



GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, February 7, 2013

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.

A G E N D A

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B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant

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VI.	<u>CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION</u> (subdivision (a) of Section 54956.9) CONNIE ARNOLD v. ELK GROVE UNIFIED SCHOOL DISTRICT, et al. US District Court – Eastern District Case No. 2:12-CV-02431-MCE (GGH)	
VII.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, JANUARY 30, 2013

ITEM II-A - CONSENT

MINUTES OF THE DECEMBER 6, 2012 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the December 6, 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, December 6, 2012
10:00 a.m.

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

Members Present:

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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the November 1, 2012 Regular Board Meeting
B. Approval of Claims and Warrants
The consent items were reviewed; no questions or corrections.

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

- A. Approve the November 1, 2012 minutes
B. Approve the claims and warrants for the period of 10/25/12 through 11/28/12.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Procurement of Workers Compensation Insurance

Mr. Roy Kim introduced Mr. Ken Urrutia, Arthur J. Gallagher, Inc. Mr. Urrutia stated that this has been a challenging year for insurance carriers. The insurance market place is cycling to high prices again and this means insurance is less available to certain customers. During the last three years, there was a

spike in claims. A lot has been done to train staff on safety measures. Insurance looks at the past and tries to predict things going forward.

When the market gets hard, insurance companies can decide if they want to extend coverage or not. It is their decision as to when to provide coverage or step down; this is part of the cycle.

The State Workers Compensation Bureau has been working to develop the rate to be used. There were several carriers that utilize the experience modifier that is published by the state and the carriers were not willing to provide a quote until the experience modification number is published. It is a challenge every year when the renewal date is January of each year.

Mr. Urrutia stated that because SETA has a large employee base of teachers and child care workers, this is the type of business that tends to have losses and be volatile. Mr. Urrutia gave an example of an experience modifier that if a business has losses similar to other businesses, the experience modifier would be 1. Because of some losses, the experience modifier was expected to be 1.24. The experience modifier was published at 1.27 which means that the rate would increase by 27%. The experience modifier is based on the prior three years of activity.

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

Mr. Urrutia stated that AIG has presented the most favorable quote although it is up significantly. This is a quote for guaranteed costs. He is hoping that the experience modifier will go down next year so next year's quote will be lower.

Mr. Nottoli expressed concern that the \$250,000 needed to pay for insurance could be used elsewhere. Mr. Nottoli asked what could be done to minimize exposure. Ms. Kossick replied that 2010 was a bad year and as a result, staff has increased training and there is a safety committee that goes out to talk to staff. Management is involved as well.

Mr. Nottoli asked about the claims that made up the spike. Ms. Kossick replied that there is a huge emphasis on loss control and safety training. When looking at the different insurance companies, staff has to take into consideration what type of services they can provide to the Agency. When looking at the different carriers, it is also important to look at what resources the carriers can provide to the agency.

Mr. Urrutia reviewed information about a deductible program. The insurance company insures for losses over \$200,000 and the agency would cover anything under \$200,000.

Mr. Kim reported that when staff met with Gallagher, the guaranteed cost premium was thought to be better for the agency. With the high deductible, the insurance company requires a high reserve. The problem with SETA's funding sources is that when the grants are closed out; anything after the close out of that grant has to be returned. Secondly, SETA receives a better level of service from a guaranteed insurer. At some point, if/when the premium is too expensive, the Agency may want to reconsider the high deductible insurance. If a better option is received within the next 20 days, staff will notify the board.

Moved/Yee, second/Nottoli, to delegate to the Executive Director the authority to procure Workers Compensation insurance.

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

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

Ms. Christine Welsch reviewed this item which requests permission to accept the funds and provide employment services.

Ms. Pannell inquired whether jobs were involved and Ms. Welsch replied that a lot of the participants are still not employed. Over the last year, the program has served 82 young men; 75 received work experience, and 15 are still working. Only a few have reentered the criminal justice system.

Moved/Yee, second/Scherman, to:

- 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.

Voice vote: Unanimous approval.

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

Ms. Michelle O’Camb stated that for the past five years the Agency has requested approval to transfer some funds from the Dislocated Worker to the Adult funding stream.

This board item is basically an administrative issue.

Moved/Nottoli, second/Scherman, to 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.
Voice Vote: Unanimous approval.

Community Services Block Grant

2. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2013

Ms. Cindy Sherwood-Green reviewed this item which requests approval to extend all 20 CSBG-funded program contracts. There are a few instances of low services but staff is confident that the numbers will be met.

There are separate funding recommendations for Daren Maeda and South County Services. The agency is not expecting to expend the entire augmentation and requesting to carry over \$15,000 to the next fiscal year. The CAB approved this at their November 14 board meeting.

Moved/Scherman, second/Nottoli, to 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.

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

C. CHILDREN AND FAMILY SERVICES

1. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

There were no questions on this item.

Moved/Nottoli, second/Yee, to approve the modifications to the Policy Council bylaws.

Voice Vote: Unanimous approval.

IV. Information Items

A. Review of Annual Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2012

Mr. Roy Kim reported another clean audit this year and publically acknowledged fiscal manager Ms. Loretta Su. Mr. Kim reviewed the financial highlights:

- ⇒ As of June 30, 2012, SETA reported a combined fund balance of \$2,941.925, an increase of \$23,310
- ⇒ The Government Accounting Standards Board requires that the implicit rate subsidy associated with health care premiums paid by active and retired employees be included with SETA's other post-employment benefit liability and expensed annually. Primarily due to the OPEB liability recognition, SETA's net assets decreased and non-current liability increased by \$172,466 in the current fiscal year.

This year this is no management letter which means there are no items to improve. Ms. Kossick thanked Mr. Kim and Ms. Su.

B. 2014-2018 Workforce Investment Act Annual Planning Process Five-Year Strategic Plan

Ms. Kossick reported that the Agency is in the process of developing the five year plan. Staff has reached out to the public to get input as the local plan is prepared and ultimately melded into the state plan.

C. Capital Region Occupational Outlook and Critical Clusters

Ms. Kossick reported that the Agency has been working with Next Economy partners to see how as a local entity we can participate. The board was given information on how the defined critical occupational clusters align with the six core business clusters identified in the Next Economy Plan. This review of occupational clusters is an on-going process. Mr. Harden and staff provided an overview on the fastest growing occupations and the training needed for these occupations.

Mr. John Harden reviewed the information of coaches and scouts in the forecast information. This information is from the second quarter of 2012 produced by Economic Modeling, Inc. from data from EDD.

D. Update on Enactment of Assembly Bill 554 – Coordination with Joint Apprenticeship Training Committees

Ms. Kossick reported that this went into effect in October. On a local level, SETA has always coordinated with apprenticeship programs. The State-wide emphasis

is to ensure apprenticeship programs will always be included in workforce development programs.

E. Implementation of WIA Training Expenditure Policy

Ms. Kossick stated that a new law that went into effect this year requiring Workforce Investment Areas to spend at least 25% of WIA funds on training. Case management is not a training cost and SETA may be putting more emphasis on OJT rather than case management

F. Community Services Block Grant Program Performance Report: Mr. Nottoli stated that there is a pretty modest amount of money involved considering the amount of good work being provided. The funds really do a lot of good.

G. Fiscal Monitoring Reports: No comments.

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

I. Dislocated Worker Update

Mr. William Walker reported that all three Capitol Nurseries will close today affecting 60 employees. SETA staff has reached out and contacted them to offer services. Fresh and Easy is attempting to sell the stores to other individuals but if nothing happens, the stores will close.

A job fair was held for Campbell's Soup and staff has been providing rapid response services at the plant. Mr. Walker feels confident some of the production staff was offered employment. Rapid response services have been completed for Comcast. AT&T on Watt Avenue is relocating a 411 call center to Fresno; Mr. Walker is not sure the number of people being impacted. Dislocated staff will be offered a \$25,000 severance package. Mr. Walker has been meeting with the Hostess union leaders; approximately 366 people will be affected.

J. Unemployment Update/Press Release from the Employment Development Department: No questions.

K. Head Start Reports: Ms. Denise Lee reported that the program will be undergoing a self-assessment from January 14-18. Sometime during that week, the person doing the program design and management segment would like to talk with board members. Nationwide, 132 programs were redesignated. There are four California colleagues up for renewal.

Last month the board had a question regarding numbers for dental follow up. Ms. Brenda Campos was introduced and reported that 99% of Head Start children do have dental services so access is not an issue. Transportation and lack of parent compliance are two reasons for the low numbers. SETA works

with the grantees to figure out how to address the lack of dental follow up. As part of the enrollment, parents are given dental information and why it is important to follow up. Every parent committee at individual schools needs to have a workshop/training on dental insurance. When there are challenges with parents, it tends to be isolated. Every delegate has a dental coordinator and the referral needs to be made to the delegate to identify the problem. Bus passes are available to parents that need it. The last resort is to contact CPS regarding the parents' lack of compliance.

It is one of the requirements that they make sure their kids see the dentist. Ms. Pannell inquired if there were ways to motivate parents to get their kids checked and Ms. Lee replied that there is no rule that we can tell the parent that the child cannot come back to Head Start. These are the children that we need to continue working with the children and families. The biggest issue is educating the parents on the importance of dental health. Ms. Campos offered to provide quarterly reports regarding the dental data.

Mr. Nottoli inquired whether the Agency gets any break or can piggyback on some other program for cheaper gas? It may not be as convenient but it may be better over the long haul. Ms. Lee will look into the card lock/fleet gas.

V. Reports to the Board

- A. Chair: Ms. Pannell wished everyone Happy Holidays.
- B. Executive Director: Ms. Kossick wished Supervisor Nottoli a belated Happy Birthday. Ms. Kossick inquired whether board members would have a problem with the cancellation of the January 3 meeting since she does not anticipate any action items. All board members indicated this would be fine with them.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman thanked Ms. Lee for coming out to bring turkeys to the Elk Grove Food Bank turkey drive.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:29 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 11/29/12 through 1/30/13, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 11/29/12 through 1/30/13.

STAFF PRESENTER: Roy Kim

ITEM II-C - ACTION

RECEIVE, ADOPT AND FILE SACRAMENTO COUNTY ANNUAL INVESTMENT
POLICY OF THE POOLED INVESTMENT FUND – CALENDAR YEAR 2013

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2013 Sacramento County Annual Investment Policy is being sent under separate cover. There are no major changes to the investment policy.

This is an annual event and the Investment Policy approved by the County Board of Supervisors then rules the investments of SETA money. The Joint Powers Agreement creating this Agency requires the County to be the fiscal agent for SETA. As such, the County Investment Policy is part of the fiscal agent's duty, and approval by the Sacramento County Board of Supervisors ratifies the propriety of the fiscal agent's investment strategy. Action by the SETA Governing Board to receive and file the policy constitutes consideration at a public meeting as recommended by Government Code section 53646(a) (2).

RECOMMENDATION:

Receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2013.

STAFF PRESENTER: Roy Kim

ITEM II-D - CONSENT

APPROVAL TO SUBMIT FOUNDATION PROPOSALS AND ACCEPT FUNDS TO SUPPORT THE SAFE COMMUNITY PARTNERSHIP AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT AGREEMENTS, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCES

BACKGROUND:

SETA, along with the City of Sacramento Police Department and Area Congregations Together (ACT), is one of the primary partners engaged in the implementation of the City of Sacramento's Safe Community Partnership strategy using the Operation Ceasefire model. The 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 worked closely with the City of Sacramento's Police Department and ACT to leverage CalGRIP and Safe Community Partnership funding since 2010. SETA has been authorized to coordinate and/or procure direct services for these grants, including the case management, employment services, street outreach and coordination of subcontracted services.

The Kaiser Community Benefits Foundation and the California Endowment (TCE) along with the California Wellness Foundation have been very supportive of the Safe Community Partnership strategy. Kaiser and TCE have provided funding for project technical assistance and project management to Sacramento. Both foundations have solicited proposals to support violence prevention, youth development and healthy community strategies. Additionally, the California Wellness Foundation currently provides technical assistance and direct services funding to several Safe Community Partnership communities.

Staff is requesting approval to submit proposals and accept funds from these three foundations to continue the technical assistance, research and policy development, program implementation, and evaluation of the effectiveness of the services and outcomes. The annual anticipated request, dependent on the foundation's funding parameters, will be:

- Kaiser Community Benefits Foundation - \$100,000
- The California Endowment – \$100,000
- The California Wellness Foundation – not to exceed \$200,000.

STAFF PRESENTER: Christine Welsch

ITEM II-D – CONSENT (continued)
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RECOMMENDATION:

- Approve the submission of proposals to and accept funds from Kaiser Community Benefits Foundation, The California Endowment and The California Wellness Foundation to support additional direct services for the Safe Community Partnership;

- and –

- Authorize the SETA Executive Director to execute the subgrant agreements, modifications and any other documents required by the funding sources.

STAFF PRESENTER: Christine Welsch

ITEM II- E - CONSENT

APPROVAL OF RESOLUTION TO ENDORSE THE NEXT ECONOMY CAPITAL REGION PROSPERITY PLAN

BACKGROUND:

Since July, 2012, Sacramento Works, Inc. has been reviewing the goals and strategies included in the Next Economy Plan and identifying those which are consistent with the strategic plan strategies of Sacramento Works and the Workforce Investment Act. The three Next Economy Goals that the Board has identified for support and investment are:

Goal #1: Foster a Strong Innovation Environment

Objective #3: Build a Robust Network of Business Incubator and Accelerator Services

Goal #3: Diversify the Economy through Growth and Support of Core Business Clusters

Objective #1: Form Functional Business Networks and Establish Specific Cluster Initiatives

Objective #2: Create and Align Targeted Programs and Services to Support Clusters

Objective #3: Build Strong Economic Foundations for Sustained Cluster Growth

Goal #4: Build and Maintain a World-Class Talent Base

Objective #1: Create Mechanisms to Attract New Talent and Retain Existing Talent

Objective #2: Align Training and Education Pathways to increase Economic Prosperity for Businesses and Workers

On January 23, 2013, Sacramento Works, Inc. strongly endorsed the concepts proposed by the Next Economy planning committee and determined that goals 3 and 4 of the Next Economy plan were the highest priority and most compatible with the Mission and Vision of Sacramento Works, Inc. The Sacramento Works Board of Directors approved a resolution to support the efforts

Attached is the Executive Summary of the Next Economy Capital Region Prosperity Plan and a summary of the activities the Sacramento Works, Inc. Board has identified as high priority investment opportunities for Workforce Investment Boards that would support the Next Economy Goals.

