workers that they do not have to graduate from a 4-year college to get a good job.
 - Job openings from retiring baby boomers and future job growth will be filled by three groups—students, new immigrants and, most of all, by upgrading the skills of the existing workforce. All three groups are critical for meeting the needs of employers and a competitive state economy. We need an “all hands on deck” workforce strategy.

- As a result of the impending baby boomer retirement surge, occupations in high demand will not always be the same as occupations with high growth. Many critical skill shortages will occur in occupations and industries with average or below average job growth. Replacing retiring aerospace workers is an example. (I would change all citations of “high growth” to “high demand” sectors. This is not just semantics. It is a core mistake we need to avoid in thinking about CWIB’s effectiveness.
 - California’s workforce strategy is a key part of California’s economic competitiveness strategy. Success demands not only providing businesses with the right workforce but at the same time providing the level of education, Infrastructure and community services that will convince highly skilled workers to live and work in California. Education is not just about training, for example, it is about providing schools that skilled workers who are not millionaires can find for their children in communities they can afford to live in.
4. I am a big fan on enlisting businesses to partner with middle and high schools to show students how education and career training can pay off. That can be through academy programs, through just going and talking to kids about how the skills they are learning fit into getting a job, through internships and any other means we can think of.

While the strategy correctly identifies partnerships at the community college and adult retraining level, the importance of enlisting businesses to bring enthusiasm and hope to students in the K-12 system cannot be overrated in my opinion and is a low cost—high return investment.

5. I have never liked the word “youth” as it is used in the workforce world. To me it reflects an older and too restrictive focus on youth at risk or in trouble. The need for higher basic skills and STE preparation is more widespread. I think a better focus broadens the old anti-poverty focus on “youth” to a new “all hands on deck, every student must be in our focus” strategy.

My son would not have fit into the old concept of a “youth” workforce strategy but he and people like him should be included in thinking about education, skills and partnerships that lead to middle skill jobs.

6. There are large strategy areas that are not within the practical scope of CWIB but are important and for which we can be advocates. They also deserve mention in our strategy. One is immigration policy. Hopefully CWIB can be an advocate with the Governor for federal policies that have

positive workforce and competitiveness implications for California competitiveness.

Even more so I hope CWIB can be an advocate for not only education strategies that support workforce preparation but also for the funding and tuition policies that support effective access and program development at all levels of education and career training.

7. Our local board is a big proponent of regional workforce planning combined with local service delivery. For us that means that NOVA and the San Mateo and work2future board in San Jose operate in the same labor market but can plan for program delivery that complements but does not unnecessarily duplicate activities in our neighboring workforce board areas. I think this regional planning, coordinated local delivery is an important concept for making service delivery in regional labor market areas more efficient and deserves a place in our strategy and concepts about high performing WIBs.

ITEM IV-C - INFORMATION

CAPITAL REGION OCCUPATIONAL OUTLOOK AND CRITICAL CLUSTERS

BACKGROUND:

It is the goal of Sacramento Works to invest in occupational clusters that prepare job seekers for career pathways to middle and high skilled jobs that ensure upward mobility and self-sufficiency. Sacramento Works also places a high priority on identifying and serving vulnerable populations who have barriers to employment and providing them with contextual career technical education, inclusive of basic skills remediation, which leads to credentials and degrees in occupations critical to the growth of the region.

Since 2007, Sacramento Works, Inc. has identified occupational clusters that are *critical* to the regional economy and has established a goal to target Workforce Investment Act funds to train a workforce to meet the demands of regional employers in the critical occupational clusters. The occupations contained in each of the clusters are selected based on a variety of criteria, including absolute growth, replacement need and/or percent growth for the forecast period. Data is provided by Economic Modeling Solutions Inc. (EMSI) and updated quarterly on www.careergps.com. In addition to the clusters stated below, Sacramento Works has targeted training in the Clean Energy Technology sector. The majority of clean energy technology related occupations are reflected within the Administrative and Support Services, Architecture and Engineering, Construction, Installation, Maintenance, and Repair, and Transportation and Production Critical Occupational Clusters (*).

Critical Occupational Cluster Demand Projections – 2012-2017					
Critical Occupational Cluster	Total Jobs	New Jobs	Replacement Jobs	Job Openings	Median Hourly Earnings
Administrative and Support Services*	293,949	5,092	5,985	11,077	\$22.35
Architecture and Engineering*	9,113	132	203	335	\$49.47
Construction*	41,403	460	815	1,275	\$22.40
Healthcare and Support Services	70,528	2,408	1,155	3,563	\$24.34
Human Services	22,046	323	524	846	\$20.87
Information Technology	35,213	531	632	1,163	\$35.89
Installation, Maintenance and Repair*	24,440	303	495	799	\$22.27
Tourism and Hospitality	39,959	1,024	791	1,814	\$12.05
Transportation and Production*	85,534	1,451	2,074	3,525	\$18.35
Totals	622,185	11,724	12,674	24,397	\$25.33

STAFF PRESENTER: Robin Purdy

The Planning/Oversight Committee of Sacramento Works has been analyzing the critical occupational clusters, comparing them to the fastest growing occupations in the region and the occupations with the most projected job openings (new and replacement jobs) and working to align the critical occupational clusters with the six core business clusters identified in the **Next Economy** Capital Region Prosperity Plan. The six clusters that were identified for investment and expansion based on their job and wealth creation potential, include:

- Advanced Manufacturing
- Agriculture & Food
- Clean Energy Technology
- Education & Knowledge Creation
- Information & Communications Technology
- Life Sciences & Health Services

A high-level comparison of the Sacramento Works Critical Occupational Clusters and the **Next Economy** Core Business Clusters reveals the following:

- There are three clusters that appear to be aligned:
 - Health Care and Support Services = Life Sciences and Health Services
 - Information Technology = Information & Communication Technologies
 - Clean Energy Technology = Clean Energy Technology
- There appears to be partial alignment between the following **Next Economy** and Sacramento Works clusters, but more analysis is needed to identify the occupations to target:
 - Advanced Manufacturing = Installation, Maintenance and Repair and Transportation and Production
 - Agriculture and Food = Tourism and Hospitality
- There is one **Next Economy** cluster selected for its potential for job and wealth creation and two Sacramento Works clusters in which demand has shifted to occupations requiring degrees beyond a Baccalaureate. While these clusters may continue to be considered critical occupations for the Workforce

STAFF PRESENTER: Robin Purdy

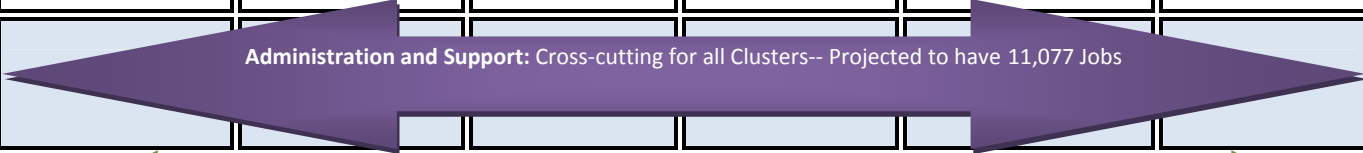


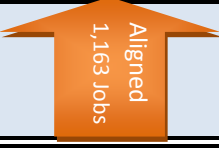
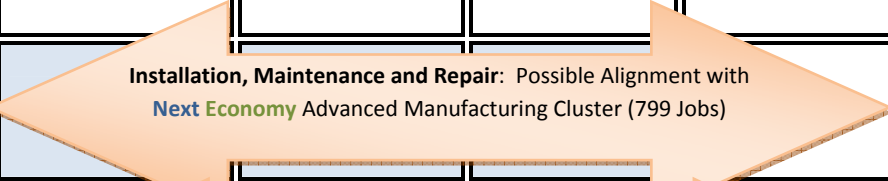
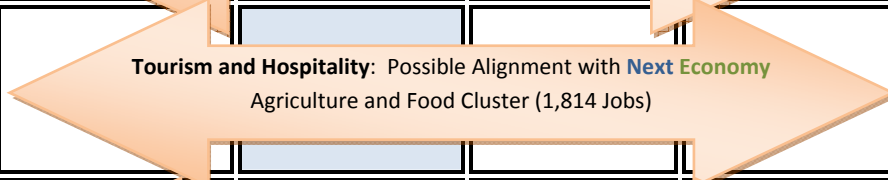
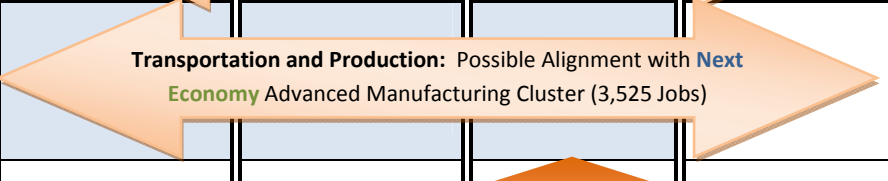
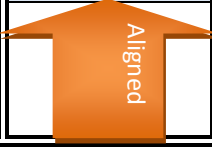
- Investment Act Youth programs, they may not be the focus of the Workforce Investment Act Adult and Dislocated Worker programs, which focuses on occupations requiring short to moderate term training and certifications:
 - Education and Knowledge Creation – **Next Economy**
 - Architecture and Engineering – Sacramento Works
 - Human Services – Sacramento Works
- There are Sacramento Works Critical Occupational Clusters that were not defined as core business clusters through Next Economy, but are projected to have a large number of job openings that pay self-sufficiency wages, require short term training and which will be needed to support growth in all of the Next Economy clusters and the broader regional economy:
 - Administrative and Support Services
 - Construction

The Planning/Oversight Committee is continuing to review labor market and occupational research and will provide the full board with a recommendation on occupational clusters to target at the next meeting of the Sacramento Works Board in January.

STAFF PRESENTER: Robin Purdy

NextEconomy Regional Clusters

Critical Occupational Clusters – Sacramento Works

	Advanced Manufacturing	Agriculture & Food	Clean Energy Technology	Education & Knowledge	Information & Communications Technology	Life Sciences & Health Services
Administrative & Support Occupations	 Administration and Support: Cross-cutting for all Clusters-- Projected to have 11,077 Jobs					
Construction/Architecture & Engineering	 Construction/Architecture & Engineering: Cross cutting for all clusters - Sacramento Works Critical Occupation 1,275 Jobs					
Healthcare & Support Services						 Aligned 3,563 Jobs
Information Technology					 Aligned 1,163 Jobs	
Installation, Maintenance, & Repair	 Installation, Maintenance and Repair: Possible Alignment with Next Economy Advanced Manufacturing Cluster (799 Jobs)					
Tourism & Hospitality	 Tourism and Hospitality: Possible Alignment with Next Economy Agriculture and Food Cluster (1,814 Jobs)					
Transportation & Production	 Transportation and Production: Possible Alignment with Next Economy Advanced Manufacturing Cluster (3,525 Jobs)					
Clean Energy Technology			 Aligned			

Comparison of Growing Occupations by Education/Training Level

Sacramento Region (El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba Counties)

