



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, April 4, 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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“Preparing People for Success: in School, in Work, in Life”

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III. Action Items

A. GENERAL ADMINISTRATION/SETA

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2. **TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Sacramento Employment and Training Agency 2012-2013 Budget (Roy Kim) 19-20

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant: None.

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

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V. Reports to the Board

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

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, MARCH 28, 2013

ITEM II-A - CONSENT

MINUTES OF THE MARCH 7, 2013 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the March 7, 2013 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, March 7, 2013
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:02 a.m.

Members Present:

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

Member Absent:

Allen Warren, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the February 7, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants

There were no questions or comments.

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

- A. Approve the February 7, 2013 minutes
 - B. Approve the claims and warrants for the period 1/31/13 through 2/28/13.
- Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Final Reading and Approval of Modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy

Ms. Jeanie Ross reviewed this item. Minor edits were added to the document.

Mr. Schenirer arrived at 10:06 a.m.

Ms. Scherman appreciated some of the changes made and emphasized the fact that although the employees of SETA may not be the media contact, everyone is the 'face of SETA'.

Speaker before the board: Frederick Gayle, Jr.

Mr. Nottoli stated that the idea is not to stifle whistleblowing about things at SETA but to ensure that staff is respectful in their media postings.

Mr. Thatch stated that this Agency has a very clear whistleblowing policy and it is in place; this policy will not impact a person's ability to do this or express concerns.

Moved/Nottoli, second/Scherman, to close the public hearing and approve the attached modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy.

Voice Vote: Unanimous approval.

2. Approval to Release a Request for Proposals (RFP) for Participant Payroll Services

Ms. Christine Welsch stated that in 2009 the board approved a participant payroll services contract; the contract will expire June 30. This item is requesting approval to release another RFP for participant payroll services.

Mr. Nottoli asked if there were any provisions for small businesses to participate; the County of Sacramento has some accommodation for small and emerging businesses? Ms. Welsch replied that this is written into the procurement process. The Sacramento Metropolitan Chamber of Commerce is notified of the RFP and they may know of small businesses that would consider submitting a proposal. Mr. Nottoli stated that it is important to support local businesses

Ms. Welsch stated that the RFP requires the vendor to have an office in Sacramento because the payroll is delivered to them.

Mr. Schenirer asked that staff check with Jim Sanchez and Don Wisenhut because the city is researching a policy regarding local businesses. Ms. Scherman stated that the City of Elk Grove also gives preference to companies within certain ZIP codes.

Moved/Schenirer, second/Scherman, to approve the release of a Request for Proposals for participant payroll services.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval to Release the WIA Adult/Dislocated Worker Request for Proposals (RFP) for Sacramento Works Training Centers

Ms. Robin Purdy explained that since 1996, twelve (12) Sacramento Works One Stop Career Centers (SWCC) have provided workforce services to meet the employment needs of job seekers and employers. In the late 1990's when this system was created, the economy was expanding, many industries faced labor shortages, and most unemployed workers only needed assistance finding new jobs in which they could use their existing skills. In today's economy, workers are facing a much tighter labor market and there is a growing gap between the skills of unemployed workers and the skills required in available job openings. At the same time, the WIA allocation is shrinking and new policies and legislation from EDD and DOL requires a larger percentage of WIA funds to be directed towards training and less funding for the infrastructure and staffing of the career center system.

In addition, since October 2012, SETA staff and the Planning/Oversight Committee of Sacramento Works Inc. have been holding public input meetings to solicit input from employers, job seekers, community stakeholders, education and training providers, community-based organizations and other interested parties regarding the workforce needs of the region. Input received from stakeholders and the public identified a need for:

- An increase in services targeting vulnerable and special populations in developing the academic, job readiness and occupational skills necessary to compete in the regional labor market.
- An entry point for low-skilled job seekers to the One-stop Career Center System.
- Centers that focus on the needs of job seekers in low-income, high unemployment neighborhoods and zip codes.
- An increase in the resources allocated to training activities, and
- An increase in training in occupational clusters/sectors that have high demand and/or the potential for high growth in the region.