STAFF PRESENTER: Robin Purdy

ITEM II-E – CONSENT (continued)
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Leaders of the Next Economy are requesting that local government officially endorse this Regional Prosperity Plan.

RECOMMENDATION:

Approve the attached Resolution endorsing the Next Economy Capital Region Prosperity Plan and direct staff to actively engage in the shaping and implementation of this plan so it may be integrated into planning and development activities to the extent it is compatible with the Mission and Vision of SETA.

STAFF PRESENTER: Robin Purdy



RESOLUTION OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY ENDORSING THE NEXT ECONOMY CAPITAL REGION PROSPERITY PLAN

A RESOLUTION OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY ENDORSING THE NEXT ECONOMY REGIONAL PROSPERITY PLAN AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ALIGN THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY'S WORKFORCE DEVELOPMENT EFFORTS IN SUPPORT OF ITS IMPLEMENTATION

WHEREAS, the Capital Region has experienced economic hardship and associated lagging recovery as a result of the "Great Recession;" and

WHEREAS, our economy competes and succeeds as a region; and

WHEREAS, our individual jurisdictions strive to work together to improve our region's economy to compete within the state, nation and international economies; and

WHEREAS, the Next Economy is a business-led, volunteer-driven regional effort to grow the \$97 billion annual Capital Region economy; and

WHEREAS; given the size and complexity of the challenges, economic and workforce development activities must be strategic and synchronized if they are to have lasting impact; and

WHEREAS; realizing that no single organization can accomplish the broad range of strategies and actions encompassed within the Next Economy, business, government leaders, educational institutions, not-for-profit economic development organizations and private industry must come together to positively impact our regional economy; and

WHEREAS; the Next Economy is deliberately designed to invite direct participation from the broadest array of organizations; and

WHEREAS; the public sector, as a leader and integral partner with the private sector in any regional economic development success, must be fully engaged;



NOW, THEREFORE BE IT RESOLVED that Sacramento Employment and Training Agency endorses the Next Economy Regional Prosperity Plan and authorizes the Executive Director to actively engage in shaping and implementing the plan and to integrate it into Sacramento Employment and Training Agency development activities.

On a motion made by Board member _____, seconded by Board member _____, the foregoing Resolution was passed and adopted by Sacramento Employment and Training Agency, State of California, this 7th of February, 2013, by the following vote, to wit:

Ayes:

Noes:

Absent:

Chair, Sacramento Employment and
Training Agency
Sacramento, California

Summary of Next Economy Goals Aligned with WIA

Next Economy Goals and Objectives	Potential WIA Investment Activities	P/C Committee Comments
Overarching Support of Next Economy		
<p>Endorse the Next Economy Capital Region Prosperity Plan and allocate funding to sponsor the governance, coordination and accountability components of the plan</p>	<p>Provide funding for convening, coordination, and accountability systems, and reporting and celebrating successes.</p>	<p>Staff to work with NE Leadership to determine cost and priority</p>
Goal 1: Foster a Strong Innovation Environment		
<p>Develop consistent communication and business assessment processes to ensure businesses and start-ups are connected to the full range of offerings in the region.</p>	<p>Quarterly convenings, Identification of gaps, Website</p>	<p>This fiscal year may be too early to consider investing in this goal. Revisit in July 2013 for financial support</p>
<p>Expand the scope and capacity of accelerator programs to support and grow start-ups and small businesses in the region.</p>	<p>Sponsor an organization to support innovation.</p>	
Goal 3: Diversity the Economy Through Growth and Support of Core Business Clusters		
<p>Invest in the facilitation of cluster alliance groups focused on identifying the priorities and action plans to increase jobs and drive implementation of needed growth activities. WIB members will represent private sector and the public workforce system on cluster alliances/sector planning initiatives.</p>	<p>Fund back-bone organizations to develop sector plans for one or more core business clusters. Identify WIB members to sit on cluster alliances.</p>	<p>Staff to work with NE Leadership to determine cost and priority</p>
<p>Develop/fund career exploration and career technical education training in occupations identified as part of core business clusters to foster and grow cluster opportunities.</p>	<p>Apply for discretionary grant funding to train workers for career pathways in core business clusters.</p>	<p>Staff time funded by WIA Adult/ Dislocated Worker program</p>
<p>Align the Critical Occupational Clusters with the Next Economy Core Business Clusters and target training to occupations that are in high demand or project high growth.</p>	<p>Research NAICS codes of core business clusters to identify occupations.</p>	<p>Staff time working with CSER and EMSI</p>
Goal 4: Grow and Maintain a World-Class Talent Base		
<p>Provide the Virtual One-Stop system, the most advanced and comprehensive Internet workforce development software available. The Workforce Investment Boards will train schools, training providers, community organizations, employers, and interested</p>	<p>VOS system implemented and maintained. Create training curriculum</p>	<p>\$100,000 Paid for as part of WIA funded One Stop Services</p>

Summary of Next Economy Goals Aligned with WIA

parties on the use of the Virtual One-Stop System.	Train partners	
Update, maintain, and host CareerGPS.com, a website providing one central location to find current, detailed information about which jobs are in high demand in the Capital Region, how much they pay, what type of education or training is recommended, and which schools/training providers are certified to provide training.	Update CareerGPS.com with labor market projections for occupations in core business clusters	\$5,000-7,000 for website updating paid for through One Stop Support
Provide financial support and in-kind staffing to support CareerGPS career pathways exploration event sponsored by NextEd.	Sponsorship of event and staff assigned to planning team	\$10-15,000 paid for with WIA Youth funds
Collect career pathways for all programs listed by schools/training providers in the Sacramento region who contract with SETA for training scholarships	Add requirement for career pathway information to SETA contract.	Staff with WIA Adult/DW
Work with schools/training providers to publicize and increase or modify course offerings to align with employer needs in core business clusters and other large industry sectors	Convene education and business leaders to identify skills gaps and create curriculum.	Staff to work with NE Leadership to determine cost and priority
Use federal workforce funds to support training in critical occupations and business clusters which provide career pathways to high wage jobs in demand.	Amend Board policy on training in critical occupations to include core business clusters.	Paid for through WIA One Stop Services
Train paraprofessionals and career counselors at k-12 schools on critical occupational clusters and core business clusters. (develop curriculum and pilot training)	Develop curriculum on career exploration in core business clusters Conduct train-the-trainer sessions	Staff to work with NE Leadership to determine cost and priority
Survey schools in the region to assess what career exploration programs are currently in place	Identify staff to work with schools to collect info/survey schools	Staff to work with NE Leadership to determine cost and priority
Assist in identifying workforce supply to identify the number of training slots available per year in each of their certificate/degree programs and the number of program completers they certify each year	Add questions to CareerGPS.com website training provider database and identify staff to follow-up with providers to collect data	\$1,400 for website update. Staff paid for through One Stop Support
Assist in identifying workforce demand by publishing current labor market information provided by EMSI and EDD Labor Market Information Division	CareerGPS LMI updated quarterly	\$15,000 paid from One Stop Services
Invest in research and analysis of workforce supply/demand for the region and use results of workforce supply/demand analysis to guide future	Analysis of workforce supply/demand for the region	Staff to work with NE Leadership to determine cost and

Summary of Next Economy Goals Aligned with WIA

investments in training programs.		priority
Support layoff aversion and business retention efforts by addressing workforce supply and training issues.	Identify staff to represent SETA on regional layoff aversion and business retention team.	Paid for through WIA Dislocated Worker and Rapid Response funds

*Tan = Activities that could be funded through Sacramento Works Board Initiatives funds

*Blue = Activities funded through Workforce Investment Act One Stop Services funds

CALL TO ACTION: Accelerate Job Creation and New Investment in California's Capital Region

Through this action-oriented Prosperity Plan, the Capital Region of California, covering El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba counties, joins together to pursue a competitive and strategic economic development agenda to bring about resiliency, vitality and a wide range of new opportunities for job creation, innovation and increased investment.

Next Economy is a business-led, volunteer-driven regional endeavor that strives to move a \$97 billion annual economy that has suffered economic hardship and a lagging recovery into one that is diversified, robust and sustainable. Recognizing that competition in today's global economy increasingly occurs at the regional level, and that the Region's economic advantages are narrowing under dated models, business leadership from the Sacramento Metro Chamber, the Sacramento Area Commerce and Trade Organization (SACTO), the Sacramento Regional Technology Alliance (SARTA) and Valley Vision launched **Next Economy** as a collective response. This initiative uncovers competitive strengths and maps out a set of interlocking strategies that can accelerate job and wealth creation and boost new investment across the Capital Region.

Given the size and complexity of the challenge, economic development activities must be strategic and synchronized if they are to have lasting impact. It is clear that broad based job creation efforts are necessary to revive economic health on a regional scale and that a series of independent, localized steps will not bring about true economic growth and prosperity for all.

More than a plan, **Next Economy** is a movement. It aims to align regional economic development activities and focus them for maximum impact. To do so, **Next Economy** poses a region-wide **CALL-TO-ACTION: Mobilize private industry, government, academic and civic leadership to focus on a set of common strategies and actions to accelerate job creation and new investment in California's Capital Region with the goals of supporting innovation and entrepreneurship, diversifying the regional economy, and improving the business climate for economic growth.**

Realizing that no single organization can accomplish the broad range of strategies and actions encompassed within the Prosperity Plan, **Next Economy** challenges government leaders, educational institutions, not-for-profit economic development organizations and private industry to initiate bold new approaches to bring about economic recovery and to actively work together to make those approaches succeed. In this way, **Next Economy** is deliberately designed to invite direct participation from the broadest array of organizations and people possible who are committed to widespread prosperity across the Region. This Prosperity Plan sets the stage to transform the Region's economy by mobilizing leaders around a **common playbook for action**, enabling organizations to select certain "plays" that suit their strengths and capabilities, and put them in action in ways that fit the needs of those they serve.

In the end, however, success lies in ensuring that **Next Economy** strategies and actions are deeply integrated into organizations' work plans with strong accountability mechanisms and champions across all segments of the Capital Region's leadership. We encourage you to take part in this important movement to accelerate job creation and investment and together we will move the Capital Region to the **Next Economy**.

Mark Otero | Susan Peters | Martha Lofgren | Jim Williams | Brice Harris | Craig McNamara
BioWare | Sacramento County | Brewer Lofgren | Williams + Paddon | CA Community Colleges | Sierra Orchards

Goals

The Capital Region Prosperity Plan lays out five overarching goals:

1. **Foster a strong innovation environment**
2. **Amplify the Region's global market transactions**
3. **Diversify the economy through growth and support of core business clusters**
4. **Grow and maintain a world-class talent base**
5. **Improve the regional business climate for economic growth**

A Unified Vision

By uniting job creating activities against a common vision and activating joint implementation of that vision, the Capital Region becomes poised to engender a new reputation. **Vision**—*Within five years, the Capital Region will be widely regarded as a:*

1. **Sought-after place for business growth, investment and entrepreneurship**
2. **Desirable place for a quality workforce and young professionals to live, study, work, play and contribute**
3. **Diverse economy renowned for its core business clusters and driven in large part by export activity**

Strategic Economic Agenda

The Capital Region Prosperity Plan lays out five overarching goals and a set of associated long range objectives and action-oriented strategies designed to accelerate job creation and investment. To move the Region's Next Economy vision to reality, these objectives and strategies will be activated through a set of high-priority tactics and performance measures to be developed in coordination with regional stakeholders and organizations. Plan implementation is scheduled to begin in first quarter of 2013.

1. FOSTER A STRONG INNOVATION ENVIRONMENT

Objective 1:

BOLSTER UNIVERSITY TECHNOLOGY TRANSFER AND COMMERCIALIZATION

Strategies:

- ◆ Embed regional research, university technology transfer and entrepreneurship programs within the Region
- ◆ Identify regional industry needs and align university research capacity for new discoveries and emerging technologies
- ◆ Develop strong relationships between regional research universities and small business, financing, and incubator and accelerator programs and services on a region-wide basis
- ◆ Encourage linkages between researchers making discoveries with entrepreneurs and companies able to commercialize and deploy
- ◆ Explore opportunities for developing university-industry research centers around regional research strengths and core business clusters

Objective 2:

EXPAND ACCESS TO CAPITAL FOR HIGH GROWTH COMPANIES AND SMALL AND MEDIUM ENTERPRISES

Strategies:

- ◆ Establish a centralized access point for information about the sources of capital available across all stages of a company lifecycle
- ◆ Build new forms of debt and equity capital available to high-growth companies and small and medium enterprises
- ◆ Facilitate effective connections between funders and companies
- ◆ Strengthen relationships with external funding sources interested in regional deal opportunities
- ◆ Leverage public sector investment power to increase the level of regional investment

Objective 3:

BUILD A ROBUST NETWORK OF BUSINESS INCUBATOR AND ACCELERATOR SERVICES

Strategies:

- ◆ Link existing and emerging incubator and accelerator programs into a regional network
- ◆ Expand the scope and capacity of incubator and accelerator services based on potential market demand
- ◆ Connect emerging companies in the Region to appropriate components of the incubator and accelerator network
- ◆ Market the existence and outcomes of the incubator and accelerator network internally and externally
- ◆ Build a targeted retention effort focused on viable companies that have received incubator and accelerator services

2. AMPLIFY THE REGION'S GLOBAL MARKET TRANSACTIONS

Objective 1:

GROW INTERNATIONAL TRADE AND EXPORT ACTIVITY

Strategies:

- ◆ Build a comprehensive regional service provider network that offers effective business assistance, financing, and targeted support services for international trade
- ◆ Market the availability and outcomes of the service provider network internally and externally
- ◆ Develop an ongoing series of foreign trade missions exclusively designed for local company export promotion
- ◆ Form strategic relationships with international business networks, existing foreign companies and foreign government agencies to identify and support international trade opportunities
- ◆ Ensure the Region's transportation infrastructure has the capacity to increase global goods movement and passenger travel