2012 – 2017

Cluster*	Fastest Growing Occupations (New Jobs from Absolute Growth - 5 year period)	Education/Training Level	Largest Growing Occupations (New Jobs and Replacement Demand – Annual)	Cluster*	
8	Combined Food Preparation and Serving Workers, Including Fast Food (20% or 3,852 jobs)	Short Term On-the-Job Training	Retail Salespersons (1,532 jobs)	10	
10	Retail Salespersons (9% or 2,948 jobs)		Cashiers (1,328 jobs)	10	
4	Personal Care Aides (28% or 2,773 jobs)		Combined Food Preparation and Serving Workers, Including Fast Food (1,311 jobs)	8	
1	Maids and Housekeeping Cleaners (14% or 2,634 jobs)		Waiters and Waitresses (1,053 jobs)	8	
9	Heavy and Tractor-Trailer Truck Drivers (15% or 2,216 jobs)		Office Clerks, General (950 jobs)	1	
8	Waiters and Waitresses (17% or 2,109 jobs)		Maids and Housekeeping Cleaners (849 jobs)	1	
1	Office Clerks, General (6% or 1,989 jobs)		Childcare Workers (800 jobs)	5	
10	Cashiers (9% or 1,814 jobs)		Heavy and Tractor-Trailer Truck Drivers (736 jobs)	9	
	Janitors and Cleaners, Except Maids and Housekeeping Cleaners (9% or 1,722 jobs)		Janitors and Cleaners, Except Maids and Housekeeping Cleaners (692 jobs)	1	
1	Home Health Aides (31% or 1,359 jobs)		Customer Service Representatives (663 jobs)	1	
8	Cooks, Restaurant (19% or 1,087 jobs)		Moderate Term On-the-Job Training	Bookkeeping, Accounting, and Auditing Clerks (343 jobs)	1
1	Bookkeeping, Accounting, and Auditing Clerks(7% or 978 jobs)			Cooks, Restaurant (341 jobs)	8
4	Medical Secretaries (15% or 836 jobs)			Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (275 jobs)	9
9	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (9% or 610 jobs)	Police and Sheriff's Patrol Officers (255 jobs)		1	
4	Medical Assistants (12% or 568 jobs)	Maintenance and Repair Workers, General (246 jobs)		7	
7	Maintenance and Repair Workers, General (8% or 563 jobs)	Medical Secretaries (244 jobs)		4	
3	Painters, Construction and Maintenance (12% or 471 jobs)	Medical Assistants (188 jobs)		4	
1	Loan Officers (14% or 394 jobs)	Painters, Construction and Maintenance (179 jobs)		3	
4	Pharmacy Technicians (16% or 310 jobs)	Loan Officers (150 jobs)		1	
1	Police and Sheriff's Patrol Officers (4% or 253 jobs)	Pharmacy Technicians (95 jobs)		4	

Excludes SOC Classified occupations identified as "All-Other"

Source: EMSi Occupational Forecast Data – 2nd quarter 2012

*Critical Occupational Cluster Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Support Services; 5=Human Services; 6=Information Technology; 7=Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations

1	Coaches and Scouts (15% or 327 jobs)	Long Term On-the-Job Training	Carpenters (226 jobs)	3
10	Musicians and Singers (11% or 306 jobs)		Musicians and Singers (130 jobs)	10
1	Photographers (4% or 253 jobs)		Coaches and Scouts (121 jobs)	1
5	Interpreters and Translators (8% or 211 jobs)		Photographers (111 jobs)	1
10	Purchasing Agents, Except Wholesale, Retail, and Farm Products (8% or 146 jobs)		Interpreters and Translators (109 jobs)	5
3	Electricians (4% or 121 jobs)		Electricians (108 jobs)	3
7	Industrial Machinery Mechanics (11% or 114 jobs)		Farmers, Ranchers, and Other Agricultural Managers (93 jobs)	10
1	Firefighters (5% or 111 jobs)		Plumbers, Pipefitters, and Steamfitters (91 jobs)	3
7	Machinists (12% or 107 jobs)		Claims Adjusters, Examiners, and Investigators (85 jobs)	1
7	Telecommunications Line Installers and Repairers (15% or 107 jobs)		Firefighters (82 jobs)	1
1	First-Line Supervisors of Office and Administrative Support Workers (6% or 875 jobs)	Work Experience in a Related Field	First-Line Supervisors of Office and Administrative Support Workers (595 jobs)	1
8	First-Line Supervisors of Food Preparation and Serving Workers (13% or 830 jobs)		First-Line Supervisors of Retail Sales Workers (421 jobs)	10
10	Real Estate Brokers (13% or 796 jobs)		First-Line Supervisors of Food Preparation and Serving Workers (303 jobs)	8
10	Self-Enrichment Education Teachers (17% or 616 jobs)		Real Estate Brokers (293 jobs)	10
1	Executive Secretaries and Executive Administrative Assistants (6% or 521 jobs)		Executive Secretaries and Executive Administrative Assistants (227 jobs)	1
10	First-Line Supervisors of Non-Retail Sales Workers (7% or 390 jobs)		First-Line Supervisors of Non-Retail Sales Workers (219 jobs)	10
10	First-Line Supervisors of Retail Sales Workers (3% or 381 jobs)		Self-Enrichment Education Teachers (180 jobs)	10
3	First-Line Supervisors of Construction Trades and Extraction Workers (5% or 235 jobs)		First-Line Supervisors of Construction Trades and Extraction Workers (166 jobs)	3
7	First-Line Supervisors of Mechanics, Installers, and Repairers (8% or 178 jobs)		First-Line Supervisors of Mechanics, Installers, and Repairers (96 jobs)	7
9	First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand (15% or 161 jobs)		Administrative Services Managers (78 jobs)	1

Excludes SOC Classified occupations identified as "All-Other"

Source: EMSi Occupational Forecast Data – 2nd quarter 2012

***Critical Occupational Cluster Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Support Services; 5=Human Services; 6=Information Technology; 7=Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations**

10	Real Estate Sales Agents (14% or 4,169 jobs)	Postsecondary Vocational Award (non-degree)	Real Estate Sales Agents (1,501 jobs)	10
4	Nursing Aides, Orderlies, and Attendants (16% or 1,304 jobs)		Nursing Aides, Orderlies, and Attendants (363 jobs)	4
10	Insurance Sales Agents (14% or 968 jobs)		Insurance Sales Agents (350 jobs)	10
10	Hairdressers, Hairstylists, and Cosmetologists (13% or 746 jobs)		Hairdressers, Hairstylists, and Cosmetologists (261 jobs)	10
4	Licensed Practical and Licensed Vocational Nurses (14% or 577 jobs)		Licensed Practical and Licensed Vocational Nurses (226 jobs)	4
4	Emergency Medical Technicians and Paramedics (32% or 336 jobs)		Automotive Service Technicians and Mechanics (195 jobs)	7
4	Emergency Medical Technicians and Paramedics (32% or 336 jobs)		Dental Assistants (121 jobs)	4
1	Fitness Trainers and Aerobics Instructors (12% or 289 jobs)		Preschool Teachers, Except Special Education (108 jobs)	5
7	Automotive Service Technicians and Mechanics (5% or 279 jobs)		Fitness Trainers and Aerobics Instructors (97 jobs)	1
4	Dental Assistants (9% or 272 jobs)		Emergency Medical Technicians and Paramedics (88 jobs)	4
10	Manicurists and Pedicurists (11% or 175 jobs)			
4	Registered Nurses (14% or 2,401 jobs)	Associate Degree	Registered Nurses (782 jobs)	4
6	Computer Support Specialists (8% or 332 jobs)		Computer Support Specialists (172 jobs)	6
1	Appraisers and Assessors of Real Estate (8% or 277 jobs)		Appraisers and Assessors of Real Estate (126 jobs)	1
4	Dental Hygienists (11% or 222 jobs)		Dental Hygienists (86 jobs)	4
4	Radiologic Technologists and Technicians (17% or 218 jobs)		Radiologic Technologists and Technicians (63 jobs)	4
1	Paralegals and Legal Assistants (7% or 145 jobs)		Paralegals and Legal Assistants (58 jobs)	1
4	Medical and Clinical Laboratory Technicians (13% or 144 jobs)		Medical and Clinical Laboratory Technicians (50 jobs)	4
4	Medical Records and Health Information Technicians (15% or 126 jobs)		Medical Records and Health Information Technicians (42 jobs)	4
4	Respiratory Therapists 14% or 107 jobs)		Respiratory Therapists (36 jobs)	4
1	Veterinary Technologists and Technicians (14% or 98 jobs)		Interior Designers (35 jobs)	1

Excludes SOC Classified occupations identified as "All-Other"

Source: EMSi Occupational Forecast Data – 2nd quarter 2012

***Critical Occupational Cluster Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Support Services; 5=Human Services; 6=Information Technology; 7=Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations**

1 10 1 1 10 10 6 6 6 1	Personal Financial Advisors (3% or 4,050 jobs) Securities, Commodities, and Financial Services Sales Agents (29% or 2,695 jobs) Property, Real Estate, and Community Association Managers (13% or 1,301 jobs) Accountants and Auditors (8% or 1,024 jobs) Elementary School Teachers, Except Special Education (7% or 716 jobs) Market Research Analysts and Marketing Specialists (22% or 667 jobs) Computer Systems Analysts (5% or 456 jobs) Software Developers, Systems Software (9% or 402 jobs) Software Developers, Applications (8% or 383 jobs) Financial Analysts (12% or 359 jobs)	Bachelor Degree	Personal Financial Advisors (964 jobs) Securities, Commodities, and Financial Services Sales Agents (798 jobs) Accountants and Auditors (472 jobs) Property, Real Estate, and Community Association Managers (471 jobs) Elementary School Teachers, Except Special Education (366 jobs) Computer Systems Analysts (251 jobs) Secondary School Teachers, Except Special and Career/Technical Education (250 jobs) Market Research Analysts and Marketing Specialists (213 jobs) Middle School Teachers, Except Special and Career/Technical Education (148 jobs) Financial Analysts (138 jobs)	1 10 1 1 10 6 10 10 10 1
1 1 10 10 4 1 10 6 2 1	Management Analysts (15% or 1,518 jobs) Financial Managers (13% or 783 jobs) General and Operations Managers (3% or 439 jobs) Sales Managers (9% or 274 jobs) Medical and Health Services Managers (11% or 254 jobs) Marketing Managers (16% or 230 jobs) Chief Executives (5% or 208 jobs) Computer and Information Systems Managers (6% or 187 jobs) Architectural and Engineering Managers (7% or 106 jobs) Art Directors (7% or 89 jobs)	Bachelor Degree + Work Experience	Management Analysts (471 jobs) General and Operations Managers (330 jobs) Financial Managers (267 jobs) Chief Executives (154 jobs) Sales Managers (147 jobs) Medical and Health Services Managers (105 jobs) Marketing Managers (87 jobs) Computer and Information Systems Managers (83 jobs) Education Administrators, Elementary and Secondary School (52 jobs) Architectural and Engineering Managers (51 jobs)	1 10 1 10 10 4 1 6 10 2
10 10 10 10 5 10 10 10 10 10 5	Postsecondary Teachers (1% or 786 jobs) Medical Scientists, Except Epidemiologists (22% or 319 jobs) Lawyers (3% or 283 jobs) Pharmacists (13% or 216 jobs) Clinical, Counseling, and School Psychologists (8% or 211 jobs) Instructional Coordinators (9% or 159 jobs) Physical Therapists (12% or 139 jobs) Educational, Guidance, School, and Vocational Counselors (6% or 128 jobs) Environmental Scientists and Specialists, Including Health (6% or 125 jobs) Mental Health Counselors (13% or 122 jobs)	Doctorate, Masters, or First Professional Degree	Postsecondary Teachers (277 jobs) Lawyers (214 jobs) Clinical, Counseling, and School Psychologists (123 jobs) Pharmacists (87 jobs) Environmental Scientists and Specialists, Including Health (86 jobs) Medical Scientists, Except Epidemiologists (73 jobs) Instructional Coordinators (69 jobs) Educational, Guidance, School, and Vocational Counselors (69 jobs) Operations Research Analysts (61 jobs) Family and General Practitioners (55 jobs)	10 10 5 10 10 10 10 10 10 10 10

Excludes SOC Classified occupations identified as "All-Other"

Source: EMSi Occupational Forecast Data – 2nd quarter 2012

***Critical Occupational Cluster Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Support Services; 5=Human Services; 6=Information Technology; 7=Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations**

Education/Training Level – These data are provided by Economic Modeling Specialists, Inc. (EMSI). EMSI's educational attainment numbers are based on Census 1990, Census 2000, the Current Population Survey, and EMSI's demographic data. By combining these sources, EMSI interpolates for missing years and projects data at the county level. Educational attainment data cover only the population aged 25 years or more and indicate the highest level achieved. These levels are not necessarily the only way an individual can become qualified to perform the duties of a given occupation. Other combinations of education, training, and/or experience may also be appropriate for job entry.