Ms. Purdy stated that to respond to the changes in workforce policy and to the needs of employers and unemployed/under skilled workers identified in the public hearing process, SETA/Sacramento Works is seeking to transition away from one-stop career centers and is recommending the release of a Request for Proposals (RFP) to fund Sacramento Works Training Centers (SWTCs). SWTCs will provide training that leads to a certificate, credential, or degree, or the skills or competencies needed for a specific job, occupation, or occupational group in one of the Occupational Clusters approved by Sacramento Works, Inc.

Ms. Purdy stated that staff is recommending that two different kinds of training be included:

1. Work preparedness training
2. Functional Training activities

Proposers are expected to have an office located in Sacramento; there will be no 'start-up' funds allocated.

Ms. Purdy stated that, staff is recommending that we retain 5 comprehensive career centers hosted by SETA and EDD and, procure, through this RFP, Sacramento Works Training Centers that will be geographically distributed throughout the County and will work with the career centers to prepare low-skilled job seekers with the work preparedness and occupational skills necessary for "middle skill" jobs.

Ms. Purdy stated that final allocations are not yet available, and although SETA anticipates a decrease in federal funding due to sequestration for next fiscal year, the agency has received a commitment from the Sacramento County Department of Human Assistance for funding to serve the CalWORKS population and has received a large WIA 25% Governor's Discretionary grant to serve dislocated workers affected by the mass layoff or closure of 16 employers in the region, which will increase the funding available for the first year of operation of the Training Centers.

Ms. Scherman reminded the audience that the Governing Board is really strict as far as the deadline time to submit the proposals.

Mr. Nottoli asked how long retention is tracked. Ms. Purdy replied that the state tracks it through base wage at 9 months or three quarters after customers exit our program. In addition, e-mails are also sent to former customers inquiring about their status.

Mr. Nottoli asked if staff thought it was sufficient to track people for only nine months when several thousands of dollars were invested in peoples' training. Is nine months enough to show the complete story? Mr. Nottoli thinks that it is important to track people for a longer period of time to show that this program works. Ms. Purdy replied that SETA is also participating in the Gold Standard program. Customers have been randomly assigned into service groups and they will be tracked over a five-year period over someone just walking in or others that get training. This program has been randomly assigning 2,000 people into groups; this will give us some indication on how the services provided last year has done.

Ms. Scherman agreed that long term data on customers is needed and Ms. Purdy agreed to add this to the local measures in the plan.

Moved/Nottoli, second/Scherman, to approve the release the WIA Adult/Dislocated Worker Request for Proposals (RFP) for Sacramento Works Training Centers, with the inclusion of long-term data tracking for customers.
Voice Vote: Unanimous approval.

2. Approval to Accept WIA Governor's Discretionary Funding, Authorize the Executive Director to Negotiate and Execute the Contract, Augment Sacramento Works Career Centers, Allocate Funds for Individual Training Accounts (ITAs)/Scholarships, and Allocate Funds to the WIA Title I Request for Proposals for Sacramento Works Training Centers

Ms. Robin Purdy reviewed this item. Mr. Thatch requested that the board action include that this is subject to legal review.

Moved/Schenirer, second/Scherman, to approve the acceptance of WIA Title I Governor's Discretionary Dislocated Worker funds, authorize the Executive Director to negotiate and execute the contract, augment Sacramento Works Career Centers, allocate funds for Individual Training Accounts (ITAs)/Scholarships, and allocate up to \$1,000,000 to the WIA Title I Request for Proposals for Sacramento Works Training Centers. This motion is subject to legal counsel review.

Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

3. Approval of the Acceptance of the Second Increment of National Emergency Grant (NEG) Funds and the Augmentation of NEG Funds to On-the-Job Training (OJT) Providers

Ms. Michelle O'Camb reviewed this item. The \$1.1 million grant is currently serving 168 clients. This also requests approval to augment National Emergency Grant service providers.

Moved/Schenirer, second/Nottoli, to approve the acceptance of an additional \$200,000 in second increment NEG OJT funding from the State of California, EDD, and to augment a total of \$176,400 of the allocation to the OJT providers reflected in the item to serve an additional 28 NEG eligible participants.