Objective 2:

INCREASE THE LEVEL OF FOREIGN DIRECT INVESTMENT

Strategies:

- ◆ Enhance coordinated marketing efforts focused on foreign direct investment
- ◆ Create a diverse and effective group of lead generation resources for priority foreign direct investment targets
- ◆ Expand the amount and frequency of foreign trade trips targeting specific companies, industry trade shows, and business networks
- ◆ Develop a strategic network of service providers and regional leaders to assist with outreach efforts and foreign company prospects
- ◆ Market investment opportunities within the Region to potential foreign investors

3. DIVERSIFY THE ECONOMY THROUGH GROWTH AND SUPPORT OF CORE BUSINESS CLUSTERS

Objective 1:

FORM FUNCTIONAL BUSINESS NETWORKS AND ESTABLISH SPECIFIC CLUSTER INITIATIVES

Strategies:

- ◆ Recruit members from across the entire value chain to form cluster alliance groups
- ◆ Perform ongoing cluster needs assessments and facilitate effective solutions
- ◆ Develop annual cluster alliance group priorities and action plans that focus on increased jobs and investment, drive implementation of needed growth activities, and monitor progress against stated objectives
- ◆ Maintain cluster-specific resource guides listing relevant regional programs, services, and providers

Objective 2:

CREATE AND ALIGN TARGETED PROGRAMS AND SERVICES TO SUPPORT CLUSTERS

Strategies:

- ◆ Develop marketing materials to build internal and external cluster visibility
- ◆ Align regional business attraction and retention programs with cluster opportunities
- ◆ Build targeted innovation and entrepreneurship resources for cluster activities
- ◆ Explore opportunities to create formal public-private partnerships to foster and grow cluster opportunities

Capital Region Core Business Clusters

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

- ◆ Facilitate new domestic business-to-business sales and foreign exports to increase economic base activities within core clusters
- ◆ Encourage the creation of local and regional incentives that support growth of primary jobs across core clusters and other industries

Objective 3:

BUILD STRONG ECONOMIC FOUNDATIONS FOR SUSTAINED CLUSTER GROWTH

Strategies:

- ◆ Align workforce development efforts to address current and anticipated gaps in labor supply and demand within the clusters
- ◆ Advocate for public policy at the state and local levels that supports conditions necessary for cluster growth
- ◆ Build a robust regional network of suppliers and service providers for effective cluster operations
- ◆ Address specialized facilities and infrastructure needs that strengthen connectivity required for cluster growth

4. GROW AND MAINTAIN A WORLD-CLASS TALENT BASE

Objective 1:

CREATE MECHANISMS TO ATTRACT NEW TALENT AND RETAIN EXISTING TALENT

Strategies:

- ◆ Establish connections between active young professionals groups throughout the Region and engage members as ambassadors in talent attraction and retention efforts
- ◆ Execute a talent attraction campaign targeting young professionals, experienced entrepreneurs, and high demand occupations and skills
- ◆ Implement a talent retention strategy focusing on students and recent graduates of regional education and training programs
- ◆ Develop mechanisms to better connect new, existing and prospective students and residents to career opportunities and lifestyle assets in the Region
- ◆ Invest in the Region's cultural infrastructure as a means to retain and attract talent

Objective 2:

ALIGN TRAINING AND EDUCATION PATHWAYS TO INCREASE ECONOMIC PROSPERITY FOR BUSINESSES AND WORKERS

Strategies:

- ◆ Mobilize the community to advance and support continued investment in education and related infrastructure
- ◆ Develop critical career pathways that align with core business clusters across all education and training levels
- ◆ Address critical gaps in workforce supply and demand across core business clusters and other large industry sectors

5. IMPROVE THE REGIONAL BUSINESS CLIMATE FOR ECONOMIC GROWTH

Objective 1:

REMOVE ECONOMIC AND REGULATORY BARRIERS TO STIMULATE GROWTH

Strategies:

- ◆ Partner with the business community and other regions in the state to communicate with and influence state policymakers
- ◆ Coordinate the Region's business advocacy efforts to reduce local and regional regulatory barriers to improve the Region's business climate
- ◆ Build a proactive effort to educate and inform elected officials and local government leaders about key business issues and industry needs
- ◆ Leverage existing regional advocacy programs and, where possible, other state associations' and prominent industry-specific lobbying efforts to influence a reduction of regulatory barriers at the state and federal levels
- ◆ Foster an effective system to respond to company-specific local-level regulatory issues
- ◆ Encourage streamlined and predictable permitting policies and procedures across all local jurisdictions in the Region
- ◆ Pursue local implementation of state and federal regulatory requirements that are uniform, streamlined and cost effective

Objective 2:

AMPLIFY THE REGION’S REPUTATION AND VISIBILITY AMONG KEY AUDIENCES

Strategies:

- ◆ Mobilize a set of inter-locking campaigns, aligned with the Next Economy vision, that solidify the Region’s reputation as the economic, cultural and recreational capital of the State of California
- ◆ Establish a media partner network committed to publishing content that celebrates local and regional achievements internally and externally
- ◆ Establish a mechanism for collecting, assembling, coordinating and disseminating key messages and celebratory content

Objective 3:

INTENSIFY ECONOMIC DEVELOPMENT ACTIVITIES THAT DRIVE GROWTH AND INVESTMENT

Strategies:

- ◆ Build a significant fund that can be used to directly invest in competitive new company locations or expansions that create high value jobs
- ◆ Establish a formal, region-wide system to retain local companies and good quality jobs
- ◆ Prioritize Next Economy strategies and identify strategic and coordinated funding sources for implementation of actions that offer anticipated high job and wealth creation outcomes
- ◆ Pursue opportunities with state agencies and departments that result in increased investment, procurement, and/or private-sector job creation
- ◆ Educate the public and investors about the Region’s economic development activities, the value they offer and the job and wealth creation opportunities they can garner

Objective 4:

DEVELOP A NEXT ECONOMY GOVERNANCE STRUCTURE THAT ENSURES IMPLEMENTATION AND ACCOUNTABILITY

Strategies:

- ◆ Align strategic objectives of Capital Region non-profit organizations with a goal of collaborating on Next Economy implementation strategies
- ◆ Obtain endorsement from all cities and counties in the Capital Region of Next Economy Goals and Unified Vision, and coordinate Next Economy implementation strategies and objectives with public agency partners
- ◆ Enact a formal Agreement among principal organizations specifying roles and performance obligations toward Next Economy execution
- ◆ Track implementation progress, manage accountability, report regularly, celebrate successes and adjust strategies and actions as necessary for efficiency and maximum return on investment for economic development activities
- ◆ Examine merits associated with completion of a region-wide Comprehensive Economic Development Strategy (CEDS)

-END-

ITEM III-A – 1 - ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT
AND TRAINING AGENCY GOVERNING BOARD TO COMPLETE
THE REMAINING TERM OF CURRENT OFFICERS

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative. Most recently, on November 2, 2012, your board selected Bonnie Pannell to serve as Board Chair and Jimmie Yee to serve as Vice-Chair. The City Council has replaced Ms. Pannell with Councilmember Allen Warren, creating a vacancy in the position of Chair. Your Board can select among its members, any member to serve the remaining term of Ms. Pannell as Chair. If Mr. Yee is selected, then your Board should choose among its members, a member to also serve the remaining term of Mr. Yee as Vice-Chair. If any other member is selected to serve as Chair, then Mr. Yee would remain as vice chair and no other action would be required.

RECOMMENDATION:

That the Board nominate and elect officers to complete the remaining term of Chair and Vice-Chair, if necessary, to fill the vacancy created by the replacement of Chair Pannell as a member of your Board representing the City of Sacramento

PRESENTER: Legal Counsel

ITEM III-A – 2 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FIRST READING OF THE
MODIFICATION TO THE SETA PERSONNEL POLICIES AND PROCEDURES:
ADDITION OF SECTION 11.16 SOCIAL MEDIA POLICY**

BACKGROUND:

The SETA Personnel Policies and Procedures set forth the practices that are followed by the Sacramento Employment and Training Agency (SETA). These policies and procedures apply to all employees. Provisions in recognized and duly adopted Collective Bargaining Agreements that set forth terms and conditions of employment not covered in these Policies and Procedures shall also apply.

Per Section 1.02 Concurrence of Council and Board, both the Head Start Policy Council and the SETA Governing Board must approve modifications to these Personnel Policies and Procedures.

The use of Social Media is growing by leaps and bounds. The Agency is using it; and staff uses it professionally and personally. The purpose of the creation of a policy regarding Social Media is to provide guidance in the expected and proper use from an Agency perspective. All posts are not private and have a life of their own. Therefore it makes good business sense to provide that guidance through a Social Media Policy.

Staff have discussed and reviewed this policy with the Union, AFSCME on December 20, 2012.

On January 22, 2013, the Head Start Policy Council approved the addition of the Social Media Policy.

Staff will be present to respond to any questions.

RECOMMENDATION:

Open a public hearing to receive input on the recommended modification, and continue to March 7, 2013, where the public hearing will be closed and the attached modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy will be approved.

STAFF PRESENTER: Rod Nishi

Social Media Policy
Section 11.16

Social Media includes web and mobile-based technologies which are used to turn communication into interactive dialogue among organizations, communities, and individuals. Social media technologies take on many forms including but not limited to, Internet forums, weblogs, social blogs, microblogs, wikis, social networks, podcasts, photographs or pictures, and video. Examples include but are not limited to blogs, Facebook, Twitter, LinkedIn, YouTube, Pinterest, Instagram, and Flickr.

SETA employees may use social media while at work in the following situations:

1. Employee use of official agency interests; for the expressed purpose of communicating the Agency's interest or specific programmatic and policy interest; internal blogs or wikis for collaboration among agency project teams.
2. Employee use for professional interests; for the purpose of furthering their specific job responsibilities or professional duties through an externally focused site; to inform themselves on important issues or to collaborate with their peers; to consume and exchange information; going outside of the internal network of the agency.
3. Employee use for personal interests; for personal interests not related to their job duties; checking personal Facebook, send out a personal Tweet, or watch the latest viral YouTube video. These actions must be done during meal or other designated break time during work hours.

SETA employees using social media in an official capacity shall receive approval from their department (Workforce Development, Children and Family Services, Administration, Fiscal, Information Technology) head and shall coordinate through the SETA Public Information Officer (PIO). In addition, employees shall receive training and clearance from the SETA PIO.

It shall be the department's responsibility to maintain the social media site, approve all content published to the site, and notify users and visitors to the social media site that any of the following forms of content shall not be allowed:

- Profane language;
- Sexual content;
- Discriminatory content;

- Comments that are not topically related or out of context;
- Solicitations of commerce; or
- Any content in violation of applicable law.

SETA does not endorse or take responsibility for content posted by third parties. SETA reserves the right to restrict or remove any content that is deemed in violation of these social media guidelines or any applicable law.

Required footnote for all Agency generated social media sites:

“The views and opinions expressed on SETA’s social media sites do not necessarily represent those of SETA. SETA cannot be held responsible for the accuracy, currency or reliability of information posted by external parties.”

Any content published in a social media format that relates to SETA business is a public record. The department responsible for maintaining the social media site shall preserve records for purposes of public records retention.

Wherever possible, all SETA social media sites shall comply with all appropriate SETA Policies and Procedures, including but not limited to the acceptable use of SETA equipment, Internet access, Information Technology Policy, Electronic Communications.

BRANDING SOCIAL MEDIA

Consistent branding is always an important issue for SETA, but in the social media world it is essential. Social media pages developed by SETA should be branded as “official”. SETA social media pages must include the official logos and a text statement “This is an official SETA social media page”.

ACCEPTABLE USE

- A. Use of SETA’s name should include a statement that the employee is a SETA employee and that the employee’s views are theirs alone and do not reflect the views of SETA.
- B. Personal use of social media should not be conducted on Agency time.
- C. Professional use of social media may be conducted on Agency time within reasonable time frames related to their specific job responsibilities or professional duties. See guidelines above.
- D. Employees shall not represent themselves to be anyone other than who they really are, so long as the employee can do so without forfeiting their legal rights to engage in concerted or protected activities under the Miles-Milias-Brown Act (MMBA).

- E. Whenever commenting on SETA-related topics via social media channels, employees are requested to:
 - a. Use a method of disclosure that makes it easy for the average reader to understand the employee's position, avoid jargon or ambiguous language;
 - b. If an employee chooses to share an opinion on SETA policy, they may do so only if they precede their social media disclosure with a disclaimer acknowledging their personal opinion does not necessarily reflect the opinion of SETA. This requirement is not meant to interfere with their legal rights to bargain collectively or engage in concerted or protected activities under the MMBA, but rather to ensure that others can easily distinguish the official position of SETA or SETA's management from those of SETA employees.

RESPECTFULNESS

The same standards, principles and guidelines that apply to SETA employees in the performance of their assigned duties apply to employee social media technology use.

- A. Employees should always be respectful of every individual's legal right to express their opinions, whether those opinions are complimentary or critical.
- B. Whether officially authorized to speak on behalf of SETA or not, employees may be seen by people outside of SETA as representatives of SETA. Employees are encouraged to represent the core values of SETA whenever they make social media disclosures about the Agency or Agency-related topics.
- C. Harassment, threats, intimidation, ethnic slurs, personal insults, obscenity, racial or religious intolerance and any other form of behavior prohibited in the workplace is also prohibited via social media channels.
- D. Employees who choose to make social media disclosures about topics relevant to SETA should always be aware that their disclosures are not private or temporary. Social media disclosures live online indefinitely, and employees should remember that they will be visible to a broad audience and possibly read out of context.
- E. Honor the privacy of SETA employees by seeking their permission before writing about or displaying internal happenings that might be considered to be a breach of their privacy and confidentiality.