Short-Term On-The-Job Training - Skills needed to be fully qualified can be acquired on the job during a short demonstration of job duties or during 1 month or less of on-the-job experience or instruction.

Moderate-Term On-The-Job Training - Skills needed to be fully qualified can be acquired on the job during 1 to 12 months of combined on-the-job experience and informal training.

Long-Term On-The-Job Training - More than 12 months of on the job training or combined Work Experience and formal classroom instruction. Includes formal and informal apprenticeships that may last up to 5 years.

Work Experience in a Related Field - Work Experience in a related occupation. Many occupations requiring Work Experience are management occupations.

Post Secondary Vocational Award - Programs may last from only a few weeks to more than a year. Programs typically lead to a certificate or other award but not a degree.

Associate's Degree - Completion of the degree usually requires at least 2 years of full-time academic study.

Bachelor's Degree - Completion of the degree usually requires at least 4 years of full-time academic study.

Bachelor's Degree + Work Experience - Most occupations in this category are management occupations. All require experience in a related non-management position for which a bachelor or higher degree is usually required.

Doctorate, Masters, or First Professional Degree -

Excludes SOC Classified occupations identified as "All-Other"

Source: EMSI Occupational Forecast Data – 2nd quarter 2012

***Critical Occupational Cluster Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Support Services; 5=Human Services; 6=Information Technology; 7=Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations**

ITEM IV-D – INFORMATION

UPDATE ON ENACTMENT OF ASSEMBLY BILL 554 – COORDINATION WITH JOINT APPRENTICESHIP TRAINING COMMITTEES

BACKGROUND:

In October, 2011, AB554 was passed into law. This bill requires the California Workforce Investment Board and each local board to ensure that programs and services funded by the Workforce Investment Act of 1998 and directed to apprenticeable occupations, including pre-apprenticeship training, are conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area. The bill also requires the California Workforce Investment Board and each local board to develop a policy of fostering collaboration between community colleges and approved apprenticeship programs in the geographic area to provide pre-apprenticeship training, apprenticeship training, and continuing education in apprenticeable occupations through the approved apprenticeship programs.

SETA/Sacramento Works has a policy of collaborating with approved pre-apprenticeship and apprenticeship programs to prepare workers for critical occupational sectors and has a long history of working with the colleges of the Los Rios Community College District, Northern California Construction Training, and Joint Apprenticeship Training Coordinators in the Sacramento region to fund pre-apprenticeship training programs and assess, screen, refer, enroll, and provide support services (tools, boots, financial assistance) to career center customers in apprenticeship training programs.

SETA/Sacramento Works is currently developing the five-year Workforce Investment Act Plan and will be working with the labor representatives on the Sacramento Works, Inc. board (Central Labor Council, Sacramento Sierra Building and Construction Trade Council, California Teachers Association, Sacramento Area Electrical Training Center, and California School Employees Association), representatives of approved pre-apprenticeship training programs, the Sacramento Valley Apprenticeship Coordinators Association, and other interested parties to improve coordination and foster collaboration between community colleges, local one-stop career centers and approved apprenticeship programs.

STAFF PRESENTER: Robin Purdy

ITEM IV-E - INFORMATION –

IMPLEMENTATION OF WIA TRAINING EXPENDITURE POLICY

BACKGROUND:

The purpose of this policy is to provide guidance to SETA service providers and staff for implementing Workforce Investment Act (WIA) training expenditure requirements imposed by Senate Bill (SB) 734, as outlined in the Employment Development Department Workforce Services Directive WSD11-9.

REQUIRED TRAINING EXPENDITURE LEVELS

Beginning July 1, 2012, SETA is required to expend at least 25% of the Adult and Dislocated Worker formula funds on workforce training services. A portion of the minimum training expenditure requirement (up to 10 % of the original Adult and Dislocated Worker expenditures) may be met by applying designated leveraged resources used for training services (see “Leveraged Resources” section of this policy).

Beginning July 1, 2016, the minimum training expenditure requirement for Adult and Dislocated Worker formula fund expenditures will increase from 25% to 30%. A portion of the minimum training expenditure requirement (up to 10 % of the original Adult and Dislocated Worker expenditures) may be met by applying designated leveraged resources used for training services (see “Leveraged Resources” section of this policy).

TRAINING SERVICES

In order to apply toward the minimum training expenditure requirement, formula funds and leveraged resources must be expended on WIA Adult or Dislocated Worker participants enrolled in a training activity and entered into the SacWorks Management Information System (MIS). These funds must be spent on training services as defined in Title 20 CFR Section 663.508:

A program of training services is one or more courses or classes, or a structured regimen, that upon successful completion, leads to: (1) a certificate, credential, or associate degree (2) the skills or competencies needed for a specific job or jobs, an occupation or occupational group, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training.

Examples of training services include:

- 1) Occupational skills training, including training for nontraditional employment
- 2) On-the-job training (OJT)
- 3) Programs that combine workplace training with related instruction, which may include cooperative education programs
- 4) Training programs operated by the private sector

STAFF PRESENTER: Robin Purdy

ITEM IV-E – INFORMATION (continued)

Page 2

- 5) Skill upgrading and retraining
- 6) Entrepreneurial training
- 7) Job readiness training¹
- 8) Adult education and literacy activities *provided in conjunction with one or more of the other training services listed above*
- 9) Customized training conducted with a commitment by an employer or group of employers to employ, or continue to employ, an individual upon successful completion of the training.

All participants receiving training must have a completed training plan that is tied to a specific or broad occupational goal. With the exception of OJT and customized training, all training services listed above will require that the training provider be on the State of California's Eligible Training Provider List (ETPL).

Internships, Work Experience, and Supportive Service expenditures are not considered training services, and may not be used to meet the minimum training percentage requirement.²

LEVERAGED RESOURCES

Leveraged resources may be used to meet a portion of the minimum training expenditure requirement in an amount of up to 10% of the Adult and Dislocated Worker expenditures.

Only the type of funds listed below may be utilized as part of the 10% credit:

- I. Federal Pell Grants established under Title IV of the High Education Act of 1965
- II. Public programs authorized by the Workforce Investment Act of 1998³
- III. Trade Adjustment Assistance
- IV. Department of Labor National Emergency Grants
- V. Match funds from employers, industry, and industry associations⁴

¹ Job readiness training includes services that teach skills needed to be successful in the workplace, rather than the skills needed to get into the workplace. See Definition section of policy.

² Staffing and overhead costs associated with case managing a participant enrolled in a training activity may NOT be used to meet the minimum training expenditure requirement.

³ Examples include Job Corps, Migrant Seasonal Farm Worker, WIA Youth Program, WIA Title II Adult Education and Literacy, national and state WIA discretionary grants

⁴ Including the employer paid portion of OJTs and customized training contracts.

VI. Match funds from joint labor-management trusts

VII. Employment Training Panel grants

In the event that SETA enters into an agreement for cohort training with a service provider, the service provider must report leveraged resources on the Summary of Training Expenditures and Leveraged Resources, when invoicing SETA. Additionally, the service provider must keep sufficient records of the leveraged resources that can be independently verified. Examples of sufficient records would include:

- A. A commitment letter or written agreement from an employer or training provider
- B. A training agreement with an employer detailing the employer's contribution
- C. A copy of the Pell Grant award letter or relevant correspondence from the school
- D. An executed worksite agreement and participant time record
- E. A participant progress report and/or evidence of completion

DEFINITIONS

Cash Contributions – Federal and/or non-federal contributions of funds made available for training services. *Examples include federal and/or non-federal money received from employers, foundations, private entities, local governments, etc.*

In-Kind Contributions – Federal and/or non-federal contributions of non-cash resources used for training services. *Examples include donated personnel, services, or use of equipment or space.*

Job Readiness Training - Job readiness training includes services that teach skills needed to be successful in the workplace, rather than skills needed to get into the workplace. For example, job readiness training courses could teach WIA clients skills such as how to communicate in an office environment, how to function as part of a team, or how to work in a deadline-driven workplace. In each of these instances, the focus of the training would be on competencies needed to succeed during the workday while on the job. The focus of job readiness training is not on the skills needed to find and apply for a job, for example, services that focus on the way one conducts a job search, or how to do an interview, or how to write a resume.

Leveraged Resources – All federal and non-federal resources (cash contributions and in-kind contributions) used for training services. Leveraged resources must be allowable and auditable under the WIA program, and meet the requirements included in the “*Leveraged Resources*” section of this policy.

Match – Resources expended to support training services, if required as a condition of funding. Match resources can be cash match and/or in-kind contribution match. Match resources must meet the requirements included in the “*Leveraged Resources*” section of this policy.

STAFF PRESENTER: Robin Purdy

ITEM IV-F - INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROGRAM PERFORMANCE REPORT

BACKGROUND:

Attached for your information is the CSBG program operator service provision report that describes actual services provided and the number of clients served by CSBG program operators compared to their planned, contracted goals for the period of January 1 through September 30, 2012.

Staff will be available to answer questions.

STAFF PRESENTER: Cindy Sherwood-Green

**2012 CSBG Family Self-Sufficiency Program
Third Quarter Plan vs. Actual**

Family Self-Sufficiency Program Operator	Planned Services	Planned Services through 12/31/12	Actual Services as of 9/30/12	% of Planned Services	2012 CSBG Budget	% Expended as of 9/30/12	COMMENTS
Children's Receiving Home of Sacramento	Independent living services and support services for foster youth and emancipated foster youth	20	30	150%	\$28,000	83.8%	
County of Sacramento DHA	Senior companion services for frail and elderly seniors	25	21	84%	\$27,500	76.9%	
Hmong Women's Heritage Association	Health management services for South East Asian seniors	40	36	90%	\$23,800	49.6%	Services are heavily weighted into the fourth qtr. Funding is expected to be fully expended by 12/31/12.
La Familia Counseling Center	Alternative services for at-risk youth (Project Reach Program)	40	26	65%	\$55,000	57.8%	Funding is expected to be fully expended by 12/31/12.
Sacramento Area Emergency Housing Center	Shelter and support services for homeless families and individuals	430	295	69%	\$58,000	64.6%	
Visions Unlimited (Seniors)	Independent living assistance for frail and elderly seniors	85	93	109%	\$50,000	75.1%	
Waking the Village	Transitional housing, guidance and support services for homeless parenting youth	18	12	67%	\$42,000	100%	
WIND Youth Services	Temporary shelter, guidance and support services for homeless youth	150	67	45%	\$38,000	75%	Due to a merger with Diogenes, the WIND 12-bed shelter lease was terminated. WIND used Diogenes' 6 bed shelter until the opening of a second 6-bed shelter in September. Staff will closely monitor enrollments through the end of the year.

**2012 CSBG Safety-Net Program
Third Quarter Plan vs. Actual**

Safety-Net Program Operator	Planned Services	Planned Services through 12/31/12	Actual Services as of 9/30/12	% of Planned Services	2012 CSBG Budget	% Expended as of 9/30/12	COMMENTS
Elk Grove Food Bank	Food distribution	672	427	64%	\$20,000	64%	
Folsom/Cordova Community Partnership	Food, diapers, shelter, utilities, eviction avoidance, employment supports and transportation assistance	390	715	183%	\$24,000	40.5%	Lower costs and partnerships with Foodlink and Francis House have leveraged their available resources to serve more clients. Funding is expected to be fully expended by 12/31/12.
Francis House of Sacramento	Food, shelter and transportation assistance	728	493	68%	\$70,400	72.3%	
Greater Sacramento Urban League	Utilities, eviction avoidance and transportation assistance	100	42	42%	\$24,200	33.1%	Low service and expenditure rates were due to staffing vacancies. Staff are now assigned and goals are expected to be met.
Legal Services of Northern CA	Legal aid to seniors and grandparent caregivers	725	512	70.6%	\$20,000	75.4%	
My Sister's House	Eviction avoidance, utilities and rental assistance	57	26	46%	\$34,000	64.1%	Services are heavily weighted into the fourth qtr. It is expected all goals will be met.
River City Food Bank	Food distribution	2,200	2,263	103%	\$20,000	100.0%	
South County Services	Food, eviction avoidance, utilities and transportation assistance	468	495	67.5%	\$65,000 + \$89,314	58.7%	Extend initial allocation of \$65,000. Carryover unexpended amount of \$89,314 augmentation.
The Salvation Army	Shelter, eviction avoidance, utilities and rental assistance	293	165	56.3%	\$60,000	53.7%	Contract signed 2 months late. Services are heavily weighted into the fourth qtr. Contract modification to be requested to move funds between service line items.
Travelers Aid Emergency Assistance Agency	Food, shelter, utilities and eviction avoidance	345	247	66%	\$70,000	84.2%	
Voluntary Legal Services Northern CA	Criminal record expungement workshops and legal assistance	520	621	104%	\$27,500	73.4%	
Volunteers of America	Provides homeless veterans with utilities and rental assistance	42	4	10%	\$20,000	0%	Other funds used first. Funding is expected to be fully expended by 12/31/12.