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

Community Services Block Grant

4. Approval to Ratify the Covered California Application for an Outreach and Education Program Grant

Ms. Cindy Sherwood-Green stated that the programs were reviewed and the amounts are listed on page 21 of the packet. This is a 20-month program and the subcontracts will be for 19 months.

Moved/Schenirer, second/Scherman, to approve the ratification of the Covered California Application to include the proposed subcontractors and funding amounts as follows:

| | |
|--|-----------|
| ✓ Community Resource Project | \$ 80,670 |
| ✓ Child Action, Inc. | \$195,252 |
| ✓ Folsom-Cordova Community Partnership | \$ 92,508 |
| ✓ La Familia Counseling Center | \$135,733 |
| ✓ South County Services | \$ 69,866 |

Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

5. Approval to Ratify the Submission of an Application to the State Department of Community Services and Development for Community Services Block Grant Discretionary Targeted Initiatives and Innovative Projects Funding

Ms. Cindy Sherwood-Green stated that this item requests the ratification of the submission of a CSBG discretionary application that was submitted on March 4. The application requested the maximum of \$100,000 to partner with Waking the Village.

Moved/Nottoli, second/Schenirer, to ratify the submission of the CSBG Discretionary Grant application to the State Department of Community Services and Development in the amount of \$100,000. Approve funding for Waking the Village in the amount of \$80,000.

Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

C. CHILDREN AND FAMILY SERVICES

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
 - B. Employer Success Stories and Activity Report: No additional report.
 - C. Dislocated Worker Update: No additional report.
 - D. Head Start Reports:
- ⇒ Speaker before the board: Frederick Gayle

Mr. Gayle asked about enrollment in Head Start classrooms. Ms. Kossick replied that the enrollment is calculated on the attendance for the month.

Ms. Lee stated that the attendance requirement is that the Agency looks at average daily attendance for 85%. Any classroom that falls below the 85% average attendance would be asked to look at their attendance issues.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked staff that worked so hard to get the RFP ready for release tomorrow.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman stated that she felt particularly good about approving the board item for Waking the Village; this grant will help many young people to receive services.

Mr. Schenirer inquired about the delegation of authority given to Ms. Kossick. Ms. Kossick stated that she has authority for contracts up to \$50,000. Anything over \$50,000 is generally brought to the board for ratification.

Mr. Thatch stated that if there is a procurement of goods and services, the Executive Director has authority for those procurements. If the board action involves the awarding of money, there has been no specific delegation. The board often grants delegation individually to the Executive Director. Mr. Schenirer stated that he would be happy to have discussion expanding the delegation of authority.

- F. Public: No report.

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

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 2/29/13 through 3/28/13, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 2/29/13 through 3/28/13.

STAFF PRESENTER: Roy Kim

ITEM II-C – CONSENT

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT
IN HEAD START AND EARLY HEAD START

BACKGROUND:

It is required on annual basis for the Policy Council to review and approve the Countywide Selection Criteria for Head Start and Early Head Start programs. There have been no updates to the Selection Criteria since the board's last review/approval in 2012.

The Selection Criteria for Sacramento County Head Start and Early Head Start meets all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance and updated guidelines in accordance with the Head Start Act of 2008.

Staff will be available to answer questions.

RECOMMENDATION:

That the Governing Board approves the Head Start and Early Head Start Selection Criteria for Sacramento County as attached.

STAFF PRESENTER: Denise Lee

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2nd year enrollment within Sacramento County. _____
2. Transfer Head Start child to the same or another Sacramento Head Start agency within the same program option (full day, part day, home base). _____
3. Transition from Early Head Start whose family meets Federal Income Guidelines. _____
4. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days whose family meets Federal Income Guidelines. _____
5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
6. 4-year-old child whose family meets Federal Income Guidelines. _____
7. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
8. 3-year-old child whose family meets Federal Income Guidelines. _____
9. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
10. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____
11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
12. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____

Head Start Staff Signature

Date

Child's Name

Date of Birth

Date of Application

Status Enrolled Date Enrolled: _____ Waiting List

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an “X” by the category(s) that is applicable to applicant. Selection is based on the “X” that is the highest on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #8 – 15, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child’s age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation. _____

2. Family with a child birth to 36 months of age, referred by Sacramento County Office of Education Infant Development Program and/or other Part C providers with a current IFSP. NOTE: Of these referrals, up to 10% may exceed Federal Income Guidelines. It is necessary to complete an income waiver before enrollment can be considered. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.

3. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days. _____

4. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
 Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

5. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
 Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

6. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.

7. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

- 8. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
- 9. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
- 10. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age.
- 11. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age.
- 12. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- 13. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).
- 14. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- 15. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).
- 16. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- 17. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).
- 18. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- 19. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).

Head Start Staff Signature

Date

Child's Name

Date of Birth

Status:

Enrolled Date Enrolled: _____

Waiting List

ITEM II-D - CONSENT

APPROVAL OF REVISED VENDOR SERVICES (VS) REQUEST FOR QUALIFICATIONS (RFQ)

BACKGROUND:

On December 5, 2005 the SETA Governing Board approved the release of the Vendor Services (VS) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide services to eligible adults and dislocated workers in an effort to prepare them for participation in the labor force and to expand SETA's VS List. On February 2, 2006 the SETA Governing Board approved an amendment to the RFQ to include Youth services. On August 2, 2007, the Governing Board approved another amendment to the RFQ to include Child Development (ages 0-5) and Family services. On September 1, 2011, the SETA Governing Board further amended the VS RFQ to include an On-the-Job Training/Subsidized Employment (OJT/SE) "pay-for-performance" service. On June 7, 2012, the SETA Governing Board further amended the VS RFQ to include Street Outreach services for adults.

Staff is seeking approval of a fifth amendment to the RFQ (sent under separate cover) to add Adult Literacy services for adults, which includes Vocational English-as-a-Second Language, General Education Development (GED) Preparation, Adult Basic Education.

Approval of the *revised* VS RFQ will provide access to Adult Literacy services for adult customers of the Sacramento Works Career Center (SWCC) system.

RECOMMENDATION:

Approve the release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ) to include Adult Literacy services for adult customers of the SWCC system.

STAFF PRESENTER: Marianne Sphar

ITEM II-E - CONSENT

RATIFICATION OF THE SUBMISSION OF THE PROPOSAL TO THE U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, BUREAU OF JUSTICE ASSISTANCE AND OFFICE FOR VICTIMS OF CRIME FOR THE "ENHANCED COLLABORATIVE MODEL TO COMBAT HUMAN TRAFFICKING" GRANT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE COOPERATIVE AGREEMENT AND ANY MODIFICATIONS OR OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The U.S. Department of Justice (DOJ), Bureau of Justice Assistance (BJA) and Office for Victims of Crime (OVC) are seeking applicants for funding under a joint solicitation to support an enhanced anti-human trafficking law enforcement task force and victim service model designed to identify, rescue, and assist foreign and domestic, adult and minor, victims of human trafficking within the U.S. Applicants from a law enforcement agency and lead victim services organization are encouraged to apply through separate but coordinated proposals. Awards will be made by OVC to support victim services and awards to support law enforcement will be made by BJA. The Sacramento Sheriff's Department will apply for BJA funding for law enforcement.

Under the solicitation, the victim services awardee will coordinate the provision of a comprehensive array of culturally and linguistically appropriate services for all trafficking victims identified within a geographic area and impacted by the law enforcement task force. Funds awarded through the OVC grant are intended to support the cost of direct services for victims. Services provided to victims will include intensive case management, shelter/housing, medical care, mental health care, legal services, education and job training, and life skills training. Awardees will also conduct training and public awareness activities and program evaluation.

SETA is currently in partnership with Opening Doors, WEAVE and My Sister's House under a cooperative agreement with the Office of Refugee Resettlement (ORR) to administer the Rescue and Restore Victims of Human Trafficking Program. This program provides an existing model of services for victims of trafficking, which will be enhanced and expanded if awarded funding under this opportunity.

Staff intends to collaborate with Opening Doors and WEAVE of the Rescue and Restore Victims of Human Trafficking Program, with the Sacramento Sheriff's Department, and with other local organizations committed to combating human trafficking, and is seeking ratification of the submission of the application requesting up to \$499,900 under the

STAFF PRESENTER: Mary Jennings

ITEM II-E – CONSENT (continued)

Page 2

Enhanced Collaborative Model to Combat Human Trafficking grant. The application was due on March, 14, 2013 and was submitted jointly with the Sacramento Sheriff's Department on March 13, 2013.