ITEM III-A – 3 - ACTION

APPROVAL TO EXTEND AUDIT SERVICES AGREEMENT FOR FISCAL
YEAR ENDING JUNE 30, 2013 AND AUTHORIZE THE EXECUTIVE DIRECTOR
TO SIGN THE AGREEMENT

BACKGROUND:

On January 6, 2011, the SETA Governing Board approved the selection of Gilbert Associates, Inc., to provide audit services for one year with the option of extending the agreement for two additional one-year terms. The agreement allows for an increase of 5% or the Consumer Price Index, whichever is smaller. The Consumer Price Index increased by 2.1% during 2012.

Based on the audit services provided in the current year, staff is recommending extending the agreement for an additional year. The extended contract amount will be \$51,630.

RECOMMENDATION:

Approve the extension of the agreement with Gilbert Associates, Inc., for audit services for the fiscal year ending June 30, 2013, in the amount of \$51,630, and authorize the Executive Director to sign the agreement.

ITEM III-B – 1 – ACTION

APPROVAL OF RESOLUTION TO ACCEPT PROGRAM YEAR 2013
COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDS AND AUTHORIZE
THE SETA EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT AND ANY
AMENDMENTS TO THE AGREEMENT

BACKGROUND:

SETA has been issued a new CSBG contract for the 2013 program year by the State Department of Community Services and Development (CSD). The contract term is from January 1, 2013 through December 31, 2013. CSD has not received an official notice of the final federal Community Services Block Grant (CSBG) award for 2013, but has been authorized to allocate to SETA an initial amount of \$449,549. Once the final federal grant award has been received, CSD will amend the contract.

CSD requires a resolution from the SETA Governing Board prior to executing a contract for the 2013 CSBG funding.

RECOMMENDATION:

Review and approve the attached resolution, and authorize the Executive Director to sign the agreement and any amendments to the agreement.

STAFF PRESENTER: Cindy Sherwood-Green

RESOLUTION

WHEREAS, the Sacramento Employment and Training Agency is the designated Community Action Agency for Sacramento County;

WHEREAS, the Sacramento Employment and Training Agency has received a grant award for Program Year 2013 Community Services Block Grant funds;

WHEREAS, The State Department of Community Services and Development requires a resolution from the Governing Board in order to execute a contract for Program Year 2013 Community Services Block Grant funds.

BE IT RESOLVED THAT, the Governing Board of the Sacramento Employment and Training Agency hereby adopts this resolution accepting Program Year 2013 Community Services Block Grant funds;

BE IT FURTHER RESOLVED THAT, the Executive Director of the Sacramento Employment and Training Agency shall sign Contract No. 13F-3033 and other necessary grant documents, including contract amendments, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

Attest:

Clerk of the Boards

Chair of the Governing Board

Date: February 7, 2013

ITEM III-B – 2 – ACTION

APPROVAL TO SUBMIT A GRANT APPLICATION TO COVERED CALIFORNIA FOR AN OUTREACH AND EDUCATION PROGRAM GRANT

BACKGROUND:

Covered California, the public name of California's new health care marketplace administered by the California Health Benefit Exchange, released a Request for Proposals (RFP) on January 25, 2013, to solicit applications from interested organizations to participate in the Outreach and Education Program Grant. Forty million dollars (\$40,000,000) is available statewide over a two year period for entities that can establish and facilitate an Outreach and Education Grant Program in their county or region. The maximum award is \$1 million, or \$500,000 per year for two years. Proposals are due by March 4, 2013.

The overall goal of Covered California is to increase the number of insured Californians by creating an organized, transparent marketplace for Californians to obtain affordable, quality health care coverage in order to meet the personal and employer responsibility requirements required under the Affordable Care Act.

The Outreach and Education Program is a critical strategy to reach California's diverse populations. Its goal is to inform consumers about the availability and benefits associated with obtaining health care coverage, establish trusted relationships with communities to help address barriers that prevent the purchase of coverage, refer consumers to all available enrollment resources and assistance, and motivate those eligible to take the next step to enroll in Covered California programs.

The target population for this RFP is the uninsured individual who is at 138% to 400% of the Federal Poverty Income Guidelines. Grant applicants should propose to serve specific segments of communities that have a high number of uninsured individuals, as well as those that experience barriers to accessing affordable health insurance programs. Recruitment should focus on hard to reach populations, communities that have a high number of uninsured individuals, including those who are monolingual, may not have access to medical care, or cannot afford health insurance. Seventy percent (70%) of the service delivery will be in-depth educational messages, primarily through small group or one-on-one conversations with the target population; the other 30% will be brief outreach messages, such as handing out information at an event. Those eligible for Medi-Cal and Healthy Families are not the target of this program.

Board approval is requested to submit an application to Covered California for \$1 million to establish a coordinated outreach and education program in Sacramento County. SETA will be the lead agency in this effort and intends to partner with entities in SETA's

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-B – 2 – ACTION (continued)
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CSBG provider network, One-Stop Career Center System, partners, and collaborators that might have a client base similar to that which is targeted by Covered California. Potential partners to this project are Community Resource Project, Asian Resources, Inc., Folsom Cordova Community Partnership, Bach Viet Association, South County Services, and Hmong Women's Heritage Association. The partners have existing links and trusted relationships to rural and underserved communities, the language and cultural capacity to reach the targeted population, and extensive experience in outreach and education activities. Staff is currently preparing a proposal. Final proposed subgrantees and the proposed funding levels will be provided at the March 7 Governing Board meeting for retro-active approval.

Data provided by Covered California indicate that Sacramento County has an estimated uninsured population of 49,144, which is the number of consumers likely to enroll in its qualified health plans. This partnership will propose to make at least 132,450 individual contacts county-wide, which is the number suggested by Covered California for awards totaling \$1 million.

RECOMMENDATION:

Approve the submission of a grant application for up to \$1 million to Covered California to establish and implement a coordinated outreach and education program in Sacramento County over a two year period.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-A - INFORMATION

MEDIA COVERAGE SUMMARY FOR THE PERIOD
JULY 1, 2012 – DECEMBER 31, 2012

BACKGROUND:

The following chart provides details of the media coverage SETA-Sacramento Works received for the last six months of 2012.

Media Entity	Title	Date
The Sacramento Bee Business- Front Page	Brutal Job Hunt For Area Grads	Sunday, July 1, 2012
The Sacramento Bee Business – Job Front	Ask The Experts: I Need Help Searching For An Office Job	Wednesday, July 4, 2012
The Sacramento Bee Business – Job Front	Nursing No. 1 In Ads For Area Positions – Ask The Job Expert	Monday, July 23, 2012
The Sacramento Bee – Sunday Business	Ask The Experts: Personal Finance Blog – Jobs & Careers	Sunday, July 29, 2012
The Sacramento Bee Business	Ask The Experts – Ex-Boss Undermining Your Job Hunt?	Wednesday, August 8, 2012
The Sacramento Business Journal Industry Focus – Residential Real Estate & Construction	Training Agencies Help Build Up Depleted Workforce	Friday, August 10, 2012
The Sacramento Bee Our Region – Job Front	Interview Over Dinner: Should You Drink, Too?	Monday, August 27, 2012
The Sacramento Bee Our Region - Job Front	Get Free Classes In Solar Energy	Monday, September 10, 2012
Sacramento Press	What's With That: Unemployment	Friday, September 21, 2012
KFBK Radio	How To Make A Seasonal Job Permanent	Tuesday, September 25, 2012
The Sacramento Bee	Comcast To Close Call Centers In California, Cutting 300 Jobs	Tuesday, September 25, 2012
The Sacramento Bee	Comcast To Close All Its California Call Centers	Wednesday, September 26, 2012
KCRA 3	Campbell Soup Closure-Tips For Job Seekers	Thursday, September 27, 2012
The Sacramento Bee Business- Front Page	Campbell Soup Co. Closure To Cost 700 Jobs	Friday, September 28, 2012

ITEM IV-A – INFORMATION (continued)

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Media Entity	Title	Date
Fox 40 News	Campbell Soup -Services To Laid Off Workers	Friday, September 28, 2012
The Sacramento Business Journal	Car Ownership Takes Hit	Monday, October 1, 2012
The Sacramento Bee Front Page	Centers Can Help Laid-Off Workers	Monday, October 1, 2012
The Sacramento Bee Business	Campbell's Closure Will Likely Endanger Hundreds Of Other Jobs	Friday, October 5, 2012
The Sacramento Bee Front Page	The Journey Continues, Malyia Starts School – Big Step After Tragedy	Sunday, October 28, 2012
The Sacramento Bee Business	Ask The Experts – Lawsuit Question Shouldn't Be Asked	Wednesday, November 7, 2012
Mack Road Partnership	Jobless Falling 'Cliff' Cutoff	Saturday, December 1, 2012
The Sacramento Bee Our Region	Ask The Experts – Been Fired? Be Honest In An Interview	Wednesday, December 12, 2012
Mack Road Partnership In The News	Mack Road Partnership Announces Holiday Coat Drive	Friday, December 14, 2012
KCRA Channel 3	Head Start Youngsters Well Dressed For Winter	Wednesday, December 19, 2012
The Sacramento Bee	Head Start Children Receive New Winter Coats	Wednesday, December 19, 2012
Univision	Community Partners Together, Providing Coats To Children In Need	Wednesday, December 19, 2012
The Sacramento Bee	Malayia Jeffers Plays With Classmates At Hillsdale Head Start	Tuesday, December 25, 2012

STAFF PRESENTER: Terri Carpenter

ITEM IV-B - INFORMATION

SUMMARY OF PROVISIONS OF PENSION REFORM BILL AB 340

BACKGROUND:

On August 31, 2012, the California Legislature passed a pension reform bill, which made substantial changes to pension benefits for new members hired after January 1, 2013, as well as made some changes that affect current employees. Referred to as California Public Employees' Pension Reform Act of 2013 (PEPRA). The new law applies to all public employers except the University of California, charter cities, and charter counties (except to the extent they contract with CalPERS). The Sacramento Employment and Training Agency (SETA) is a contracting entity with the Sacramento County Employees' Retirement System (SCERS) and therefore SETA employees are covered by PEPRA.

The public focus on public-sector retirement systems fueled by unfunded pension liabilities of governmental agencies created the environment that the 2012 Legislators reached agreement on pension reform at the eleventh hour at the State Capitol. The new pension law is a product of lengthy negotiations between the governor and the legislature and as such is poorly drafted. This may create significant litigation over the meaning of various provisions. It is possible that "clean up" legislation may be forthcoming.

SCERS remains in excellent financial condition, with a strong 83% funded ratio, which is one of the highest in California.

MAJOR PROVISIONS OF THE REFORM AFFECTING NEW MEMBERS

1. Increases the retirement age and reduce the benefit factor to 2% at age 62
2. Calculation of pension benefit will be reduced with a cap to Social Security taxation amounts of \$110,00 or \$132,120 (2012 earnings):
3. Employees will be required to contribute at least 50% of the normal costs to fund the benefit.

OTHER PROVISIONS OF THE REFORM

1. The SCERS may exclude any "compensation" paid to increase a member's retirement benefit.
2. Final compensation will be determined by averaging highest annual compensation over a consecutive 36-month period.

STAFF PRESENTER: Rod Nishi

3. Ban on “Airtime” purchases.
4. Elimination of benefit boosting provisions:
 - No more “pension holidays”
 - No more retroactive increases
 - Health benefits vesting schedule must be the same for unrepresented and represented employees
 - A public employee who commits a felony arising out of performing official duties will forfeit retirement benefits accrued after the date the felony occurred
 - A non-safety retiree cannot work as a retired annuitant within 180 days after retirement date

PROVISIONS AFFECTING CURRENT EMPLOYEES

1. Employees will be required to contribute at least 50% of the normal costs to fund the benefit.
2. A public employee who commits a felony arising out of performing official duties will forfeit retirement benefits accrued after the date the felony occurred.
3. A non-safety retiree cannot work as a retired annuitant within 180 days after retirement date.
4. Retired annuitants will be limited to 960 hours in a consecutive 12 month period.
5. The SCERS may exclude any “compensation” paid to increase a member’s retirement benefit.

STAFF PRESENTER: Rod Nishi

ITEM III-C – INFORMATION

SUMMARY OF WIA PLAN PROCESS

BACKGROUND:

The Workforce Investment Act (WIA) Section 118 and the California Unemployment Insurance Code (UI Code 14221-14222) requires the Local Boards to submit a five-year Local Plan to the California State Workforce Investment Board. The Local Plan must mirror the Integrated State Plan and identify the Local Board strategies to achieve the Strategic Workforce Plan goals and actions. Recent amendments to the Workforce Training Act added local/regional strategic planning requirements in addition to the WIA Local Plan requirements. As a result, the Local Plans must support the Strategic Workforce Plan Target Areas approved as part of the State Plan. In addition, the State Board will concurrently perform three statutorily required activities in 2013 to maximize efficiency and minimize administrative workload of the Local Boards and State staff:

1. Approval of new five-year Local Plans;
2. Evaluation of Local Board performance to recommend full or conditional Local Board recertification to the Governor; and
3. Evaluation of Local Board performance for “High Performance” certification.

The State’s Strategic Workforce Plan promotes a regional approach to the identification of priority sectors and clusters of opportunity, the prioritization of employer needs, the coordination of resources, and the sustainability of the targeted investments. In order to minimize duplication of effort, the state is encouraging Local Boards to pool their resources to share the cost and workload of their strategic planning regionally.

Prior to approval, the State Board will review each Local Plan to ensure that they contain key required elements. The following are the four Target Areas Goals identified in the State Strategic Workforce Plan:

BUSINESS AND INDUSTRY:

Goal: Meet the workforce needs of high demand sectors of the state and regional economy.

The Governor’s vision calls for a state strategy based on ongoing skills attainment focused on regional growth of industry sectors and clusters. By braiding education, training, and employment services together to support these sectors, the workforce system can both effectively address employers’ needs for a high-quality, appropriately skilled workforce and support workers’ needs for well-paid, steady work.