Safety-Net Program Operator	Planned Services	Planned Services through 12/31/12	Actual Services as of 9/30/12	% of Planned Services	2012 CSBG Budget	% Expended as of 9/30/12	COMMENTS
WIND Youth Services	Prepared meals for homeless youth	9,206	10,515	114%	\$22,600	75%	Contract modification to be requested to move funding from staff to additional food services.

ITEM IV-G - 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: Ms. Karen Malkiewicz **DATE:** November 1, 2012
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	Out-of-Sch. Youth	\$ 244,300	7/1/11-06/30/12	7/1/11-6/30/12
WIA-Title I	Universal Services	71,500	7/1/11-06/30/12	7/1/11-6/30/12
WIA-Title I	One-Stop Serv.-Adult	253,071	7/1/11-06/30/12	7/1/11-6/30/12
WIA-Title I	One-Stop Serv.-D. W.	84,357	7/1/11-06/30/12	7/1/11-6/30/12

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

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

Program Operator: Elk Grove Unified School District-Adult Education

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2011 to June 30, 2012 for the WIA programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Debra Debondt **DATE:** November 1, 2012
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Opening Doors, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Rescue & Restore	Victims of Human Trafficking	\$70,000	7/1/11-6/30/12	1/1/12-6/30/12
Rescue & Restore	Victims of Human Trafficking	\$70,000	7/1/12-6/30/13	7/1/12-8/31/12

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 10/17/12

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

Program Operator: Opening Doors, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2012 to August 31, 2012 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: Ms. Laurie Clothier **DATE:** October 18, 2012

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS	Expansion	\$ 389,516	9/30/11-7/31/12	9/30/11-7/31/12

Monitoring Purpose: Initial X Final
Date of review: 9/26-27/12

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

Program Operator: River Oak Center for Children

Findings and General Observations:

1. The total costs as reported to SETA from September 30, 2011 to July 31, 2012 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
2. There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

Program Operator: Sacramento City Unified School District

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

MEMORANDUM

TO: Ms. Tamara Sanchez **DATE:** November 20, 2012

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento County Office
of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Supplemental	\$ 237,000	9/30/11-07/31/12	9/30/11-7/31/12
Early Head Start	Basic	15,000	8/01/11-07/31/12	8/01/11-7/31/12

Monitoring Purpose: Initial ___ Final X
Date of review: 11/7-8/12

	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		N/A		
12	Equipment Records		N/A		

Program Operator: Sacramento County Office of Education

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 subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Elnor Tillson **DATE: November 19, 2012**
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Travelers Aid Society of Sacramento, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$70,000	1/1/11-12/31/11	5/1/11-12/31/11
CSBG	Safety Net	\$70,000	1/1/12-12/31/12	1/1/12-8/31/12

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 10/23/12

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

Program Operator: Travelers Aid Society of Sacramento, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from May 1, 2011 to August 31, 2012 for the CSBG Safety Net program has been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) There was \$754.00 disbursed during the 2011 grant year to participants for supportive services that were returned unclaimed after the cost was reimbursed from SETA. The supportive services were returned and unclaimed for various unforeseen reasons. The agency has implemented procedures to ensure that any future similar occurrences will be accounted for in a timely manner. It is recommended that \$754.00 be returned to SETA.

Recommendations for Corrective Action:

- 1) Reimburse SETA the amount of \$754.00.

cc: Kathy Kossick
Governing Board

ITEM IV-H – 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 - November 19, 2012

EMPLOYER	JOBS	NO OF POSITIONS
Aamcom	Customer Service Representative (CSR)	4
ACS Roofing Company	Roofing Installer	2
Academic Advantage	Enrollment Representative	4
Advanced Call Center Technologies	Call Center Representatives	120
	Customer Service & Sales Associates	35
	Office Assistant	1
	Receptionist	1
	Supervisor II	15
ALSCO, Inc.	Account Sales Consultant	1
	Maintenance Technician	1
	Utility Laundry Worker	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
C&H Sugar Company, Inc.	Maintenance Supervisor	1
	Western Regional Sales Manager	1
	Assistant Buyer	1
Cal Electro, Inc.	Electrical Lineman	1
Campbell Soup Company	Seasonal Forklift Operators	20
Cayuse Technologies	Computer Programmer	4
Center for Employment Training	Recruiter	1
Certified Employment Group	Bilingual Customer Service Representatives (Armenian, Cantonese, Farsi, Laotian and Korean)	35
Genveo	Facilities Maintenance Technician	1
Child Development Inc.	Associate Teachers	5
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
Effie Yeaw Nature Center	Development Associate	1
eVerifile	Customer Service Representative (CSR)	25
	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
FRSTeam	Marketer	1

Employer Activity Report

July 1 - November 19, 2012

EMPLOYER	JOBS	NO OF POSITIONS
General Produce Company	Delivery Route Drivers	5
	Part Time Retail Merchandiser	1
General Truss Company Inc.	Class A Truck Driver	10
	Crane Operator	1
Girl Scouts Heart of Central California	Volunteer Management Specialist	1
Girls on the Run Greater Sacramento, Inc.	Council Director	1
International Line Builders, Inc.	Account Clerk I (Temporary)	1
J C Penney Portrait Studio	Studio Team Member	10
KidsFirst	Human Resources Manager (HR Manager)	1
L-3 Narda Microwave-West	Machinist	1
	Process Engineer	1
	Top Level Assemblers	3
Lancaster Burns Construction, Inc.	Structural Steel Fabricators/Welders	2
Lewis Group of Companies	Groundskeeper	20
Los Rios Community College	Accountant	1
	Admissions/Records Clerk I (Temporary)	2
	Aeronautics Adjunct Assistant Professor Pool (SCC)	1
	Campus Patrol On-Call Pool (Temporary)	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
	Lead Maintenance Plumber	1
	Library/Media Technical Assistant (Temporary)	1
	Mechanical/Electrical Systems Technician	1
	Payroll Supervisor	1
	Police Communication Dispatcher	1
	Pre-Apprenticeship Adjunct Assistant Professor	1
	Pre-Apprenticeship Adjunct Assistant Professor (Utility Line Worker and/or Gas)	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

Employer Activity Report

July 1 - November 19, 2012

EMPLOYER	JOBS	NO OF POSITIONS
Marshalls	Merchandise Associates	21
Mascon, Inc.	Customer Service Specialist	1
Mass Mutual	FINANCIAL SERVICES REPRESENTATIVE	10
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 Fresh Seafood	Night Warehouse Clerk	1
Pacific Gas and Electric Company	Utility Worker	30
	Hydro Utility Worker - GC (Auburn)	1
	Utility Worker - GC (Angels Camp)	1
Pacific Housing, Inc.	Resident Services Specialist	1
Paramount Petroleum Corporation	Terminal Operator	1
The Plus Group, Inc.	MAINTENANCE MECHANIC/MILLWRIGHT	1
The Pool Doctor	SWIMMING POOL & SPA SERVICE/REPAIR TECH	1
Pride Staff	Production and Manufacturing Technician	50
Sacramento Loaves & Fishes	Accountant/Bookkeeper	1
Sacramento Public Library	General Service Worker / Driver	1
	Professional Custodians	6
	Senior Accounts Payable Technician	1
Sacramento Regional Transit District	Customer Service Representative III	1
Salvation Army Sac Metro	On-Call Property Manager	1
	Receptionist	1
Save Mart Supermarkets	Commercial Driver	12
Scholastic Corporation	Part-Time Warehouse Workers	20
ServiceMaster	Branch Sales Professional/Sales Representative	1
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
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
	Class C Delivery Driver	1
	Facilities Support	1
	Information Technology	1
	IT Software Support	1
	Jr. Financial Analyst	1
	Order Selector	6
	Pricing Analyst	1
	Pricing Specialist	1
	Receptionist	1
	Vehicle Washer	1

Employer Activity Report

July 1 - November 19, 2012

EMPLOYER	JOBS	NO OF POSITIONS
The UPS Store	Sales Associate	1
Visiting Angels Senior Home Care	In-home Caregivers	10
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		814

ITEM IV-I- 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 November 19, 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	Declined Services
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	Declined Services
Official	9/25/2012	Comcast 4450 East Commerce Way Sacramento, CA 95834	11/30/2012	400	10-29-12 11-13-12 ~ 11/20/12
Official	9/27/2012	Campbell Soup 6200 Franklin Boulevard, Sacramento, CA 95824	7/1/2013	700	11/17/12 11/27/12 additional dates
Unofficial	10/1/2012	RockTenn 4800 Florin Perkins Rd Sacramento, CA 95826	10/5/2012	4	10/8/2012
Official	11/13/2012	Hostess Brands 1324 Arden Way Sacramento, CA 95815	12/1/2012	300	Pending
	11/14/2012	Capital Nursery 4700 Freeport Blvd Sacramento, CA 95822	1/14/2013	unknown	Pending
			Total # of Affected Workers	2,382	

ITEM IV-J- INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of October was 9.8%.

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 changes for second consecutive month**

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 9.8 percent in October 2012, up from a revised 9.7 percent in September 2012, and below the year-ago estimate of 11.4 percent. This compares with an unadjusted unemployment rate of 9.8 percent for California and 7.5 percent for the nation during the same period. The unemployment rate was 9.0 percent in El Dorado County, 8.9 percent in Placer County, 10.2 percent in Sacramento County, and 9.7 percent in Yolo County.

Between September 2012 and October 2012, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 100 to total 825,400 jobs.

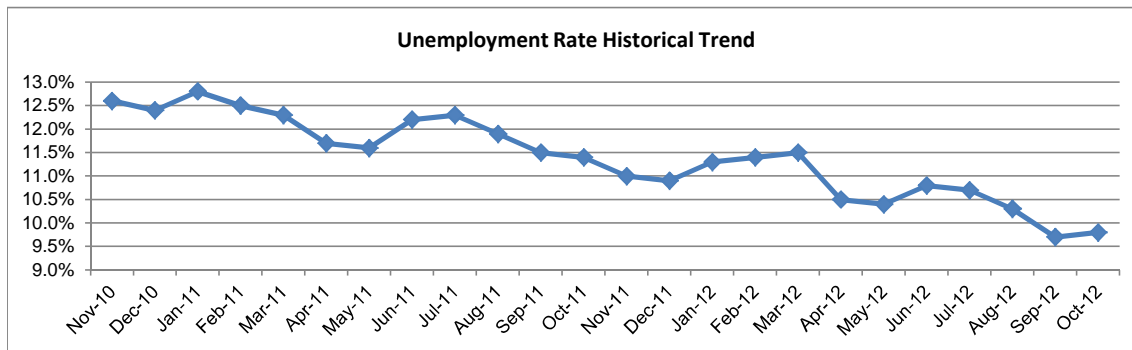
- Government expanded by 4,600 jobs. State government (up 3,200 jobs) and local government (up 1,400 jobs) accounted for the increase. Federal government was unchanged over the month.
- Education and health services gained 1,700 jobs. Health care and social assistance (up 1,100 jobs) and education services (up 600 jobs) accounted for the gain.
- Trade, transportation, and utilities increased by 1,300 jobs. Retail trade (up 800 jobs) accounted for the bulk of the growth. Transportation, warehousing, and utilities (up 400 jobs) and wholesale trade (up 100 jobs) accounted for the balance.
- On the downside, leisure and hospitality declined by 3,800 jobs. Accommodation and food services (down 3,500 jobs) and arts, entertainment, and recreation (down 300 jobs) accounted for the decrease.