RECOMMENDATION:

Ratify the submission of the Enhanced Collaborative Model to Combat Human Trafficking grant application to the U.S. DOJ / BJA / OVC on March 13, 2013, requesting up to \$499,900 for a two-year (24 month) project period, and authorize SETA's Executive Director to execute the cooperative agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: Mary Jennings

ITEM III-A – 1 - ACTION

APPROVAL TO ACCEPT DONATION FROM 99 CENTS ONLY STORES

BACKGROUND

The 99 Cents Only Stores has contacted the Agency and would like to present SETA Head Start with a donation of \$50,000 to support the Agency's efforts in providing quality child development and school readiness services to low income families and children in Sacramento County. A letter from the company is attached.

RECOMMENDATION:

Approve the acceptance of \$50,000 donation from 99 Cents Only Stores for SETA Head Start.

STAFF PRESENTER: Kathy Kossick



Save More, Shop Us First...
For Everything!™

March 5, 2013

Ms. Terri Carpenter
Public Information Officer
SETA-Head Start
925 Del Paso Blvd. #100
Sacramento, CA 95815

Dear Ms. Carpenter,

99 Cents Only Stores is very excited to present SETA-Head Start, with a gift of \$50,000 to help you strengthen your organization's mission and further your efforts in the community!

We are excited about helping you supplement your current efforts and commend you for being an outstanding resource for our communities.

If you should have any questions I can be reached at (213) 761-0149.

Sincerely,

A handwritten signature in blue ink that reads "Ana L. Gámez".

Ana L. Gámez
Manager, New Business Development
Direct: (323) 881-1247 | Cell: (213) 761-0149 | E-Fax: (323) 307-9647

ITEM III-A – 2 - ACTION

**TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISIONS
TO THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
2012-2013 BUDGET**

BACKGROUND:

SETA's final approved budget for Fiscal Year 2012-13 totaled \$84,234,051. Changes to grants and allocations received after the final budget was approved necessitate the revision of that budget to more accurately reflect the anticipated revenues and expenditures of the Agency for 2012-13.

The revised budget of \$87,363,087 includes changes in anticipated revenues and expenses from the following sources:

Workforce Investment Act - \$3,575,758
DHA One-Stop Share of Cost - \$300,000
DHA OJT – (\$775,000)

The revised budget also reflects additional funds of \$28,278 in the Fixed Assets category for playground equipment.

A copy of the proposed budget revision will be sent under separate cover. The budget revision will be submitted to the County and the City of Sacramento after SETA Governing Board approval.

RECOMMENDATION:

Open a public hearing, take testimony, close the public hearing and approve the revised SETA budget for fiscal year 2012-2013.

STAFF PRESENTER: Roy Kim

RESOLUTION NO.: 2013-02

APPROVAL OF REVISIONS TO THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA) BUDGET, FY2012-2013

WHEREAS, SETA adopted the Agency’s final budget for Fiscal Year 2012-2013 on August 2, 2012, as required by Chapter 1 of Division 3, Title 2 of the Government Code (29,000 et. seq.), and

WHEREAS, changes in funding in the form of Workforce Investment Act funds in the amount of \$3,575,758, Head Start/Early Head Start program funds in the amount of \$28,278, and DHA/CalWORKs program funds in the amount of (\$475,000); and,

WHEREAS, the Agency desires to allocate, contract and utilize such funds during the current Fiscal Year,

NOW, THEREFORE, IT IS RESOLVED AND ORDERED, that the appropriations for Fiscal Year ending June 30, 2013 be revised as outlined in the attached budget modification.

BE IT FURTHER RESOLVED AND ORDERED, that the Auditor-Controller be hereby authorized and directed to transfer funds and adjust the reserve accounts in the amounts as shown in the budget adopted herewith.