The Governor believes that by building an industry-responsive, well-coordinated workforce development system, California will maximize the return on its limited

STAFF PRESENTER: Robin Purdy

ITEM IV-C – INFORMATION (continued)

Page 2

resources and make its education and training programs work for California's employers and working families. The Governor also recognizes the importance of targeting workforce investment resources in support of priority sectors and clusters that will create a vibrant economy with shared prosperity for all. The Governor believes California must build on and strengthen private sector partnerships so its training systems are nimble enough to adapt to the changing needs of the 21st century global economy.

ADULT STRATEGIES:

Goal: Increase the number of Californians who obtain a marketable and industry-recognized credential or degree, with a special emphasis on unemployed, underemployed, low-skilled, low-income, veterans, disabled individuals, and other at-risk populations.

By utilizing shared strategies, California's statewide workforce investment system will focus on helping students and workers obtain industry recognized certificates, credentials and degrees in priority sectors and fill critical labor market skills gaps to create stable, reliable jobs providing economic security that will achieve a shared prosperity for all Californians and their communities.

YOUTH STRATEGIES:

Goal: Increase the number of high school students and high school drop-outs, with emphasis on at-risk youth and those from low-income communities, who graduate (or complete equivalency programs) prepared for postsecondary education and/or a career.

The Governor believes California must have a well-educated and highly skilled workforce in order to remain prosperous and competitive in the 21st century global economy.

ADMINISTRATION:

Goal: Support system alignment, service integration and continuous improvement using data to support evidence-based policymaking.

Staff is currently developing the Local WIA Plan for Sacramento County and is working collaboratively with the other Workforce Investment Boards in the region, workforce development stakeholders, employers and jobs seekers to develop strategies to meet the CWIB's goals and to transition from the current One-Stop Career Center system to a system that places a priority on training job seekers for high-demand, high wage jobs in the regional economy.

The timeline for approval of the 5 Year Workforce Investment Act Annual Plan is:

April 22, 2013 Draft Plan released for public input

May 15, 2013	Sacramento Works Planning/Oversight Committee Review of Plan
May 22, 2013	Sacramento Works, Inc. Review/Approval of Plan
June 6, 2013	SETA Governing Board Review/Concurrence on Plan

ITEM IV-D - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

TO: Mr. Robert Roe **DATE:** December 3, 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>
Head Start	Basic & COLA	\$ 2,419,490	08/1/11-7/31/12	08/1/11-7/31/12
Head Start	T & TA	9,000	08/1/11-7/31/12	08/1/11-7/31/12
Head Start	Supplemental	217,828	9/30/11-7/31/12	9/30/11-7/31/12

Monitoring Purpose: Initial Final
Date of review: 10/30-31/12

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

Program Operator: Elk Grove 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 agency records. The records were verified and appeared to be in order.
- 2) The total encumbrances in the final report amounted to \$ 63,761.56. Of this amount, \$ 61,995.47 was paid and expended. The District owes SETA the unexpended encumbrances of \$1,766.09.

Recommendations for Corrective Action:

- 1) Reimburse SETA \$1,766.09 from non-Head Start funds.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Dr. Tracy Tomasky **DATE:** December 20, 2012

FROM: Greg P. Tayros, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA	\$ 4,348,543	8/01/11-07/31/12	8/01/11-7/31/12
Head Start	T & TA	15,000	8/01/11-07/31/12	8/01/11-7/31/12
Head Start	Supplemental	108,915	9/30/11-07/31/12	9/30/11-7/31/12
Early HS	Basic, COLA	1,245,090	8/01/11-07/31/12	8/01/11-7/31/12
Early HS	T & TA	20,112	8/01/11-07/31/12	8/01/11-7/31/12
Early HS	Supplemental	360,000	9/30/11-07/31/12	9/30/11-7/31/12
Early HS	Supplemental T & TA	9,000	9/30/11-07/31/12	9/30/11-7/31/12

Monitoring Purpose: Initial Final X

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

Program Operator: San Juan Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Edenaugboye Davis **DATE:** January 3, 2013

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

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

Monitoring Purpose: Initial ____ Final X
Date of review: 12/5-6/12

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

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2011 to 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

ITEM IV-E – 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.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employer Activity Report

July 1, 2012 - January 2, 2013

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
	Assistant Production Manager	1
	Maintenance Technician	1
	Utility Laundry Worker	1
Amarr	Manager Trainee	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
	Sales Consultant	30
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	135
Cenveo	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
CR Moving Services	Project Supervisor- Driver/Lead Mover	2
	Load Master/Mover	2
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
eVerify	Customer Service Representative (CSR)	25
	Team Manager	1
Folsom OK Tire Stores, Inc.	Auto Mechanic	1
	Tire Technician	1
Foothill Associates	Biologist	1

Employer Activity Report

July 1, 2012 - January 2, 2013

EMPLOYER	JOBS	NO OF POSITIONS
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
General Produce Company	Class A and Class B Delivery Route Drivers	5
	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
Hardware	Outside Sales Representative	1
	Industrial Sales Cashier	1
	Industrial Sales Floor Person	2
International Line Builders, Inc.	Account Clerk I (Temporary)	1
International Student Support & Educational Services	American Cultural Host	50
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
	Administrative Assistant I	1
	Admissions/Records Clerk I	1
	Admissions/Records Clerk I (Temporary)	2
	Aeronautics Adjunct Assistant Professor Pool (SCC)	1
	Art History Adjunct Assistant Professor Pool	1
	Campus Patrol On-Call Pool (Temporary)	1
	Chemistry Assistant Professor	1
	Chief of Police	1
	Child Development Center Supervisor	1
	Clerk III (75)	1
	College Police Officer	2
	College Receiving Clerk/Storekeeper	1
	Commercial Music Adjunct Assistant Professor Pool	1
	Confidential Administrative Assistant III	1

Employer Activity Report

July 1, 2012 - January 2, 2013

EMPLOYER	JOBS	NO OF POSITIONS
Los Rios Community College	Custodian	1
	Custodian (2 Positions)	1
	Financial Aid Supervisor	1
	Financial Aid Supervisor	1
	Groundskeeper	1
	Head Coach for Women's Soccer Adjunct Pool	1
	Head Custodian	1
	Heating/Ventilation/Air Conditioning (HVAC)/Plumbing Supervisor	1
	Instructional Assistant - Office Technology (Temporary)	1
	Lead Maintenance Plumber	1
	Library/Media Technical Assistant (Temporary)	1
	Maintenance Technician I	1
	Mechanical/Electrical Systems Technician	1
	Nursing (RN/LVN) Assistant Professor	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
	Senior Buyer/Contract Specialist	1
	Senior Information Technology Technician - Lab/Area Microcomputer Support	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
	TANF/CalWORKS Specialist (Temporary)	1
	Vice President of Student Services	1
	Marshalls	Merchandise Associates
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

Employer Activity Report

July 1, 2012 - January 2, 2013

EMPLOYER	JOBS	NO OF POSITIONS
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.	MAINTENANTCE MECHANIC/MILLWRIGHT	1
POLAR SERVICE CENTERS	Tank Technician	2
The Pool Doctor	SWIMMING POOL & SPA SERVICE/REPAIR TECH	1
PREFERRED PLUMBING AND DRAIN	PLUMBER AND DRAIN CLEANER	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
	RAIL LABORER - Internal/External	1
	Service Worker (Bus and/or Light Rail)	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
	Facilities Technicians - Day Shift	1
	Facilities Technicians - Graveyard Shift	1
	Financial Analyst	1
	General Warehouse	1
	Information Technology	1
	IT Software Support	1
	Jr. Financial Analyst	1
	Order Selector	6
	Pricing Analyst	1
	Pricing Specialist	2
	Receptionist	1
	Vehicle Washer	1

Employer Activity Report

July 1, 2012 - January 2, 2013

EMPLOYER	JOBS	NO OF POSITIONS
The UPS Store	Sales Associate	1
Vail Resorts	Entry Grounds Crew - FT Seasonal - Northstar California	20
	Boot Fitter / Sales Associate - Kirkwood Mountain Sports Village Retail	20
	Supervisor -Kirkwood Ski Resort -871 Village Rentals	20
	Supervisor -Kirkwood Mountain Resorts - Timber Creek Retail	20
	Service Technician - Kirkwood Ski Resort - Tuning Center	20
	Lead Sales Associate - Kirkwood Mountain Sports Village Retail - Kirkwood, CA	20
	Head Cashier - Kirkwood Ski Resort	20
	Summit Deck and Grille Dining Staff - Northstar California	20
	Dining Staff - Northstar, California	20
	Dishwasher - PT Seasonal - Northstar California	20
	Zephyr Lodge Steward - PT Seasonal - Northstar California	20
	Cashier, FT Seasonal - Northstar California	20
	Children's Ski Instructor Non Certified - Part Time Seasonal - Northstar California	20
	Adult's Ski Instructor Non Certified - Part Time Seasonal - Northstar California	20
	Ski Technician - Northstar California	20
	Ski Technician Demo Shop - Northstar California	20
	Supervisor - Village Rental - Northstar	20
	Assistant Store Manager - Village Rental - Northstar	20
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		1396

ITEM IV-F – 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 January 10, 2013 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 ~ 1/5/13 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
Official	11/14/2012	Capital Nursery 4700 Freeport Blvd Sacramento, CA 95822	1/14/2013	unknown	Declined Services
Official	12/10/2012	Sears Repair Department 1200 Blumenfeld Dr. Sacramento, CA 95815	1/18/2013	29	12/19/2012
Official	12/10/2012	TriWest Healthcare Alliance Group 5324 Dudley Blvd, Bldg 98 McClellan Park, CA 95652	2/15/2013	2	Pending
			Total # of Affected Workers	2,382	

ITEM IV-G– INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month December 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)**

Construction led month-over job declines

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 9.8 percent in December 2012, unchanged from a revised 9.8 percent in November 2012, and below the year-ago estimate of 10.9 percent. This compares with an unadjusted unemployment rate of 9.7 percent for California and 7.6 percent for the nation during the same period. The unemployment rate was 9.4 percent in El Dorado County, 8.6 percent in Placer County, 9.9 percent in Sacramento County, and 11.7 percent in Yolo County.

Between November 2012 and December 2012, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 1,500 to total 821,900 jobs.

- Construction decreased by 1,600 jobs. Residual construction (down 700 jobs), specialty trade contractors (down 500 jobs), and construction of buildings (down 400 jobs) accounted for the decrease.
- Government declined by 1,200 jobs. Local government (down 600 jobs), state government (down 500 jobs), and federal government (down 100 jobs) accounted for the decline.
- Total farm declined by 400 jobs.
- On the upside, trade, transportation, and utilities increased by 700 jobs. Transportation, warehousing, and utilities (up 500 jobs) and retail trade (up 200 jobs) accounted for the increase. Wholesale trade was unchanged over the month.

Between December 2011 and December 2012, the total number of jobs located in the region increased by 10,500 or 1.29 percent.

- Trade, transportation, and utilities increased by 4,900 jobs. Gains in retail trade (up 4,100 jobs), transportation, warehousing, and utilities (up 500 jobs), and wholesale trade (up 300 jobs) accounted for the increase.
- Education and health services added 3,000 jobs. Health care and social assistance (up 2,900 jobs) and education services (up 100 jobs) accounted for the gain.
- Professional and business services expanded by 2,200 jobs. A gain in administrative and support and waste management and remediation services (up 2,600 jobs) offset a loss in professional, scientific, and technical services (down 400 jobs). Management of companies and enterprises was unchanged over the year.
- On the downside, leisure and hospitality declined by 1,700 jobs. A loss in accommodation and food services (down 2,000 jobs) offset a gain in arts, entertainment, and recreation (up 300 jobs).

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,489,600	16,689,200	1,800,400	9.7%
ALAMEDA	11	776,200	712,300	63,900	8.2%
ALPINE	30	480	420	60	11.6%
AMADOR	27	16,450	14,620	1,830	11.1%
BUTTE	30	101,300	89,600	11,700	11.6%
CALAVERAS	33	19,300	16,980	2,320	12.0%
COLUSA	57	11,580	8,840	2,740	23.7%
CONTRA COSTA	11	534,200	490,500	43,800	8.2%
DEL NORTE	38	11,410	9,900	1,510	13.2%
EL DORADO	19	90,500	82,000	8,500	9.4%
FRESNO	47	439,900	374,500	65,400	14.9%
GLENN	43	12,650	10,830	1,820	14.4%
HUMBOLDT	21	60,500	54,700	5,800	9.6%
IMPERIAL	58	77,100	57,400	19,700	25.5%
INYO	17	9,400	8,560	850	9.0%
KERN	40	381,400	329,700	51,600	13.5%
KINGS	43	62,000	53,100	8,900	14.4%
LAKE	50	24,990	21,220	3,770	15.1%
LASSEN	35	12,780	11,200	1,580	12.3%
LOS ANGELES	23	4,863,400	4,367,400	496,000	10.2%
MADERA	42	64,300	55,400	8,900	13.9%
MARIN	1	140,600	132,800	7,800	5.5%
MARIPOSA	24	9,390	8,380	1,020	10.8%
MENDOCINO	20	42,120	38,120	4,000	9.5%
MERCED	55	110,000	91,100	18,900	17.2%
MODOC	43	3,660	3,140	530	14.4%
MONO	13	9,060	8,290	760	8.4%
MONTEREY	37	222,600	193,500	29,100	13.1%
NAPA	9	74,700	68,800	5,900	7.9%
NEVADA	16	50,760	46,360	4,390	8.7%
ORANGE	4	1,624,200	1,514,500	109,700	6.8%
PLACER	15	174,700	159,600	15,000	8.6%
PLUMAS	47	9,260	7,880	1,380	14.9%
RIVERSIDE	27	946,700	841,900	104,800	11.1%
SACRAMENTO	22	673,600	607,200	66,400	9.9%
SAN BENITO	41	27,300	23,600	3,700	13.6%
SAN BERNARDINO	24	869,900	776,000	94,000	10.8%
SAN DIEGO	10	1,609,500	1,479,200	130,200	8.1%
SAN FRANCISCO	3	478,700	447,800	30,900	6.5%
SAN JOAQUIN	46	302,100	258,400	43,800	14.5%
SAN LUIS OBISPO	5	139,300	129,000	10,200	7.3%
SAN MATEO	2	394,800	371,000	23,800	6.0%
SANTA BARBARA	7	229,400	211,800	17,500	7.6%
SANTA CLARA	6	926,300	857,200	69,100	7.5%
SANTA CRUZ	26	155,100	138,100	17,000	11.0%
SHASTA	33	85,300	75,100	10,200	12.0%
SIERRA	36	1,700	1,480	220	12.7%
SISKIYOU	54	18,870	15,880	2,990	15.9%
SOLANO	18	219,700	199,200	20,500	9.3%
SONOMA	8	261,700	241,600	20,100	7.7%
STANISLAUS	49	234,500	199,400	35,100	15.0%
SUTTER	56	42,700	35,200	7,500	17.6%
TEHAMA	38	24,990	21,700	3,290	13.2%
TRINITY	50	4,670	3,970	700	15.1%
TULARE	52	207,400	174,900	32,600	15.7%
TUOLUMNE	29	25,440	22,600	2,840	11.2%
VENTURA	14	442,700	404,900	37,800	8.5%
YOLO	32	99,100	87,500	11,500	11.7%
YUBA	53	27,300	22,900	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.