Between October 2011 and October 2012, the total number of jobs located in the region increased by 15,000 or 1.85 percent.

- Trade, transportation, and utilities added 4,700 jobs. Retail trade (up 4,100 jobs) accounted for most of the increase. Transportation, warehousing, and utilities (up 300 jobs) and wholesale trade (up 300 jobs) accounted for the balance.
- Professional and business services increased by 4,300 jobs. Administrative and support and waste management and remediation services (up 3,400 jobs) and professional, scientific, and technical services (up 900 jobs) accounted for the increase. Management of companies and enterprises was unchanged over the year.
- Education and health services expanded by 3,000 jobs. Health care and social assistance (up 2,900 jobs) and education services (up 100 jobs) accounted for the gain.
- On the downside, government decreased by 1,300 jobs, largely in state government (down 1,000 jobs). Federal government cut back 400 jobs, while local government added 100 jobs.

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 9.8 percent in October 2012, up from a revised 9.7 percent in September 2012, and below the year-ago estimate of 11.4 percent. This compares with an unadjusted unemployment rate of 9.8 percent for California and 7.5 percent for the nation during the same period. The unemployment rate was 9.0 percent in El Dorado County, 8.9 percent in Placer County, 10.2 percent in Sacramento County, and 9.7 percent in Yolo County.



Industry	Sep-2012	Oct-2012	Change		Oct-2011	Oct-2012	Change
	Revised	Prelim				Prelim	
Total, All Industries	825,300	825,400	100		810,400	825,400	15,000
Total Farm	9,700	8,800	(900)		8,800	8,800	0
Total Nonfarm	815,600	816,600	1,000		801,600	816,600	15,000
Mining and Logging	400	400	0		400	400	0
Construction	41,900	39,500	(2,400)		37,700	39,500	1,800
Manufacturing	34,000	34,300	300		32,300	34,300	2,000
Trade, Transportation & Utilities	135,700	137,000	1,300		132,300	137,000	4,700
Information	16,500	16,300	(200)		16,700	16,300	(400)
Financial Activities	48,500	48,600	100		47,400	48,600	1,200
Professional & Business Services	105,500	105,400	(100)		101,100	105,400	4,300
Educational & Health Services	106,100	107,800	1,700		104,800	107,800	3,000
Leisure & Hospitality	79,300	75,500	(3,800)		75,500	75,500	0
Other Services	28,100	27,600	(500)		27,900	27,600	(300)
Government	219,600	224,200	4,600		225,500	224,200	(1,300)

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)
 October 2012 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	676,500	607,500	69,000	10.2%	1.000000	1.000000
Arden Arcade CDP	56,300	50,600	5,700	10.1%	0.083249	0.082638
Carmichael CDP	29,200	26,800	2,300	7.9%	0.044196	0.033389
Citrus Heights city	50,300	46,700	3,600	7.1%	0.076838	0.052031
Elk Grove CDP	35,100	32,200	2,900	8.3%	0.052995	0.042014
Fair Oaks CDP	17,200	16,200	900	5.5%	0.026690	0.013634
Florin CDP	12,600	10,600	2,000	16.0%	0.017414	0.029215
Folsom city	27,100	25,800	1,200	4.6%	0.042525	0.018086
Foothill Farms CDP	9,600	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	4,800	4,700	100	2.0%	0.007807	0.001391
Isleton city	400	400	100	13.6%	0.000606	0.000835
La Riviera CDP	7,000	6,500	400	6.1%	0.010764	0.006121
Laguna CDP	20,500	19,300	1,100	5.5%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	4,900	400	7.3%	0.008082	0.005565
North Highlands CDP	22,400	18,800	3,600	15.9%	0.030952	0.051475
Orangevale CDP	15,800	14,700	1,100	6.9%	0.024229	0.015860
Parkway South Sacramento CD	15,800	13,000	2,800	17.9%	0.021400	0.041180
Rancho Cordova City	30,700	27,100	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	5,700	4,800	900	16.1%	0.007917	0.013356
Rosemont CDP	13,900	12,700	1,200	8.6%	0.020867	0.017251
Sacramento city	214,400	188,700	25,600	12.0%	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	7.0%	0.004225	0.002782

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

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

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

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

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

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,442,900	16,641,300	1,801,700	9.8%
ALAMEDA	11	773,000	706,100	66,900	8.6%
ALPINE	46	410	360	50	13.1%
AMADOR	31	16,620	14,810	1,820	10.9%
BUTTE	32	101,000	89,900	11,200	11.0%
CALAVERAS	37	19,390	17,060	2,330	12.0%
COLUSA	50	12,190	10,500	1,700	13.9%
CONTRA COSTA	10	531,100	486,200	44,900	8.5%
DEL NORTE	40	11,580	10,160	1,420	12.2%
EL DORADO	20	90,100	82,100	8,100	9.0%
FRESNO	50	440,700	379,600	61,000	13.9%
GLENN	36	12,940	11,410	1,530	11.8%
HUMBOLDT	22	60,200	54,500	5,600	9.3%
IMPERIAL	58	76,700	55,100	21,500	28.1%
INYO	17	9,240	8,430	810	8.8%
KERN	40	387,100	339,900	47,200	12.2%
KINGS	50	61,800	53,200	8,600	13.9%
LAKE	49	25,310	21,810	3,500	13.8%
LASSEN	29	13,370	11,950	1,420	10.6%
LOS ANGELES	26	4,840,100	4,339,200	500,900	10.3%
MADERA	44	64,800	56,700	8,100	12.5%
MARIN	1	139,700	131,600	8,100	5.8%
MARIPOSA	20	9,700	8,830	880	9.0%
MENDOCINO	14	42,270	38,580	3,690	8.7%
MERCED	55	110,100	93,900	16,200	14.7%
MODOC	40	3,680	3,230	450	12.2%
MONO	32	8,040	7,150	890	11.0%
MONTEREY	17	231,300	210,900	20,400	8.8%
NAPA	4	77,500	72,200	5,300	6.9%
NEVADA	14	49,850	45,490	4,360	8.7%
ORANGE	5	1,623,200	1,506,800	116,400	7.2%
PLACER	19	175,200	159,700	15,500	8.9%
PLUMAS	39	9,210	8,100	1,110	12.1%
RIVERSIDE	37	937,300	824,500	112,700	12.0%
SACRAMENTO	25	676,500	607,500	69,000	10.2%
SAN BENITO	26	26,100	23,400	2,700	10.3%
SAN BERNARDINO	34	856,300	760,000	96,300	11.2%
SAN DIEGO	11	1,601,700	1,464,800	137,000	8.6%
SAN FRANCISCO	3	476,400	443,800	32,600	6.8%
SAN JOAQUIN	48	300,500	259,600	41,000	13.6%
SAN LUIS OBISPO	6	143,400	132,900	10,500	7.3%
SAN MATEO	2	392,600	367,700	24,900	6.3%
SANTA BARBARA	6	230,100	213,400	16,700	7.3%
SANTA CLARA	9	924,300	851,700	72,600	7.9%
SANTA CRUZ	14	158,100	144,400	13,700	8.7%
SHASTA	35	85,000	75,200	9,800	11.5%
SIERRA	28	1,760	1,580	180	10.5%
SISKIYOU	45	19,440	16,970	2,460	12.7%
SOLANO	22	217,200	196,900	20,300	9.3%
SONOMA	8	265,400	245,100	20,300	7.6%
STANISLAUS	50	234,400	201,800	32,700	13.9%
SUTTER	56	41,800	35,600	6,200	14.9%
TEHAMA	40	25,170	22,090	3,080	12.2%
TRINITY	47	4,840	4,190	650	13.4%
TULARE	54	207,100	177,200	29,900	14.4%
TUOLUMNE	30	25,460	22,720	2,740	10.8%
VENTURA	11	440,000	401,900	38,100	8.6%
YOLO	24	97,000	87,600	9,400	9.7%
YUBA	57	27,500	23,200	4,300	15.8%

Notes

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

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

Data Not Seasonally Adjusted

	Oct 11	Aug 12	Sep 12 Revised	Oct 12 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,035,800	1,044,000	1,041,300	1,038,900	-0.2%	0.3%
Civilian Employment	918,000	936,800	940,200	936,800	-0.4%	2.0%
Civilian Unemployment	117,800	107,200	101,100	102,000	0.9%	-13.4%
Civilian Unemployment Rate	11.4%	10.3%	9.7%	9.8%		
(CA Unemployment Rate)	11.3%	10.4%	9.7%	9.8%		
(U.S. Unemployment Rate)	8.5%	8.2%	7.6%	7.5%		

Total, All Industries (2)	810,400	823,100	825,300	825,400	0.0%	1.9%
Total Farm	8,800	9,800	9,700	8,800	-9.3%	0.0%
Total Nonfarm	801,600	813,300	815,600	816,600	0.1%	1.9%
Total Private	576,100	597,100	596,000	592,400	-0.6%	2.8%
Goods Producing	70,400	76,300	76,300	74,200	-2.8%	5.4%
Mining and Logging	400	400	400	400	0.0%	0.0%
Construction	37,700	42,400	41,900	39,500	-5.7%	4.8%
Construction of Buildings	10,100	10,700	10,700	10,500	-1.9%	4.0%
Specialty Trade Contractors	23,000	27,300	26,100	23,900	-8.4%	3.9%
Building Foundation & Exterior Contractors	5,200	6,800	6,700	5,800	-13.4%	11.5%
Building Equipment Contractors	9,500	9,800	9,600	9,400	-2.1%	-1.1%
Building Finishing Contractors	5,300	6,400	6,300	5,500	-12.7%	3.8%
Manufacturing	32,300	33,500	34,000	34,300	0.9%	6.2%
Durable Goods	21,700	22,500	22,800	23,100	1.3%	6.5%
Computer & Electronic Product Manufacturing	7,400	7,500	7,500	7,600	1.3%	2.7%
Nondurable Goods	10,600	11,000	11,200	11,200	0.0%	5.7%
Food Manufacturing	4,300	5,000	5,100	4,800	-5.9%	11.6%
Service Providing	731,200	737,000	739,300	742,400	0.4%	1.5%
Private Service Producing	505,700	520,800	519,700	518,200	-0.3%	2.5%
Trade, Transportation & Utilities	132,300	136,000	135,700	137,000	1.0%	3.6%
Wholesale Trade	23,000	23,200	23,200	23,300	0.4%	1.3%
Merchant Wholesalers, Durable Goods	11,900	12,100	12,100	12,100	0.0%	1.7%
Merchant Wholesalers, Nondurable Goods	8,800	8,800	8,900	9,000	1.1%	2.3%
Retail Trade	88,500	92,000	91,800	92,600	0.9%	4.6%
Motor Vehicle & Parts Dealer	11,000	11,200	11,200	11,300	0.9%	2.7%
Building Material & Garden Equipment Stores	7,000	7,000	7,100	7,100	0.0%	1.4%
Grocery Stores	16,600	16,900	17,000	17,100	0.6%	3.0%
Health & Personal Care Stores	5,400	5,600	5,600	5,600	0.0%	3.7%
Clothing & Clothing Accessories Stores	7,000	7,200	7,000	7,200	2.9%	2.9%
Sporting Goods, Hobby, Book & Music Stores	4,200	4,300	4,300	4,300	0.0%	2.4%
General Merchandise Stores	19,500	19,100	19,200	19,500	1.6%	0.0%
Transportation, Warehousing & Utilities	20,800	20,800	20,700	21,100	1.9%	1.4%
Information	16,700	16,400	16,500	16,300	-1.2%	-2.4%
Publishing Industries (except Internet)	2,800	2,800	2,800	2,800	0.0%	0.0%
Telecommunications	8,900	8,800	8,900	8,900	0.0%	0.0%
Financial Activities	47,400	47,900	48,500	48,600	0.2%	2.5%
Finance & Insurance	35,700	36,000	36,500	36,600	0.3%	2.5%
Credit Intermediation & Related Activities	12,500	12,200	12,400	12,500	0.8%	0.0%
Depository Credit Intermediation	7,800	7,400	7,500	7,500	0.0%	-3.8%
Nondepository Credit Intermediation	2,500	2,900	2,900	3,000	3.4%	20.0%
Insurance Carriers & Related	18,400	18,600	19,000	19,100	0.5%	3.8%
Real Estate & Rental & Leasing	11,700	11,900	12,000	12,000	0.0%	2.6%
Real Estate	9,000	9,000	9,100	9,100	0.0%	1.1%
Professional & Business Services	101,100	106,300	105,500	105,400	-0.1%	4.3%
Professional, Scientific & Technical Services	49,600	50,700	50,300	50,500	0.4%	1.8%
Architectural, Engineering & Related Services	8,600	8,600	8,600	8,500	-1.2%	-1.2%
Management of Companies & Enterprises	9,800	9,700	9,800	9,800	0.0%	0.0%
Administrative & Support & Waste Services	41,700	45,900	45,400	45,100	-0.7%	8.2%
Administrative & Support Services	39,500	43,900	43,300	43,100	-0.5%	9.1%
Employment Services	15,100	14,800	14,900	15,200	2.0%	0.7%