On a motion by _____, seconded by _____, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board this 4th day of April, 2013 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

Chair of the SETA Governing Board

ATTEST: _____
Clerk of the SETA Governing Board

ITEM IV-A - INFORMATION

PACIFIC GAS & ELECTRIC POWER PATHWAYS PROGRAM

BACKGROUND:

The Employment Development Department in coordination with the California Workforce Investment Board and the California Labor and Workforce Development Agency announce the availability of funds for Veterans Employment-Related Assistance Programs (VEAP). The goal of this initiative was to promote the use of industry sector strategies as the framework for addressing the need of veterans to transition to high-wage, high-growth occupations using their skill sets obtained in the military. Staff requested approval to submit a proposal to continue a successful program that Sacramento Employment and Training Agency (SETA), American River College and Pacific Gas & Electric (PG&E) Company has provided for the past two years to recruit, assess, interview, select, and train job seekers for employment in the energy/utility sector.

In June of 2012, SETA was awarded \$500,000 by EDD to continue the Power Pathways program. SETA/Sacramento Works is partnering with PG&E, American River College, and the Sacramento Municipal Utility District (SMUD) to train 25 utility line workers and to provide training for 25 pipefitter/pipe layer-gas line workers, which requires 540 hours of training, and also offers college credits. The primary focus of the program will place emphasis on the recruitment of recently separated veterans (release from duty in past 48 months) and provides intensive case management along with Post-Traumatic Stress Disorder (PTSD) assessment as needed.

The first phase of training implemented on January 22, 2013:

- **Application:** PG&E advertised the Power Pathways program and directed applicants to register at the PG&E website - approximately 604 applicants applied via the website.
- **Assessment:** 146 applicants completed the Key Train assessments and were eligible to move to the next step in the screening process.
- Ninety (90) applicants attended an orientation for more in-depth assessments. Each applicant was assessed for Reading for Information, Locating Information, and Applied Mathematics using the Work Keys Career Readiness Credential (CRC). Applicants were required to score 4 or higher on each of these assessments to be eligible to go to the next step--eighty-seven (87) passed Work Keys.
- **Interview:** Fifty-nine (59) applicants who scored 4 or higher on the Work Keys Career Readiness Credential were interviewed by a team comprised of SETA staff, an industry expert, and an instructor from American River College. Final candidates were chosen from that applicant pool.

STAFF PRESENTER: William Walker

- **Enrollment in American River College:** 34 candidates enrolled in the Power Pathways program at American River College. Classes were held Monday through Friday 7am -5pm for duration of eight weeks.
- **Industry Exploration:** Student participated in two weeks of Pole Climbing and Substation training at SMUD's Hedge Training Facility. They also tour the PG&E's Livermore Facility with some exposure to PG&E's substation. In addition, student visited CAL-ISO, which is the independent system operator that determined how power is distribution in the Western United State and the historic Folsom Powerhouse.

Outcomes:

- **Program Graduation:** 34 candidates completed the eight-week course on March 15, 2013.
- **Employment:** Prior to the completion of the training, two of the Power Pathways students have been interviewed and hired by PG&E. Twenty-three students took the SMUD's Utility Worker Apprenticeship Exam and are awaiting the outcomes; and, one student will be attending the North California Lineman College for career enhancement.

The second phase of training will be implemented on May 28, 2013:

- The Utility Worker-Pipeline Welding Training consist of five welding classes with hands-on welding practice, job specific skills for the industry, technical reading, math and physical conditioning. Student will earn 17.5 units of college credit as well as a Shield Metal Arc Plate and Pipe Certificate.

STAFF PRESENTER: William Walker

ITEM IV-B – 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 - March 13, 2013