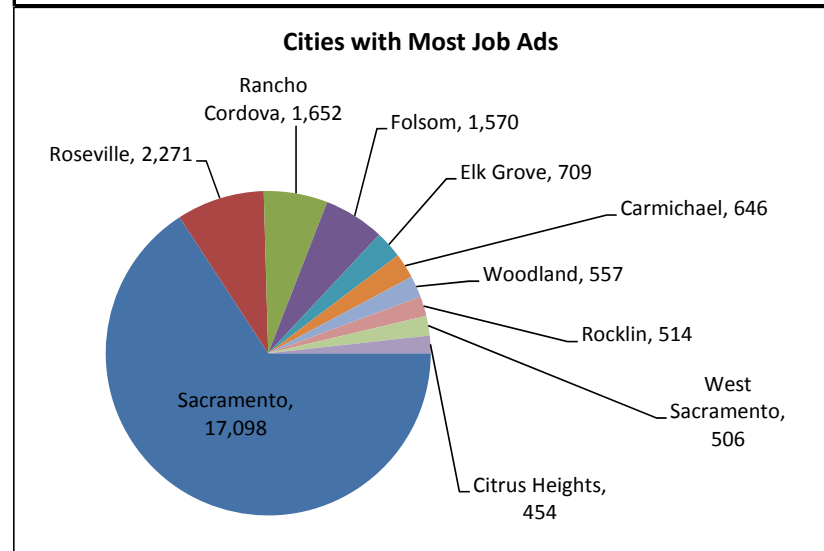
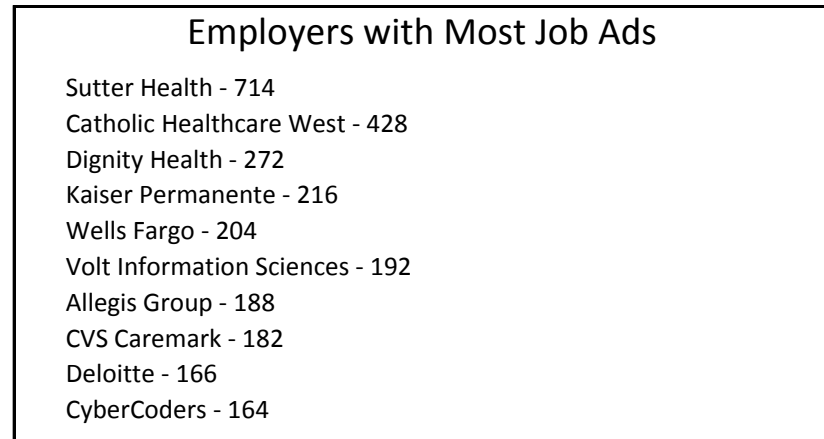
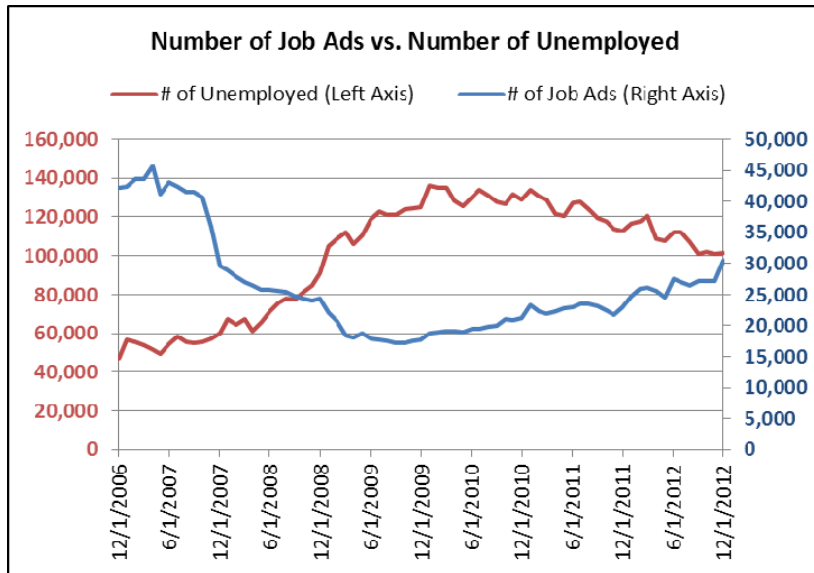
REPORT 400 C
Monthly Labor Force Data for Counties
November 2012 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,439,400	16,667,800	1,771,600	9.6%
ALAMEDA	12	773,800	708,400	65,500	8.5%
ALPINE	38	430	370	50	12.4%
AMADOR	29	16,580	14,760	1,820	11.0%
BUTTE	32	101,800	90,500	11,300	11.1%
CALAVERAS	37	19,300	17,010	2,290	11.8%
COLUSA	57	11,790	9,650	2,140	18.2%
CONTRA COSTA	10	531,700	487,800	44,000	8.3%
DEL NORTE	43	11,440	9,970	1,470	12.9%
EL DORADO	18	89,900	81,600	8,400	9.3%
FRESNO	50	436,900	374,100	62,800	14.4%
GLENN	38	12,660	11,090	1,570	12.4%
HUMBOLDT	20	60,500	54,800	5,700	9.5%
IMPERIAL	58	77,300	56,700	20,600	26.6%
INYO	16	9,310	8,470	840	9.0%
KERN	38	381,600	334,100	47,400	12.4%
KINGS	46	62,200	53,500	8,600	13.9%
LAKE	51	24,770	21,180	3,590	14.5%
LASSEN	33	12,840	11,360	1,480	11.5%
LOS ANGELES	22	4,855,000	4,377,000	478,000	9.8%
MADERA	45	63,100	54,600	8,600	13.6%
MARIN	1	139,900	131,800	8,100	5.8%
MARIPOSA	25	9,160	8,220	940	10.3%
MENDOCINO	17	41,830	38,030	3,800	9.1%
MERCED	55	109,400	92,200	17,200	15.7%
MODOC	42	3,690	3,210	470	12.8%
MONO	25	8,220	7,380	850	10.3%
MONTEREY	22	226,100	203,900	22,200	9.8%
NAPA	7	75,400	69,700	5,600	7.5%
NEVADA	14	49,880	45,510	4,370	8.8%
ORANGE	4	1,622,700	1,509,000	113,700	7.0%
PLACER	14	174,000	158,700	15,300	8.8%
PLUMAS	44	9,250	8,000	1,250	13.5%
RIVERSIDE	33	942,200	833,800	108,400	11.5%
SACRAMENTO	24	670,700	603,800	67,000	10.0%
SAN BENITO	35	26,600	23,500	3,100	11.7%
SAN BERNARDINO	29	863,600	768,500	95,100	11.0%
SAN DIEGO	10	1,606,300	1,472,300	134,100	8.3%
SAN FRANCISCO	3	476,400	444,500	31,900	6.7%
SAN JOAQUIN	49	296,900	254,900	42,000	14.1%
SAN LUIS OBISPO	5	141,800	131,500	10,300	7.3%
SAN MATEO	2	392,800	368,200	24,500	6.2%
SANTA BARBARA	5	231,900	215,000	16,900	7.3%
SANTA CLARA	8	924,500	853,500	71,000	7.7%
SANTA CRUZ	20	156,400	141,500	14,900	9.5%
SHASTA	35	84,600	74,700	9,900	11.7%
SIERRA	29	1,720	1,530	190	11.0%
SISKIYOU	47	19,130	16,440	2,690	14.0%
SOLANO	18	217,300	197,000	20,300	9.3%
SONOMA	8	262,100	242,000	20,100	7.7%
STANISLAUS	51	232,800	199,200	33,600	14.5%
SUTTER	56	41,900	35,100	6,800	16.2%
TEHAMA	41	24,790	21,670	3,130	12.6%
TRINITY	47	4,750	4,080	670	14.0%
TULARE	51	207,400	177,300	30,100	14.5%
TUOLUMNE	27	25,670	22,950	2,720	10.6%
VENTURA	13	440,300	402,400	38,000	8.6%
YOLO	28	97,500	87,100	10,400	10.7%
YUBA	54	26,900	22,900	4,100	15.1%

Notes

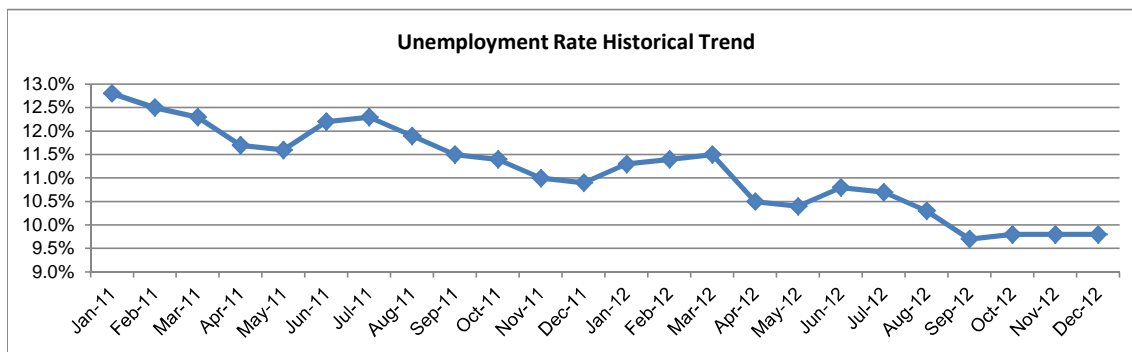
- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2011 benchmark and Census 2010 population controls at the state level.

Recent Job Ads for Sacramento Arden Arcade Roseville MSA December 2012



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 December 2012, unchanged from a revised 9.8 percent in November 2012, and below the year-ago estimate of 10.9 percent. This compares with an unadjusted unemployment rate of 9.7 percent for California and 7.6 percent for the nation during the same period. The unemployment rate was 9.4 percent in El Dorado County, 8.6 percent in Placer County, 9.9 percent in Sacramento County, and 11.7 percent in Yolo County.



Industry	Nov-2012	Dec-2012	Change		Dec-2011	Dec-2012	Change
	Revised	Prelim				Prelim	
Total, All Industries	823,400	821,900	(1,500)		811,400	821,900	10,500
Total Farm	7,300	6,900	(400)		7,200	6,900	(300)
Total Nonfarm	816,100	815,000	(1,100)		804,200	815,000	10,800
Mining and Logging	400	400	0		400	400	0
Construction	37,400	35,800	(1,600)		34,800	35,800	1,000
Manufacturing	33,000	32,900	(100)		32,700	32,900	200
Trade, Transportation & Utilities	142,500	143,200	700		138,300	143,200	4,900
Information	16,600	16,400	(200)		16,800	16,400	(400)
Financial Activities	48,300	48,300	0		47,100	48,300	1,200
Professional & Business Services	103,900	104,000	100		101,800	104,000	2,200
Educational & Health Services	107,700	108,200	500		105,200	108,200	3,000
Leisure & Hospitality	75,500	75,600	100		77,300	75,600	(1,700)
Other Services	27,400	28,000	600		27,700	28,000	300
Government	223,400	222,200	(1,200)		222,100	222,200	100

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	673,600	607,200	66,400	9.9%	1.000000	1.000000
Arden Arcade CDP	56,000	50,500	5,500	9.8%	0.083249	0.082638
Carmichael CDP	29,100	26,800	2,200	7.6%	0.044196	0.033389
Citrus Heights city	50,100	46,700	3,500	6.9%	0.076838	0.052031
Elk Grove CDP	35,000	32,200	2,800	8.0%	0.052995	0.042014
Fair Oaks CDP	17,100	16,200	900	5.3%	0.026690	0.013634
Florin CDP	12,500	10,600	1,900	15.5%	0.017414	0.029215
Folsom city	27,000	25,800	1,200	4.4%	0.042525	0.018086
Foothill Farms CDP	9,600	8,300	1,300	13.5%	0.013648	0.019477
Galt city	10,700	9,000	1,700	16.1%	0.014787	0.025876
Gold River CDP	4,800	4,700	100	1.9%	0.007807	0.001391
Isleton city	400	400	100	13.0%	0.000606	0.000835
La Riviera CDP	6,900	6,500	400	5.8%	0.010764	0.006121
Laguna CDP	20,400	19,300	1,100	5.3%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	4,900	400	7.0%	0.008082	0.005565
North Highlands CDP	22,200	18,800	3,400	15.4%	0.030952	0.051475
Orangevale CDP	15,800	14,700	1,100	6.7%	0.024229	0.015860
Parkway South Sacramento CD	15,700	13,000	2,700	17.4%	0.021400	0.041180
Rancho Cordova City	30,500	27,100	3,500	11.3%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	3.3%	0.003619	0.001113
Rio Linda CDP	5,700	4,800	900	15.6%	0.007917	0.013356
Rosemont CDP	13,800	12,700	1,100	8.3%	0.020867	0.017251
Sacramento city	213,300	188,600	24,700	11.6%	0.310678	0.371731
Vineyard CDP	5,900	5,600	300	5.0%	0.009185	0.004452
Walnut Grove CDP	500	300	100	24.3%	0.000569	0.001669
Wilton CDP	2,800	2,600	200	6.7%	0.004225	0.002782

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

Notes:

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

Methodology:

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

Data Not Seasonally Adjusted

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

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

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

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

ITEM IV-H – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, October 23, 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 9:08 a.m. and read the Thought of the Day.