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

Data Not Seasonally Adjusted

	Oct 11	Aug 12	Sep 12 Revised	Oct 12 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	10,400	10,500	10,400	10,400	0.0%	0.0%
Educational & Health Services	104,800	104,400	106,100	107,800	1.6%	2.9%
Education Services	13,100	11,900	12,600	13,200	4.8%	0.8%
Health Care & Social Assistance	91,700	92,500	93,500	94,600	1.2%	3.2%
Ambulatory Health Care Services	38,600	39,900	40,100	40,600	1.2%	5.2%
Hospitals	22,900	23,300	23,400	23,400	0.0%	2.2%
Nursing & Residential Care Facilities	14,500	14,600	14,700	14,700	0.0%	1.4%
Leisure & Hospitality	75,500	81,300	79,300	75,500	-4.8%	0.0%
Arts, Entertainment & Recreation	11,100	12,300	11,600	11,300	-2.6%	1.8%
Accommodation & Food Services	64,400	69,000	67,700	64,200	-5.2%	-0.3%
Accommodation	7,500	8,200	7,900	7,600	-3.8%	1.3%
Food Services & Drinking Places	56,900	60,800	59,800	56,600	-5.4%	-0.5%
Full-Service Restaurants	26,400	27,200	26,700	26,200	-1.9%	-0.8%
Limited-Service Eating Places	28,500	28,700	28,300	27,700	-2.1%	-2.8%
Other Services	27,900	28,500	28,100	27,600	-1.8%	-1.1%
Repair & Maintenance	7,600	7,700	7,600	7,600	0.0%	0.0%
Government	225,500	216,200	219,600	224,200	2.1%	-0.6%
Federal Government	14,000	13,700	13,600	13,600	0.0%	-2.9%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	211,500	202,500	206,000	210,600	2.2%	-0.4%
State Government	109,200	104,900	105,000	108,200	3.0%	-0.9%
State Government Education	27,900	24,900	25,200	28,100	11.5%	0.7%
State Government Excluding Education	81,300	80,000	79,800	80,100	0.4%	-1.5%
Local Government	102,300	97,600	101,000	102,400	1.4%	0.1%
Local Government Education	60,000	54,700	59,000	60,700	2.9%	1.2%
County	18,200	17,600	17,500	17,600	0.6%	-3.3%
City	9,600	10,100	9,500	9,400	-1.1%	-2.1%
Special Districts plus Indian Tribes	14,500	15,200	15,000	14,700	-2.0%	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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ITEM IV-K – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, October 2, 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 9:10 a.m. and read the Thought of the Day. Ms. Socorro Gutierrez served as Secretary and called the roll. Ms. Willie Jean Peck will serve as Parliamentarian.

Members Present:

Ogla Martinez, Sacramento City Unified School District
Sarah Proteau, San Juan Unified School District (arrived at 9:48 a.m.)
Coventry St. Mary, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Frank Ybarra, WCIC
Socorro Gutierrez, SETA-Operated Program
Connie Wallace, SETA-Operated Program (arrived at 9:13 a.m.)
Hodari Polk, SETA Operated Program (arrived at 9:15 a.m.)
Tamara Knox, Past Parent Representative
Willie Jean Peck, Foster Parent Representative
Rebecca Lewis, Grandparent Representative (arrived at 9:38 a.m.)

Members Absent:

Nadezhda Ruelas, Sacramento City Unified School District (excused)
Erika Contreras, SETA Operated Program (unexcused)
Amarjit Gill, Past Parent Representative (excused)
Anthony Nelson, Male Involvement Committee (unexcused)

II. Consent Item

A. Approval of the Minutes of the August 28, 2012 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Ybarra, second/Peck, to approve the minutes of the August 28, 2012 meeting.

Show of hands vote: Aye: 7, Nay: 0, Abstentions: 1 (St. Mary)

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roy Kim reviewed the fiscal monitoring report. This is the first fiscal year for the program year; not a lot to report. The program is on track and everything looks fine.
 - PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar. The Budget Planning meeting scheduled for October 9 is canceled and will be rescheduled for November 13 in the Oak Room. The next meeting of the Male Involvement Committee is October 17 in the Magnolia Room. Mr. Frank Ybarra reported that there was a meeting a month ago and a book for fathers was put together to be distributed at the centers. A positive discipline workshop is being scheduled; call Mr. Bob Silva to reserve a spot (263-3809).
 - Parent/Family Support Unit Events and Activities: No questions
- B. Governing Board Minutes for the July 5, 2012 Meeting: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Connie Wallace reviewed the Executive Committee critique.
- B. PC/PAC Joint Executive Committee Report: No report.
- C. Budget/Planning Committee: Report already given by Mr. Kim. The next meeting is November 13.
- D. Personnel/Bylaws Committee: No upcoming meetings.
- E. Social/Hospitality Committee: No upcoming meetings.
- F. Program Area Committees:
 - Early Childhood Development & Health Services Committee and Parent/Family Committee: No meeting
 - Monitoring and Evaluation Committee: No meeting
 - Male Involvement Committee/Community Advocating Male Participation: Report already given by Mr. Ybarra.
- G. Health Services Advisory Committee Report: October 24, 5:30 p.m. next meeting.
- H. Community Partnerships Advisory Committee (CPAC): Ms. Gutierrez provided a report on the most recent meeting. Ms. Gutierrez stated that the voter registration training was held last Friday.

III. Action Items

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

Ms. St. Mary reviewed the suggested modifications to the bylaws.

Ms. St. Mary opened a public hearing for the modification for the bylaws.

Moved/Lewis, second/Knox, to continue the public hearing to the Show of hands vote: Aye: 8, Nay: 0, Abstentions: 1 (St. Mary)

V. Committee Reports (continued)

- I. Maternal, Child and Adolescent Health Advisory Board: Ms. Rebecca Lewis reported on the most recently quarterly meeting. Attendees were presented with prospective board members; one was dentist and one was a day-care provider. A vote was taken and the names will be sent to the County Board of Supervisors for interviewing.

Ms. Lewis provided a report of the Dental Committee. Members of this committee will not have to go through the rigorous interviews by the Board of Supervisors. The committee decided they will meet quarterly and that it will be a 20 member board. It was decided that the Committee wants parental input although some thought the parents should not be allowed to vote. Ms. Lewis urged the Committee to allow the parents to vote.

IV. Information Items (continued)

- Parent/Staff Recognitions: No questions.
- Community Resources - Parents/Staff: Ms. Tamara Knox October is national domestic violence month. Head Start will be involved in a workshop scheduled for Friday, October 19 at Sacramento City College. Everyone is welcome to attend. Ms. Knox encouraged anyone who would benefit to attend this event.
- PC/PAC Community Representative Recruitment for 2012-2013: Ms. Desha reported that the deadline date for the community representative application is next Tuesday.
- Voter Registration Outreach: Ms. St. Mary reported that this is a program that she and Ms. Gutierrez are working on. Volunteers are being sought to work with voter registration at the centers. Volunteers will be visiting the various centers to invite parents to register to vote.

A sheet was distributed for parents interested in working on the voter registration.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reported that an Honor a Hero, Hire a Vet event will be held at the McClellan Convention Center on Thursday, October 18. This event is sponsored by EDD as well as a number of partners participating in planning this event for veterans. This event is open to the community but the focus will be on veterans. The event will be held at 5411 Luce Avenue at McClellan Park. Ms. Kossick reminded board members to go to the Sacramento Works web site for assistance in securing employment.
- B. Head Start Deputy Director's Report: No report.
- C. Head Start Managers' Monthly Reports
- Brenda Campos: Grantee Program Support Services: Ms. Campos introduced Ms. Alicia Barron, Education Coordinator; Ms. Barron is part of the delegate support team. The annual delegate kickoff will be Thursday, October 18 which

will include all of the administrators and content staff. This is an opportunity for Ms. Lee to address the group. Charting the Course is the theme. The Quality Assurance Unit has finalized the monitoring tool which will be discussed at the delegate kickoff. The Health Services Planning Committee will be this month and the tuberculosis policy will be reviewed. The Program Information Report (PIR) was included in the board packet. The report was submitted on August 31. Ms. Lee asked that this be tabled to the next meeting where the report will be reviewed more thoroughly.

- Lisa Carr, Parent/Family Support Unit: Ms. Carr reported that there was a very successful grandparent health and wellness event with 25-30 families attending. SETA partnered with a cooking school that provided a cooking demonstration. Students from MTI provided manicures and haircuts. Former PC Chair Jennifer Ryon was present. Since she has been attending MTI; it was her opportunity to give back. The Love and Logic parent discipline workshop will be presented; Spanish translation will be available. SETA will be contracting with the Center for Families to offer a workshop entitled Single Mothers Raising Sons. Ms. Carr is working with SETA's Public Information Officer Terri Carpenter to do outreach and recruitment for the new Head Start program year.
- Karen Gonzales: Child Development and Education Service. Ms. Gonzales reported that the new children that are going through screenings which include: developmental screening, language literacy, and behavior. Referrals will be set up for children that need additional assistance. The Education Team is looking at the Office of Head Start for information on school readiness and developing a plan to transition kids to kindergarten. This is a busy time for staff at the centers.
- D. Chair's Report: Ms. St. Mary thanked all board members for their availability to attend the special Policy Council meeting. Ms. Campos had the kitchen field trip and Ms. St. Mary attended; she got a personal tour of the kitchen. Ms. St. Mary urged parents to go on a tour of the kitchen the next time it is offered. Ms. St. Mary reminded board members that there is also a Policy Council meeting scheduled for October 23. Board members were reminded of the End-of-Year Parent Appreciation dinner; board members were asked to RSVP their attendance.
- E. Open Discussion and Comments: No comments.
- F. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 10:30 a.m.

SETA Head Start Food Service Operations Monthly Report *August 2012

August 8th - New Helvetia I & II closed no water.

August 23rd - Walnut Grove closed no water

August 28th - New Helvetia I & II closed no water.

August 31st - Whispering Pines and Crossroads Kitchen Closed
Crossroads Kitchen Production moved to Mather Kitchen
Classes will increase at Phoenix Park due to Whispering Pines closure.

Meetings and Trainings:

Serv Safe Training attended by Melissa Smith and Beth Rush, August 7th.

Food Service Staff Meeting at Plaza Del Paso August 17th.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
44,720	26,592	31,912	400

Total Amount of Meals and Snacks Prepared **103,624**

Purchases:

Food \$75,310.87
Non - Food \$15,796.16

Building Maintenance and Repair: \$65.90

Kitchen Small Wares and Equipment: \$4,569.49

Vehicle Maintenance and Repair : \$1,623.18

Vehicle Gas / Fuel: \$2,762.30
Normal Delivery Days 23

SETA Head Start Food Service Operations Monthly Report *September 2012

September 3rd - Holiday

September 4th - The Cook / Drivers were reassigned to new delivery routes or Satellite Kitchens for next program year.