| EMPLOYER | JOBS | NO OF POSITIONS |
|--|---|-----------------|
| Aamcom | Customer Service Representative (CSR) | 4 |
| ACS Roofing Company | Roofing Installer | 2 |
| Academic Advantage | Enrollment Representative | 4 |
| Advance Services Inc. | Packing Supervisor | 1 |
| Advanced Call Center Technologies | Call Center Representatives | 120 |
| | Customer Service & Sales Associates | 50 |
| | Customer Service Representatives | 10 |
| | Office Assistant | 1 |
| | Receptionist | 1 |
| | Supervisor II | 15 |
| Advantage Resourcing | Assistant Operator | 2 |
| ALSCO, Inc. | Accounts Receivable Clerk/Specialist | 1 |
| | Accounts Receivable Clerk | 1 |
| | Account Sales Consultant | 2 |
| | Assistant Production Manager | 1 |
| | Maintenance Technician | 1 |
| | Utility Laundry Worker | 1 |
| Amarr | Manager Trainee | 1 |
| | 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 |
| Area 4 Agency on Aging | Executive Director | 1 |
| Atlas Disposal Industries | Diesel Mechanic | 1 |
| Atrium of Carmichael | Housekeeping Worker | 3 |
| Berger Steel Corporation | Welders | 5 |
| Beutler Corporation | Field Installer | 20 |
| | Fleet Mechanic | 1 |
| | Low Voltage Alarm and Home Technology Installer | 2 |
| | Manufacturing | 24 |
| | Plumbers | 6 |
| | Warehouse | 6 |
| Butler's Environmental Cleaning Services | Truck Wash Technician | 5 |
| Capital Christian Center | Human Resources Manager (HR Manager) | 1 |
| C&H Sugar Company, Inc. | Maintenance Supervisor | 1 |
| | Western Regional Sales Manager | 1 |
| | Assistant Buyer | 1 |
| Cal Electro, Inc. | Electrical Lineman | 1 |
| California Hispanic Chamber of Commerce | Program Specialist | 1 |
| Campbell Soup Company | Seasonal Forklift Operators | 20 |
| Cayuse Technologies | Computer Programmer | 4 |
| Center for Employment Training | Industrial Relations Specialist | 1 |
| | Recruiter | 1 |
| Centerplate | Starbucks Supervisor | 1 |
| Cenveo | Facilities Maintenance Technician | 1 |
| | Production Supervisor | 1 |
| Certified Employment Group | Bilingual Customer Service | 100 |
| Child Action | Programmer | 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 | Dispatcher | 1 |
| | Youth Specialist | 1 |

Employer Activity Report

July 1, 2012 - March13, 2013

| EMPLOYER | JOBS | NO OF POSITIONS |
|---|--|-----------------|
| Daryl Pao Farmers Insurance | Marketer Specialist | 1 |
| Developmental Disabilities Service Organization | Direct Support Professional | 1 |
| DuctTesters, Inc. | HERS Rater II | 1 |
| Dunson & Associates, Inc. | Benefits IT Manager | 3 |
| | Data Processing Clerk | 40 |
| | Data Processing Manager | 4 |
| | Data Processor | 40 |
| | Database Manager | 4 |
| | Director of Cost Analysis | 1 |
| | Embedded Software Engineer | 2 |
| | Manager Data Inventory Control | 3 |
| | Program Review Director | 2 |
| | Senior Programmer | 3 |
| | Senior Programmer (Financial Audit) | 6 |
| | Senior Review Manager | 3 |
| | Software Maintenance Manager | 3 |
| Easy Circulation Promotions | Promotion Specialist | 7 |
| | Sales Representative | 7 |
| Effie Yeaw Nature Center | Development Associate | 1 |
| eVerifile | Customer Service Representative (CSR) | 25 |
| | Team Manager | 1 |
| Fair Oaks Recreation & Park District | Recreation Leader I (Seasonal) | 1 |
| | Recreation Leader III (Seasonal) | 1 |
| | Senior Recreation Leader (Camp Director) | 1 |
| Fairytale Town | Admissions Cashier | 1 |
| | Cafe Cashier/Food Server | 1 |
| Firefighters Burn Institute | Administrative Assistant | 1 |
| Folsom Lake Ford Fleet Service Center | Diesel Mechanic | 1 |
| Folsom OK Tire Stores, Inc. | Auto Mechanic | 1 |
| | Tire Technician | 1 |
| Foothill Associates | Biologist | 1 |
| Fresh Market Inc. | Assistant Deli Manager | 3 |
| | Assistant Front End Manager | 2 |
| | Assistant Grocery Specialist | 2 |
| | Assistant Produce Manager | 2 |
| | Baker | 2 |
| | Bakery Manager | 1 |
| | Bulk Specialist | 2 |
| | Cheese Specialist | 2 |
| | Coffee/Candy Specialist | 1 |
| | Floral/Gift Specialist | 2 |
| | Grocery Specialist | 2 |
| | Meat Cutter | 2 |
| | Seafood Specialist | 2 |
| FRSTeam | Marketer | 1 |
| 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 |
| Greener Solutions | Duct Testers - HERS Rater II | 1 |
| | Inside Sales Associate | 1 |
| Hardware | Outside Sales Representative | 1 |
| | Industrial Sales Cashier | 1 |
| | Industrial Sales Floor Person | 2 |
| Holiday Inn Capitol Plaza- John Q Hammons Hotels, LLC | Dining Room Utility | 1 |
| Hunter Douglas Fabrication | Production Assembler | 20 |