The Secretary, Ms. Connie Wallace, called the roll.

Members Present:

Ogla Martinez, Sacramento City Unified School District
Sarah Proteau, San Juan Unified School District
Coventry St. Mary, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District (arrived at 9:20 a.m.)
Frank Ybarra, WCIC
Socorro Gutierrez, SETA-Operated Program (arrived at 9:16 a.m.)
Connie Wallace, SETA-Operated Program
Hodari Polk, SETA-Operated Program (arrived at 9:12 a.m.)
Tamara Knox, Past Parent Representative
Willie Jean Peck, Foster Parent Representative
Amarjit Gill, Past Parent Representative (excused)

Members Absent:

Rebecca Lewis, Grandparent Representative (excused)

II. Consent Item

A. Approval of the Minutes of the October 2, 2012 Special Meeting

Minutes were reviewed; no questions or corrections.

Moved/Ybarra, second/Gill, to approve the minutes of the October 2, 2012 meeting.

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

III. Action Items

**E. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957 – and -
CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957**

The board went into closed session at 9:12 a.m. Ms. St. Mary called the meeting back to order at 9:26 a.m. and reported out of closed session that the Policy Council approved the eligibility list for: Associate Teacher/Infant Toddler. The board took no action on the public employee dismissal.

Ms. St. Mary announced that the following board members arrived during closed session:

Mr. Hodari Polk arrived at 9:12 a.m.
Ms. Socorro Gutierrez at 9:16 a.m.
Ms. Carolyn Wilson 9:20 a.m.

A. Review of Applications and Election of Past Parent Representatives and Alternates

Ms. Amarjit Gill stated that she submitted an application for the Past Parent Representative.

Board members were asked if they were willing to consider Ms. Gill despite the fact that her application was not received. A polling of the board indicated the entire board would consider Ms. Gill for the Past Parent Representative.

Ms. Gill spoke of her interest in serving as a Past Parent Representative on the Head Start Policy Council.

Moved/Gutierrez, second/Proteau, to approve Ms. Amarjit Gill to serve as Past Parent Representative for

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (St. Mary)

B. Review of Applications and Election of Grandparent Representative and Alternate

No applications have been received for this position.

Moved/Ybarra, second/ Knox, to table the election of Grand Parent Representative to the next meeting.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (St. Mary)

C. Review of Applications and Election of Foster Parent Representative and Alternate

Mr. Nse J. Akang submitted an application for the position of Foster Parent Representative. Mr. Akang spoke of his interest in serving in this position.

Moved/Gill, second/Peck, to approve the election of Mr. Nse Akang as a Foster Parent Representative.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (St. Mary)

D. Election of Representative and Alternate to Attend the National Head Start Association (NHSA) Annual Parent Training Conference, Saturday, December 1 – Wednesday, December 5, 2012, Grape Vine (Dallas), Texas

Ms. Marie Desha reviewed the details of the Head Start Annual Parent Training Conference. There is a budget of \$1,561 per parent to attend the conference and two PC and two PAC representatives will attend. Ms. Desha urged those interested in attending the conference to have child care in place immediately.

Those interested in attending: Hodari Polk and Ogla Martinez

Mr. Polk and Ms. Martinez spoke of their interest in attending the Parent Conference.

Moved/Gutierrez, second/Gill, that the Policy Elect one representative and one alternate to attend the National Head Start Association (NHSA) Annual Parent Training Conference, Saturday, December 1 – Wednesday, December 5, 2012, Grape Vine, Texas.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (St. Mary)

Vote:

Hodari: 6

Ogla: 4

Mr. Polk will serve as the representative and Ms. Martinez will serve as the alternate.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that staff is in the process of filing the final report for last year's grant. With a \$49 million allocation, less than \$150,000 will be returned to the Office of Head Start. Reviewing the monthly fiscal report, Mr. Bartlett stated that the Agency is currently at 15% of the budget. The non-federal share is currently at 21% but this is not entirely accurate because a number of reports have yet to be entered into the system.
- PC/PAC Calendar of Events: Ms. St. Mary reviewed the most current events.

- Parent/Family Support Unit Events and Activities: No additional report.
 - PC/PAC End-of-Year Appreciation 2011-2012 Reports: Ms. St. Mary reported that the event was wonderful and the food was great. Ms. Connie Wallace enjoyed herself. Mr. Polk expressed his appreciation for Ms. Gutierrez, Ms. St. Mary and Ms. Marie Desha.
 - Parent/Staff Recognitions: Ms. St. Mary and Ms. Gutierrez gave certificates of appreciation to Mr. Frank Ybarra, Ms. Oglia Martinez, Ms. Nancy Hogan, Ms. Robin Purdy. Other certificates will be distributed to Ms. Robyn Caruso, Ms. Jeanie Ross, and Ms. Wendy Tanner,
 - Community Resources - Parents/Staff: No questions.
 - Voter Registration Outreach Update: Ms. St. Mary, Ms. Socorro Gutierrez, and other board members, attended an Early Learning Advocacy day training where they learned of the availability of a California for the Support of Early Education (CSee) voter registration grant. A grant proposal was submitted. Ms. Gutierrez and Ms. St. Mary put together parent volunteer information boxes. The League of Women Voters provided voter registration training for parents as well as registration cards. Ms. St. Mary thanked all of the parents that were able to assist in getting voters registered. This is a project that she and Ms. Socorro Gutierrez headed but could not go to SETA staff for assistance. If the opportunity rises to go out and do voter registration program again, get involved!
- B. Governing Board Minutes for the August 2, 2012 Meeting: No questions or comments.

V. Committee Reports

- A. Executive Committee: Ms. Connie Wallace reviewed the critique.
- B. Budget/Planning Committee: The next meeting is November 13.
- C. Personnel/Bylaws Committee: No more meetings for the year.
- D. Social/Hospitality Committee: No more meetings for the year.
- E. Program Area Committees: No report.
- F. Health Services Advisory Committee Report: The next meeting is scheduled for October 24, 5:30 – 7:30 p.m.
- G. Community Partnerships Advisory Committee (CPAC): No meeting scheduled.
- H. Maternal, Child and Adolescent Health Advisory Board: No meeting scheduled.

VI. Other Reports

- A. Executive Director's Report: Ms. Kossick thanked board members for their support of the program and all of their hard work over the year.
- B. Head Start Deputy Director's Report: Ms. Lee thanked Ms. Purdy for all of the support on both sides of the aisle. Ms. Purdy provides guidance for all career centers and is a champion for all of the Head Start centers. Ms. Lee thanked the parents that participated in the voter registration program. It is crucial that parents utilizing Head Start services vote. Self assessment is coming up in January. The Office of Head Start comes in every three years do to an

- assessment. The January assessment will be held January 14-18 and there will be a board interview to determine board governance and participation.
- Program Information Report (PIR): A copy of the PIR was distributed to board members. This report is submitted to the federal government describing what services are provided, number of parents served, and demographics for all of the children. While the Agency is funded to serve 5,539 children, and the actual number served is 7,881 in the program year. The larger number served is explained by the fact that some children were enrolled less than 45 days. Dental services have increased over the years due to the Agency's commitment to provide dental care for children. There are a lot of resources on site to ensure staff will achieve their AA and BA degrees.
- C. Head Start Managers' Monthly Reports
- Brenda Campos: Grantee Program Support Services: Ms. Campos reminded the board of the upcoming Health Services Advisory Committee; call Ms. Valerie Powell to confirm your attendance at this meeting. The Committee will be discussing how to deal with overweight children. At the centers, staff will be taking the childrens' heights/weights and determining their BMI. The Health Services Advisory Committee will be reviewing the TB policy for possible modifications, especially with regard to volunteers. The Quality Assurance Team is going out to review the centers. National Lead Prevention Week is a national campaign to make parents aware of blood lead poisoning.
 - Lisa Carr, Parent/Family Support Unit: Ms. Carr reported that the discipline workshops continue. Ms. Carr acknowledged Ms. Nicole Castrejon for her outstanding assistance in translating at the workshop. Planning for the Parent Conference continues and Ms. Carr hopes more parents will become involved. The Agency will be asking the delegates to see if there are staff to assist in the planning of the Parent Conference.
 - Karen Gonzales: No report.
- D. Chair's Report: Board members were urged to pick up their reimbursement money as soon as possible. The next Policy Council meeting is November 27, which will be this board's last meeting unless there is no new representative. Ms. St. Mary thanked Ms. Nicole Castrejon for her assistance in translating.
- E. Open Discussion and Comments: Ms. Connie expressed appreciation for all board and staff members, especially Ms. Kossick. Ms. St. Mary acknowledged staff from San Juan Unified School District Ms. Alma Burgess, Ms. Staci Brown, Ms. Cynthia Gray, and Ms. Catherine DeLaTorre.
- F. Public Participation: None.
- VII. Adjournment:** Meeting adjourned at 11:00 a.m.

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

December, 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	246*	59
Sacramento City USD	1,292	1,301	101	1,068	83
SETA	1,880 (2,796)	1,890	101	1,076	57
San Juan USD	700	709	101	516	74
Twin Rivers USD	211	211	100	184	87
WCIC/Playmate Head Start	120	120	100	76	63

*Low attendance due to modified track calendar-seven classes off track in December

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	147	147	100	91	62
SETA	345	353	102	191	55
San Juan USD	161	164	102	102	63

(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

SPECIAL EDUCATION REPORT

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

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)	20	(9%)	N/A	
Elk Grove USD (420)	46	(11%)	N/A	
Sacramento City USD (1292)(147)	96	(7%)	13	(9%)
San Juan USD (700) (161)	79	(11%)	7	(4%)
WCIC (120)	6	(5%)	N/A	
SETA (2796) (345) (1878 Tracks)	141	(9%)	41	(12%)
County (4621)* (653)*	388	(8%)	61	(9%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start Food Service Operations Monthly Report *December 2012

December 7th - Centers Closed for Training
Northview 1 AM Class ; Solid Foundation
Grizzly Preschool ; Bannon Creek

December 14th - Walnut Grove Closed due to Gas Smell

December 17th - North Avenue PM Class Closed due no heat.

December 18th & 19th -
All Kitchens, Hood Fire System Serviced by Kevin Uker
from Central Valley Fire Control

December 21th - Daddy & Me Breakfast at Freedom Park
40 servings provided.

December 21st - Minimum Day All Classes

December 24th through January 1st - Winter Break

Meetings and Trainings:

Program Support Services Meeting attended by the Food Service Staff
at Plaza Del Paso, December 7, 2012

CFS Strategic Planning Retreat attended by Connie Otwell
*December 12, 2012

Total Number of Meals and Snacks Prepared for All Kitchens				
	Lunch	PM Snack	Breakfast	Field Trips
	31,180	18,110	21,600	80
Total Amount of Meals and Snacks Prepared				70,970

Purchases:

Food	\$51,525.02
Non - Food	\$10,592.38
Building Maintenance and Repair:	\$1,779.57
Kitchen Small Wares and Equipment:	\$1,036.13
Vehicle Maintenance and Repair :	\$0.00
Vehicle Gas / Fuel:	\$1,404.06
Normal Delivery Days	15

Head Start Monthly Report

January 2013



SETA Operated Program

Program Operations:

The month of December was a very brief and busy time for the Program Operations Unit. All of our reliable CLASS observers have been out at the centers conducting classroom observations followed by immediate feedback sessions to provide staff with the specific support they need. We also provided training to all site teaching staff on the topic of "Dual Language Learners". In addition, the Program Operations Unit also put a great deal of work into making changes to the Home Visit/Parent Conference process, with plans to begin piloting the new process in March of 2013. It is our belief that these changes will make a more meaningful experience for both teachers and families. Last but not least, our centers were full of rich parent engagement activities throughout the month of December.

Program Support Services:

School Readiness Goals (SRG) Plan Delegates and Grantee met in December to discuss updates on countywide School Readiness Goals. Aggregated Fall 2012 assessment results are now available and delegates have individual action plans for program improvement and specific goals for next assessment in their respective programs. Education Coordinator Alicia Alarcon met with individual delegates to discuss specific plans. Directors and Administrators discussed various ways to analyze assessment data, and identified types of reports that can be useful for program planning.

Training and Technical Assistance Activities Various support services were provided to Delegates and Partners in December: (1) Presentations on Parent, Family and Community Engagement (PFCE) Framework at WCIC Head Start Policy Committee Meeting (12/19/2012) and at SCUSD Head Start In Service/Professional Development Training(12/21/2012) by Program Officer Melanie Nicolas; (2) EHS Partners Supervisors' Quarterly Meeting (12/11/2012); and (3) Follow-Up Monitoring Visit/Training at TRUSD Head Start (12/12/2012) on referral process and record keeping systems by Disabilities Coordinator Beverly Sanford and Program Officer Melanie Nicolas.

Family Support Services:

Reta Keirseay and Sharon Adams have prepared the FSW's for the upcoming self assessment by asking them to check their files for accuracy and completeness. We also had Lisa Carr and Brenda Campos present information on the upcoming self assessment and what will take place. We have done a sampling of file review at various centers to include in Lisa's section of the self assessment report. We trained staff on the monitoring protocols so they will be aware what the Quality Assurance Unit will be looking for when they go out to monitor at centers.

Elk Grove Unified School District

Enrollment:

The Elk Grove Unified School District is funded to serve 420 students and is fully enrolled. The average daily attendance (ADA) was 88%.

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 active IEPs into the Head Start program. There are 46 Head Start students with active IEPs being served.

Health Services Update:

Program Educators are monitoring files and providing additional support to ensure that children who need health services receive them.

This month, 6,458 meals were served to our Head Start students.

Family and Community Partnerships Update:

Florence Oneto, PreK social worker, presented a workshop titled, "Parent-Child Relationships" at Prairie Elementary School on December 12, 2012. This workshop addresses the importance of building positive relationships in the family and teaches methods for promoting positive behaviors in children. Twenty-two parents attended the workshop.