September 10th - WCIC Classes Return from Summer Break

Meetings and Trainings:

Rosa Alatorre and Connie Otwell attended MS 2010 Orientation on September 20th at Plaza Del Paso.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
39,276	23,452	27,236	240

Total Amount of Meals and Snacks Prepared **90,204**

Purchases:

Food	\$69,095.58
Non - Food	\$14,318.03

Building Maintenance and Repair: **\$1,188.51**

Kitchen Small Wares and Equipment: **\$178.03**

Vehicle Maintenance and Repair : **\$925.57**

Vehicle Gas / Fuel: **\$2,269.98**
Normal Delivery Days 19

SETA Head Start Food Service Operations Monthly Report *October 2012

October 8th - WCIC Classes Closed observance of Indigenous People's Day

October 19th - Nedra Court Closed - gas left on over night

October 23rd & 31st - Home Base Field Trips - Lunch and Snack provided

October 25th - Kennedy Estates Center Closed due to water repairs.

Meetings and Trainings:

Lawrence Prophet and Joyce Gray attended a SERVE SAFE Training on October 9th.

Cheryl Barton and Rosa Alatorre attended the CACFP Conference October 15th through October 17th in San Diego.

Connie Otwell Attended the Association of Nutrition & Food service Professionals Fall Regional Meeting October 25th.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
46,364	28,276	31,724	840

Total Amount of Meals and Snacks Prepared 107,204

Purchases:

Food \$85,202.00

Non - Food \$23,505.93

Building Maintenance and Repair: \$1,582.65

Kitchen Small Wares and Equipment: \$586.15

Vehicle Maintenance and Repair : \$1,292.88

Vehicle Gas / Fuel: \$2,825.25

Normal Delivery Days 23

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 10/31/12)

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	13	(6%)	N/A	
Elk Grove USD (420)	40	(10%)	N/A	
Sacramento City USD (1292)(147)	96	(7%)	12	(8%)
San Juan USD (700) (161)	78	(11%)	7	(4%)
WCIC (120)	4	(3%)	N/A	
SETA (2796) (345) (1878 Tracks)	124	(6%)	34	(10%)
County (4621)* (653)*	355	(8%)	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

October, 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	382	91
Sacramento City USD	1,292	1,296	100	1,101	60
SETA	1,880 (2,796)	1,895	101	1,453	77
San Juan USD	700	700	100	555	79
Twin Rivers USD	211	210	100	174	82
WCIC/Playmate Head Start	120	120	100	96	80

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	137	93
SETA	345	346	100	236	68
San Juan USD	161	167	104	112	70

(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

November 2012



SETA-Operated Program

Program Support Services:

Quality Assurance (QA) Unit - The 2012 SETA Head Start Monitoring and Quality Assurance Tool is now available and electronic copies can be accessed by going to the following link:

<http://psscfs.sacramentoheadstart.net/QA/index.html>. Two formats (full document and a checklist format) are available. QA Analysts have begun monitoring visits on October 22 at SETA-Operated Head Start centers. October, November and December monitoring schedule involves SETA-Operated centers.

The annual SETA Head Start Delegate Kick Off was successfully held on October 18, 2012 at the Scottish Rite Masonic Temple in Sacramento. Highlights of the event included an inspiring keynote speech by former School Superintendent Delaine Eastin. Other speakers were CHSA Executive Director Rick Mockler and Rob Colombini of STG International, California State TTA Center for Head Start.

Content Coordinators have resumed monthly onsite monitoring visits of Delegates in October. QA Unit staff will begin monitoring the delegates in February 2013. CLASS Observations, child file and document reviews, and one-on-one meetings with content staff comprise SETA monitoring activities. Regular Content Meetings for program year 2012-2013 have commenced in September.

Elk Grove Unified School District

Education Services Update

Liz Aguilar, Education Consultant from the Sacramento Employment and Training Agency (SETA), presented information on the Emotional Support domain piece of the Classroom Assessment Scoring System (CLASS). Teachers were given the opportunity to watch several vignettes and discuss what they had seen happening in each of them. The presentation was well received with many teachers commenting that they appreciated the opportunity to revisit this important concept.

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 October 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

Representatives from Smile Keepers visited Head Start classrooms this month to provide fluoride treatments and discuss dental health. Program educators are monitoring files and providing additional support to ensure that children who have further need of dental treatment receive it.

14,532 meals were served to our Head Start students this month.

Family and Community Partnerships Update

“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 October 5, 12, 19, and 26. An average of 13 parents attended these classes.

Read To Me Daddy/Pizza For Papa, a workshop designed to help males learn the critical impact the male role model has upon a child’s development and success in life, as well as give strategies for making the most of the time they spend with their children, was held at Charles Mack on October 16, at Samuel Kennedy on October 17, at David Reese on October 18, at Herman Leimbach on October 19, and at Florin Elementary on October 24. Thirty-two parents attended the workshop at Charles Mack. Twenty parents attended the workshop at Samuel Kennedy. Thirty-one parents attended the workshop at David Reese. Twelve parents attended the workshop at Herman Leimbach, and thirty-four attended the workshop at Florin Elementary.

Recruitment

The Head Start classes are fully enrolled. Each school site has a waiting list and families are notified when space becomes available.

Sacramento City Unified School District

Teaching and Learning:

The teaching staff participated in the Center for Social and Emotional Foundations for Early Learning (CSEFEL) training modules 1 and 2, which were presented by social workers and resource teachers. During these trainings, staff had the opportunity to build their knowledge and learn additional strategies to build positive relationships with children and support high quality classroom environments.

Teacher Collaboration Meetings (TCM) and Common Planning Time (CPT) meetings are being offered to teachers. The purpose is to facilitate opportunities for teachers to get together to review children’s work and/or assessment data and discuss their classroom practices to determine how they can improve child outcomes. Staff will meet on a monthly or bi-monthly basis to collaborate in small groups.

Health and Nutrition:

The fall and winter Dental Varnish Clinics through Smile Keepers have begun. The Child Development Nurses are working closely with the teachers to increase parent/child participation with this valuable program. In addition, the nurses have begun follow-up with parents regarding any dental concerns identified through this program. There have been heightened efforts to provide all preschool students with dental health information and submit documentation for proper tracking through the Child Plus System.

Initial sensory screenings for Head Start preschoolers, were completed by the Child Development Nurses on October 18, 2012. The nurses are continuing to visit the classrooms to screen preschoolers who were absent at the time of initial screening dates.

Victoria Benson, in conjunction with Dr. Nho Le-Hinds in Health Services, has arranged for licensed vocational nursing students from the CAJ Skills Center LVN Program to work with the nurses in SCUSD's preschool program. Espie Millendez and Victoria Benson have been mentoring these students during their clinical rotation. They have given them a variety of learning experiences, such as assisting with the dental varnish clinics, performing vision and blood pressure screenings, and assisting with Body Mass Index (BMI) follow-up with parents.

Subsequent to Sensory Screenings, the nurses have been focusing their efforts on Body Mass Index follow-up from the fall height, weight and BMI measurements of the Head Start preschoolers. Parents whose children fall within the "underweight", "overweight" and "obese" parameters, and specified WIC criteria according to the new SETA BMI Policy, were contacted recently by phone. A bilingual LVN student provided valuable BMI follow-up with Spanish-speaking parents.

The nurses are reporting an increased number of Head Start parents requesting Nutrition Counseling Services since they have initiated personal contact through phone calls.

Lisa Stevens reports the completion of a recent SETA Health/Nutrition Audit at Bowling Green Preschool. A notation was made by the SETA auditor regarding tooth-brushing, however, due to physical constraints within this particular classroom, a Waiver for tooth-brushing activities has been on file for this particular site.

Lisa Stevens and Victoria Benson attended the Health Services Advisory Committee Meeting at SETA on October 24th.

Lisa Stevens and Tammy Sanchez continue to maintain a close working relationship with Nutrition Services. A meeting was held this month with Nutrition Services as a continuation of collaborative efforts to address Special Diets and Food Allergies for preschoolers. The nurses have developed and implemented a Special Diets/Food Allergy tracking form which is shared monthly with Nutrition Services and the department's registered dietitian.

Victoria Benson and Tammy Sanchez attended the afternoon session of the SETA Kick-Off on October 18th. The break-out session focused on SETA's monitoring tool for Health, Nutrition and Safe Environments for Head Start and Early Head Start programs.

Lisa Stevens, Charlotte Bier (Child Development Resource Teacher), Karen Ito and Victoria Benson attended the Regional Network Meeting of the California Preschool Instructional Network on October 31st. The meeting was held at the Sacramento County Office of Education and focused on the Health Foundations and Framework in Volume 2 of the Preschool Learning Foundations and the Preschool

preschool routines and shared informative and colorful nutrition handouts. Victoria reports she has already had occasion to share some of the valuable materials that were provided at this conference.

Karen Ito, Registered Dietitian consultant, shares the following information : In October 2012, SCUSD's Child Development launched the nutrition grant project, "Let's Eat Right Now", through funding provided by the Sierra Sacramento Valley Medical Society Alliance. The program promotes the consumption of "fresh from the farm" seasonal produce, in preventing anemia and obesity. The program is taking place at three preschools; Leatata Floyd, James Marshall and Susan B. Anthony (the latter two preschools being within Sacramento City Unified School District.) Once a month, children are provided with fresh, seasonal produce from Capay Organics which are incorporated into nutrition activities in the classroom. Child Development recognizes the importance of introducing a wide variety of fresh fruits and vegetables to preschool children who are beginning to develop their taste preference for food. Another component of the program is nutrition education and cooking classes for parent/guardians. A two-week series of classes on "Preventing Anemia" is currently being offered. Fresh, seasonal produce for these classes are also provided by Capay Organics. Children and parents/guardians go home with the produce they have tasted, so they can prepare the food and share it with their families.

San Juan Unified School District

Education Services Update:

Teachers completed their first DRDP assessments of students as of October 25. Teachers will use this data to individualize for each child in their class as well as to create whole class activities. This next assessment period will run through the month of February.

Teachers began the pilot study of *Clothes* on October 29, a project-based learning experience designed for all preschool children. As teachers experience this new teaching paradigm, language, literacy and math learning concepts will be integrated. Activities will occur in all classes with a focus on the letters "U", "Y", and "W", along with the introduction of "T", "O", and "X". The Math focus will be on numerical comparisons using vocabulary, such as; "more", "less" and "fewer".

Disabilities Services Update:

The Disabilities Specialist prepared for the self-assessment process, in conjunction with the "mock" Federal Review. A team was assembled and a checklist prepared for team members to use when reviewing the chosen sites. The SETA monitoring tool and the Federal Review tool were used as a blue print in creating the checklist. The Screening Center remains open although the hours have decreased due to fewer families needing to complete screenings. October was also the month that teachers completed any necessary rescreens on their students who have been enrolled from the beginning of the year.

Mental Health Services Update:

The Mental Health Therapist has been participating in parent/teacher conferences to both address specific social/emotional needs of identified children and to provide community resources and mental health referral information. The Therapist continues to provide Limit Setting workshops for parents and staff throughout the program. Implementation of follow-up services is ongoing.

Along with tasting, they had the chance to touch, smell, and see the variations of leaves from the colorful rainbow chard to the green fan of collard greens. The training was provided to remind teachers of multiple ways to introduce healthy eating to young children. Each classroom received the book, Lettuce Introduce You: Poems about Food, by Laura Purdie Salas.

Health Services Update:

Health Services is now screening one day a week in the centralized screening room and has completed reviewing all the immunization, health, and nutrition status of the children for the 2012-2013 school year. Health Services is traveling to classroom sites to complete or reattempt the 45 day screenings. The nurse has completed the State Immunization Report and submitted it to the State. They are participating in the *Smiles for Kids* program again this year to provide dental services to children who have no dental home or insurance.