Recruitment:

PreK registrations continue to take place and students are placed on a waiting list. The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2013 -2014 school year.

Sacramento City Unified School District

Education:

The following topics were presented to staff during Professional Learning in December: Federal Review Preparation, Safe Schools, School Readiness Goals, Parent, Family & Community Engagement and Understanding the Center for Disease Control Growth Charts.

Health and Nutrition:

During the month of December, the nurses conducted self-assessments at several preschool sites using the SETA Monitoring and Quality Assurance, Self-Assessment Checklist. The results of these audits will be shared at the next Leadership Team Meeting on January 11.

- Each Preschool Nurse is continuing to audit the classroom files for each Head Start child.

Health Education and follow-up on anemia and blood lead levels were the nurses' main focus this month. Sensory re-screenings and screenings of newly enrolled Head Start children also took place.

Nurse Lisa presented "Handwashing and Keeping your Family Healthy" at a parent meeting in December. She shared "Safe Food Handling for the Holidays" handouts with all the Child Development staff.

The Dental Varnish clinics continued in December. The nurses emphasized to the teaching staff the importance of increasing student participation. The nurses are following-up with the children that were identified as having dental needs, during the Dental Varnish Clinic.

The nurses continued to mentor LVN students in the month of December. During the month, the LVN students assisted with Dental Varnish Clinics, sensory screenings, self-assessment of classrooms with class file audits, and dental follow-ups.

Policy and procedures were developed for the use of non-alcohol based hand sanitizer with preschoolers, with an emphasis on hand washing. Written procedures were needed to address those situations when soap and water is not readily available; such as during off-campus field trips. The new policy and procedure was reviewed and demonstrated to staff at the Professional Learning meeting in December.

Registered Dietitian, Karen Ito, completed parent workshops on the prevention of anemia at the following preschool pilot sites: Letata Floyd (formerly Jed Smith), Susan B. Anthony and James Marshall. Fresh, organic fruits and vegetables were provided by Capay Valley Organics for the nutritional activities. Karen reports that she tried to select fruits and vegetables that were more “unusual” so that parents could become familiar with a wider variety of fresh fruits and vegetables.

Parents were given the leftover produce so that they could practice their new cooking skills at home, and share these “unusual” fruits and vegetables with their families.

Mental Health/Family and Community Partnership:

The social workers are continuing to present the “Positive Solutions for Families” parent education workshop series, each month. This series has been held at the Capital City Family Resource Education Center. The second series will be held at the Hiram Johnson Family Education, to reach families who live on the east side of the district.

Social workers remained busy in December; completing initial CLASS observations, providing coaching for selected teachers on the CSEFEL pyramid model and preparing an upcoming CSEFEL training for Professional Learning in the month of February.

During the past month, time was devoted to conducting the self-assessment process for the Family and Community Partnerships and Mental Health service areas.

Early Head Start:

Teen Parent Group meetings, at American Legion, are being held twice a month. Our EHS Social Worker, along with a Youth Development Nurse, has been facilitating the group meetings.

Prenatal Services are being provided by the EHS nurse, EHS social worker and Center-base Home visitor. Services are underway.

New social emotional teaching tools, resources and strategies were provided to the EHS teaching staff, to incorporate with 1-3 year olds in the classroom and on home visits. On-going support on the use of these materials will follow from the EHS Social worker.

San Juan Unified School District

Education Services Update:

As teachers continue with the theme of My Five Senses, the focus on the letters Ff, Aa, and Zz will also resume. The math focus is on division and will come to an end the week of 12/17/12. This week is for math review and teachers will review any math concepts necessary for the class during this time.

Teachers have reviewed the class data as a whole, as well as individual student progress data for the first assessment period. Submitted were the activities designed to promote individual growth for students in all three domains: social-emotional, cognitive, and physical, as well as activities designed with a whole class focus for student outcomes. There are goals attached to all activities where the expectation is that a percentage of children will continue to progress at least to the next developmental level and beyond by spring of 2013 when the next assessment period ends.

Disabilities Services Update:

The Disabilities Specialist and other content specialists continue to work on completing the box preparation for the upcoming 'mock' review. This year is more challenging because the related questions for disabilities are in many boxes instead of a specific box assigned just for Disabilities Services. However, the other Content Specialists are collaborating and making it easier for all to complete the task at hand.

More IEPs are being recorded into the PIR system as 60 day assessments are being completed and IEPs are being held. The San Juan ECE Department's Special Needs enrollment is currently at 11%.

Mental Health Services Update:

The Mental Health Therapist provided Holiday Stress Management parent support workshops throughout the month of December. The Therapist provided families with community resource phone numbers in the event of need or crisis over the school break.

Nutrition Services Update:

After a very long week of document review and site visits, the CCFP audit ended on a positive note! As usual, the success of the review was due directly to the dedication and professionalism of the classroom staff. Kudos!

Health Services Update:

Health Services is screening one day a week in the centralized screening room and is traveling out to classroom sites to complete or reattempt needed screenings. Entering health events in Child Plus for over 700 children in order to align with SETA's event requirements is an ongoing project. Health is participating in the *Smiles for Kids* program again this year to provide dental services to children who have no dental home or insurance. Smile Keepers is completing dental screenings & fluoride applications for the children in the classrooms. The Health Assistants & School Nurses are following up with all the children that need to be seen by the dentist. They are also following up with the children that are obese, overweight, and underweight. Unfortunately, this number has dramatically increased in the last two years.

Family and Community Partnerships Update:

In December, the Policy Committee received the Ethics training during the regular PC meeting. Several community agencies helped to support families in need by providing holiday baskets and gifts, and classrooms invited parents to join in activities during parent meetings or classroom events. School Community Workers reviewed Family Partnership processes as a result of preliminary information

from the self review, and all preschool staff received an overview of Family and Community Engagement as part of the quarterly program newsletter.

Transition Services Update:

Open enrollment for kindergarten is beginning in January and the teachers have been busy assisting the families with questions and information on the process. Kindergarten readiness has been discussed at the parent teacher conferences. Parents have the knowledge of how their children have been progressing towards the kindergarten transition goal. The combination of all this information will help parents have confidence in the enrollment process. With the second half of the school year approaching, parents and teachers are continuing to work collaboratively to achieve school readiness goals.

Program Support/Staff Training Update:

Teachers and Assistants were invited to attend an evening training on Emergent Writing on December 4. It was well attended by 25 staff members. The continuum of learning was covered from the beginning stages of activities designed to develop the strength in the muscle groups of the hand necessary for a successful hand grasp; to journals where children draw and “write” weekly and teachers track their progress through work samples and interactive writing. Activities introducing conventional print are offered only when children are ready, where observations and work samples show evidence that they have moved through the continuum of skills necessary to move into this next phase. Research was shared that “working with dexterity and strength first can eliminate the development of an inappropriate pencil grasp, which is becoming more common as young children engage in writing experiences before their hands are ready”. *Preschool Learning Foundations, vol.2, Physical Development.*

Fiscal Update:

The Head Start and Early Head Start Fiscal/In-Kind Reports were submitted to SETA on December 4. The final audit for fiscal year 11-12 by SETA was November 27– 28, 2012. There were no findings or deficiencies. At this time all expenses are in line with the remaining HS & EHS budgets.

Due to the passage of proposition 30 all budgets were restored back to just the two or three firm furlough days depending on the ruling of each Bargaining Unit.

Budget preparation for fiscal year 2012-13 will begin in January 2013.

Early Head Start:

This short month has seen a flurry of activity! An expanded Leadership Team reviewed the DRDP data and developed an action plan to address School Readiness Goals.

Self Assessment data was analyzed and program strengths and weaknesses were identified. The self assessment action plan is currently being developed.

The completion of the Child Care Food Program review provided positive feedback and several suggestions for improved systems for Head Start and Early Head Start.

Twin Rivers Unified School District

Events:

The Head Start programs participated in the annual Winterfest events on December 19 and 20 at both sites. In alignment with the Parent Family Community Engagement Framework's outcome of positive parent-child relationships and family connections to peers and community, this year's focus was on bridging families through the Arts including musical performances by each classroom. The event included classroom parents working together with the teaching staff to build the classroom's gingerbread house. Using their creative and artistic ability, each classroom's gingerbread house was a unique work of art. Each classroom also provided parent volunteers that assisted with classroom specific arts and crafts activities. The students and parents rotated throughout the classrooms while helping their child make delightful holiday projects. The event was capped off with the students playing in the "snow" and enjoying holiday treats.

Professional Development:

The Head Start staff participated in a brainstorming activity to learn more about the Parent Family Community Engagement Framework during the monthly staff meeting. Staff was challenged to think of activities and methods to fulfill the Parent and Family Outcomes. Some of the suggested activities included additional meet and greet fieldtrips to local elementary schools, parent breakfast socials and ESL classes.

The Morey Avenue program recently had SMART Boards installed in all of the preschool classrooms. The last two training sessions were held on December 7 and December 14. The SMART Boards will assist with the electronic components of the Creative Curriculum materials and enable teaching staff to provide additional learning materials via internet.

Teachers participated in the Creative Curriculum workshop related to the Ball investigation study on December 13. The workshop was held at the District Office and is mandatory for all teachers with voluntary participation for teacher assistants. The ECE Leadership Team will continue with the focus of math and utilizing the Mighty Minutes and Intentional Teaching Cards as part of the daily routine.

Components:

The new substitute Health Assistant, Kelli Carrillo, is on board for Nutrition duties. She has been working with the District Nurse and SETA's Health staff to get the appropriate training and continues to follow-up on Nutrition duties and the nutritional needs of the students. The nutrition activities in the classrooms continue with a focus of round vegetables and fruits as related to the upcoming Ball 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. The Health Component leader is also working closely with the classroom teachers and Resource Teacher on the Safe Environment checklist to ensure all of the components of the monitoring tool are fully met.

Our 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 job listing closed on December 6 and interviews will likely be held during the first few weeks of January 2013. The mental health and social skills groups are being facilitated with approximately 18 students participating in the weekly sessions.

In connection with our health and obesity goals, the Zumba classes continue on Tuesdays and Thursdays. Parents and staff are exercising in a fun and engaging environment with a focus of healthy exercising to foster healthy habits.

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 of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist (SLP) continues providing direct services to students needing speech therapy at both sites.

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 action plans and CLASS observations have been completed. Teaching staff are working closely with the Education Component Leader to develop 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 leader completed a draft of the ERSEA manual. A final review will be completed and the manual will be submitted to the PC for approval.

Policy and Parent Committees:

The Parent Committee meeting at Oakdale was held on December 11. The Policy Committee meeting was held on December 18. The agenda included a review of the monthly reports, the approval of the Social Worker and Community Liaison positions, selection of fundraiser and brainstorming for the Black History Month program. Due to the lack of quorum, the action items were postponed until the next meetings. Due to low parent participation, the PC Chair and HS Director Thompson have made calls and posted fliers for parents interested in joining the parent groups. Information sessions will be held on January 10 to recruit new parents and the election of the new parents will likely occur in mid-January 2013.

Parent Trainings:

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network continues and parents are encouraged to attend. The December parent training was "Making Reindeer Food" with a focus on how to interact with your child with low cost arts and crafts activities. The event was very well attended at both sites. Parents commented on the entertaining activity and how delighted their children were to make the colorful art project.

The classroom parent meetings for December focused on the introduction of the Family, Parent, Community Engagement Framework and its alignment with the School Readiness Goals Plan for TRUSD. Parents were given information on the Framework and provided information on ways to participate and foster better home to school connections.

Fiscal:

The Budget Analyst provided another budget overview for the ECE certificated staff at the ECE Leadership Team meeting on December 29. Teachers ordered materials related to their ECERS assessment results and the orders are beginning to arrive.

WCIC

Management:

During the month of December 2012, WCIC/Playmate Head Start Programs' Management Team continued reviews, revisions, and updates as needed of Policies and Procedures, Written Service Plans, Board and PC By-Laws, and In-House Monitoring discussions/assessments.

Enrollment:

During the month of December 2012, WCIC's Enrollment was 100%.

Parent, Family, and Community Engagement Trainings:

WCIC/Playmate Head Start Programs received Parent, Family, and Community Engagement Training by Ms. Alicia Barron, Education Coordinator from Sacramento Employment and Training Agency on December 14, 2012. Ms. Barron provided handouts on The Head Start Parent, Family, and Community Engagement Framework for "Early Care and Education Programs" and "Family Engagement in School Readiness." Ms. Barron gave a brief overview of the new framework. There are 7 approaches to Family Engagement: Family Well-Being; Positive Parent-Child Relationships; Families as Lifelong Educators; Families as Learners; Family Engagement in Transitions; Family Connections to Peers and Community; and Families as Advocates and Leaders. Family Engagement in School Readiness domains are: Development of School Readiness Goals; Participation in ongoing assessment; Providing school readiness activities in the home environment; Partnering with staff; and Assisting in making program improvements. She stated the Head Start frameworks are new. WCIC/Playmate staff has to learn how to apply the new parent, family, and community engagement framework to their everyday engagement with children and families enrolled in the Head Start Programs. Staff needs to make sure families feel successful and are able to support their child in order for their children to transition out of Head Start into Kindergarten. Home visits and parent conferences are excellent ways to continue family engagement. Staff can log onto the <http://eclkc.ohs.acf.hhs.gov> for more information on the new framework.

WCIC/Playmate Head Start Programs received a second Parent, Family, and Community Engagement Training by Ms. Melanie Nicolas, Program Officer, Program Support Services from Sacramento Employment and Training Agency on December 19, 2012. Ms. Nicolas provided handouts on The Head Start Parent, Family, and Community Engagement Framework for Early Care and Education Programs" and "Family Engagement in School Readiness." Ms. Nicolas gave a brief overview of the new framework and the 7 approaches to Family Engagement. She stated the family engagement target points start the program off in September. The second quarter year is from October –December. The third quarter is January –March and fourth quarter is April-June. The strategies provide staff and families with information on resources, policy committee meetings, home visits, parent conferences, screenings, program self assessment, and transition to kindergarten.

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

No recent issues to report this month.

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.