Family and Community Partnerships Update:

The new Policy Committee representatives were seated at the first meeting for the 2012-2013 school year. Refreshments were available before the start of the formal meeting. The representatives were given initial training on Policy Committee procedures and outgoing Executive Board officers were presented with appreciation plaques.

Program Area Plan Review teams and Self Review site visit teams were formed and meetings are being scheduled for both groups in early November. The Executive Board for PC was elected during the meeting and met later in the month, receiving further information and starting the process of setting each month's PC agenda. The Parent Involvement Lead Teacher attended the Delegate Kickoff meeting, hearing more information about the changes to the content and the new focus on Family Engagement that is coming from OHS. Information was shared during the Executive Board meeting.

Transition Services Update:

October has been a busy month with the completion date of the first DRDP data. When the compiled data is returned to the teachers, lesson plans and individualization will reflect the continued needs of the students.

Harvest Festivals have also been occurring at sites with the theme of Literacy. Parents have been involved in making books with their children and obtaining community resources on a variety of topics including school readiness and the importance of reading to their children.

Program Support/Staff Training Update:

Teachers were offered an early October training on the California Child Care Food Program (CCFP) as well as materials and activities from I Am Moving, I Am Learning. (*See the Nutrition report for details.*)

In mid-October there was the first training, in a series of three, on Project Based Learning tied to our SJUSD Strategic Plan and Head Start plan to increase child outcomes. On October 19, John Gunnarson presented an introduction to studies where learning concepts are taught in the context of students' interests.

The second training on this topic was October 25 and was a non-mandatory opportunity for teachers and child development assistants. This series will be completed in November.

The October reports were submitted in a timely matter and payment was received. The SETA Kickoff was informative and prepared us for the coming grant year with knowledge and excitement. Staff is currently preparing for the Fiscal Audit Review in January.

Early Head Start:

The annual self-assessment data collection and the annual Service Area Plan updates are in full swing. In addition to early preparations for the federal review next year, preparations are also in full gear for the tri-annual Child Care Food Program review in early December, along with unannounced site visits next October.

The General Davie, Jr. Primary Center re-naming and dedication ceremony health fair was a big success despite the rain. The site located at 1500 Dom Way continues to grow as an early learning center collaboration with Early Head Start, Head Start, School Readiness and many community partners.

Twin Rivers Unified School District

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

Events:

The annual Fall Festival events were held at Oakdale and Morey on October 25 and 29. During the well-attended events, students had the opportunity to participate in a haywagon ride, musical walk and other carnival games. The students also danced along with the Robo Band to classical preschool songs as a part of the school's goal of reducing obesity.

In celebration of the nationwide "Red Ribbon Week", the school social worker also facilitated classroom meetings to discuss the importance of saying no to drugs and keeping our bodies healthy. Parent meetings were also held in all classrooms to discuss healthy habits and the dangers of drugs.

Professional Development:

The ECE Leadership Team facilitated professional development training on October 31. This full-day workshop will included 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 training also provided information on creative ways to implement Alpha Friends to increase letter recognition and knowledge of letter sounds. A review of licensing requirements was completed. The training also provided an in-depth focus on math within Creative Curriculum. Teachers participated in intentional teaching moments to increase their knowledge of math vocabulary, skills and ways to incorporate math into their learning centers and daily schedule.

All component leaders, ECE Director and HS Director attend the annual Delegate Kickoff event on October 18 in collaboration with SETA and the other delegate agencies. The event focused on the Quality Monitoring tool and the introduction of the Family Parent Community Engagement Framework. Additional meetings have been scheduled to continue working with SETA to focus on the implementation of the FPCE in alignment with the School Readiness goals.

Nutrition and Health:

The Nutrition Component Leader continues inputting the nutrition information into the Childplus database and following up on the nutritional needs of students. Referrals to the Registered Dietician are being completed for BMI calculations. The nutrition activities in the classrooms continue with a focus of vegetables and fruits that grow on trees to align with the Tree investigation theme in Creative Curriculum.

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 continues in the Childplus database.

The School Social Worker/Counselor continues 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 interviews are scheduled for November 6 with both staff and PC parents as part of the interview panel. The mental health and social skills groups are scheduled to begin the week of November 5 for any students referred by teaching staff or parents for additional assistance with behavior modifications. Planning for the annual Winterfest is underway as well as the annual Hmong New Year 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 the plan and facilitate the monthly meetings in each classroom and at Oakdale.

The Speech and Language Pathologist (SLP) has completed the initial screenings at both sites and students with speech IEP 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 ECERS assessments have been completed and staff are working with Education Resource teacher to develop classroom specific action plans.

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 continues to meet weekly with the ERSEA team to draft the ERSEA manual. The Head Start Director meet with all staff individually on October 23 to discuss their goals and encouraged all staff to actively seek training opportunities to fulfill their goals.

Policy and Parent Committees:

The first Policy Committee meeting was held on October 10 and the first Parent Committee meeting was held on October 17. The agendas included election of PC officers, bylaw review and planning of the Fall Festival. The next Policy Committee meeting will be held on November 7 and Parent Committee meeting on November 14. The agenda will include the approval of the Social Worker and Community Liaison positions, selection of fundraiser and brainstorming for the Winterfest event.

Parent Trainings:

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network started and parents are encouraged to attend. The next parent training will be held on November 14 for both the morning and afternoon classes on healthy cooking tips.

Fiscal:

The Budget Analyst provided another budget overview for the ECE certificated staff at the Professional Development Day on October 31. Teachers have begun ordering materials and supplies based on their ECERS assessment results.

WCIC

Management:

Congratulations to Ms. Brenda Usher, Winner of 2013 CHSA Lifetime Special Award; Ms. Davis nominated Ms. Usher.

Enrollment:

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

Education:

WCIC/Playmate Head Start Programs received an Oral Language Training by Alicia Barron, Education Coordinator from Sacramento Employment Training Agency on October 5, 2012. She asked teaching staff "What is Language?" Language is a system of words with rules for their use in speaking, reading and writing. Rules for Language are: Sounds of Language (Phonology), Structure of Language (Syntax) and Meaning of Languages (Semantics). She addressed the teaching staff on Oral Language Developmental Continuum for preschool children ages 3 and 4. The descriptors for preschool children are: listen attentively for short periods; follow directions during daily/classroom routines; focus on own needs when listening; talk about daily experiences; may or may not use complete sentences; communication nonverbally; and ask what unfamiliar words mean. Preschool children ages 4 and 5 years old should be able to respond to stories, poems, rhymes, music, actions songs; follow 2-3 step directions; respond to questions; listen attentively for increasing periods; connect information and events to life experiences; know print is reading stories; retell stories or events in chronically order; uses more complex sentences and seek/share information and appreciate social interactions. She passed out a brochure on Promoting Oral Language Development.

WCIC/Playmate Head Start Programs received a Second Step Curriculum Training Part 2 by Melanie Nicolas, Program Officer, Program Support Services from Sacramento Employment Training Agency on October 12, 2012. She addressed the staff on Second Step Curriculum Part 2. She gave an overview on Second Step Curriculum objectives: how children listen and focus attention in class; children have empathy; children manage emotions; children make friends; and children solve problems. Ms. Melanie asked staff to review the Second Step Unit 5. Staff tried a variety of methods of effective learning by doing songs, games and activities with children. Teachers need to integrate with everyday routines and weekly lesson plans and work with teaching partners. The final Second Step Training is scheduled for December 7, 2012 at WCIC/Playmate Head Start Program.

WCIC/Playmate Head Start Programs received a School Readiness and CLASS Training by Liz Aguilar, Education Consultant from Sacramento Employment Training Agency on October 17, 2012.

She addressed the parents and staff on School Readiness and CLASS. She provided handouts on “SETA Head Start School Readiness Goals.” Ms. Liz gave an overview on the Essential Domains such as: Physical Development and Health; Social Emotional Development; Approaches to Learning; Language and Literacy; and Cognitive and General Knowledge. The School Readiness Goals correlates with the Framework Domains Elements and California DRDP Measures. School Readiness Goals have been established for the 2012- 2013 school year. The goals were created from the Head Start Child Development and Early Learning Framework and aligned with the Creative Curriculum Objectives.

Ms. Liz gave a brief overview of CLASS. CLASS acronyms are: Classroom Assessment Scoring System. CLASS is used in all Head Start Programs. CLASS Domains are designed to create common metric and vocabulary that is used to describe various aspects of quality across the early childhood levels. Ms. Liz stated Emotional Support was scored the highest nationwide and Instructional Support was considered to be the lowest of all Classroom Domains. CLASS will be assessed in the classrooms three times a year. Federal Government will receive these scores to determine how teachers are meeting these goals.

WCIC/Playmate Head Start Programs received a Math Activities Training by Alicia Barron, Education Coordinator from SETA on October 19, 2012. She presented on Math Activities. She passed out a handout on “High Five Math Resource Guide”. She gave an overview on Individualization, Numbers and Operations, Geometry and Spatial Sense, Patterns, and Measurement in Math for preschool. “High Five Math Guide” is for teachers to provide strong research base about early childhood math. It is to encourage a decision making approach to math education and professional development and also to supply professional development resources, tools and approached for education leaders to promote high quality math education. Teachers will benefit using the guide to help children individualize and create new levels of math experience.

WCIC/Playmate Head Start Programs received a Mandating Reporting of Child Abuse and Neglect Training by Joyce Bilyeu from Child Abuse Prevention Council on October 26, 2012. She presented on Mandating Reporting of Child Abuse and Neglect. She gave a brief overview on employee notification forms, phone reports, prepare and written reports, suspect of child abuse or neglect, etc. She stated Sacramento County is approximately dealing with 20% physical abuse; 8% sexual abuse; 14% emotional abuse; and 49% neglect. She stated it is unlawful corporal punishment if an adult spanks and leave a mark on the child’s body. She demonstrated with a baby doll on Shaken Baby Syndrome and how it can affect an infant brain if shaken. It does not take much for an adult to shake a child to death. It can be as little as a whiplash effect to cause brain damage. Staff that work in the field of childcare are mandated reporters, we must make a report if there is at all a reason to suspect child abuse of any kind. If failure to report, staff can lose their credential. There are steps to reporting. Staff can call CPS (916) 875-KIDS or law enforcement. A written report must be completed within 36 hours of the report. Forms can be downloaded from www.ag.ca.gov/childabuse/forms.php. She also stated Shaken Baby Syndrome of My Pledge Certificate has been distributed to mothers who have newborns/infants.

Health:

WCIC/Playmate Head Start Programs’ children received a Sacramento County Smile Keepers Dental Health Program dental screening and fluoride vanishes on October 2, 2012 and October 3, 2012.

WCIC/Playmate Head Start Programs' children received dental screenings on October 15, 2012 from Dr. Eric D. Phillips.

WCIC/Playmate Head Start Programs' children received CSUS, Dept. of Speech Pathology and Audiology hearing screening on October 5, 2012.

WCIC/Playmate Head Start Programs received a Physical Activity by Phil Bensing from Health Education Council on October 17, 2012. He addressed the parents and staff on Physical Activity. He passed out a "Power Up in 10" Pamphlet. Mr. Bensing stated adults need to have 30 minutes of physical activity daily in order to reduce the risk of chronic diseases. In order to keep your weight in control, adults need to do Moderate Intensity Physical Activity each day. Moderate Intensity Activity is what makes your heart beat faster than normal. Vigorous Intensity Activity is when adults breathe hard and sweat such as: jumping jacks, dancing and basketball. He demonstrated what adults can do at home even when people have busy lives with the family. Children need to have at least 60 minutes of physical activity each day. How to reach a goal is to incorporate 10-15 minutes of physical activity daily. Adults need to set simple and short term goals and try to make it fun.

Recent Program Instruction Memos from Administration for Children and Families (ACF)

ACF-PI-HS-12-03 Non-Competitive 5-Year Grant Awards

ACF-IM-HS-12-06 All Head Start and Early Head Start Agencies and Delegate Agencies located in the states of Connecticut, New Jersey, and New York and other areas affected by Hurricane Sandy and recovery efforts

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.