Employer Activity Report

July 1, 2012 - March 13, 2013

| EMPLOYER | JOBS | NO OF POSITIONS |
|--|---|-----------------|
| International Line Builders, Inc. | Account Clerk I (Temporary) | 1 |
| International Student Support & Educational Services | American Cultural Host | 50 |
| IUOE NTF | Heavy Equipment Operator Instructor | 1 |
| J C Penney Portrait Studio | Studio Team Member | 10 |
| Jewish Federation of Sacramento Region | Administrative Assistant | 1 |
| 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 |
| | Accounting Assistant Professor | 3 |
| | Administrative Assistant | 5 |
| | Admissions/Records Clerk I | 1 |
| | Admissions/Records Clerk I (Temporary) | 2 |
| | Aeronautics Adjunct Assistant Professor Pool (SCC) | 1 |
| | Anthropology Assistant Professor | 1 |
| | Art History Adjunct Assistant Professor Pool | 1 |
| | Assistant Financial Aid Officer (Temporary) | 1 |
| | Associate Vice Chancellor, Communications & Media Relations | 1 |
| | Associate Vice President Workforce Education Development | 1 |
| | Biology Assistant Professor | 1 |
| | Bookstore Stock Clerk | 1 |
| | Campus Patrol On-Call Pool (Temporary) | 1 |
| | Chemistry Assistant Professor | 1 |
| | Chief of Police | 1 |
| | Child Development Center Supervisor | 1 |
| | Clerk III | 1 |
| | Clerk III (75) | 1 |
| | College Police Officer | 2 |
| | College Receiving Clerk/Storekeeper | 1 |
| | Commercial Music Adjunct Assistant Professor Pool | 1 |
| | Communications Studies Assistant Professor | 1 |
| | Computer Applications (Core Principles/Web Development) Assistant Professor (CIS) | 1 |
| | Computer Information Science Assistant Professor (Programming) | 1 |
| | Confidential Administrative Assistant III | 1 |
| | Cooperative Work Experience Education and Internship Coordinator | 2 |
| | Counselor | 2 |
| | Custodian | 3 |
| | Dean, American River College - Natomas Education Center | 1 |
| | Dean, Behavioral and Social Sciences | 1 |
| | Dean, Kinesiology and Athletics | 1 |
| | Dean, McClellan Center | 1 |
| | Early Childhood Education Assistant Professor | 1 |
| | Economics Assistant Professor | 1 |
| | English as a Second Language Assistant Professor | 1 |
| | English Assistant Professor | 1 |
| | English Assistant Professor (Writing) | 1 |
| | Financial Aid Clerk II | 1 |
| | Financial Aid Officer | 1 |
| | Financial Aid Supervisor | 2 |
| | Funeral Service Education Assistant Professor 60/Coordinator 40 | 1 |
| | Graphic Designer (Temporary) | 1 |
| | Groundskeeper | 1 |
| | Head Coach for Women's Soccer Adjunct Pool | 1 |

Employer Activity Report

July 1, 2012 - March13, 2013

| EMPLOYER | JOBS | NO OF POSITIONS |
|---|---|-----------------|
| Los Rios Community College | Head Custodian | 1 |
| | Heating/Ventilation/Air Conditioning (HVAC)/Plumbing Supervisor | 1 |
| | Instructional Assistant - Chemistry/Math (Temporary) | 1 |
| | Instructional Assistant - Office Technology (Temporary) | 1 |
| | Instructional Assistant - Writing/English/Reading (50) | 1 |
| | Instructional Development Coordinator | 1 |
| | Instructional Services Assistant I | 1 |
| | Instructional Services Assistant II | 1 |
| | Journalism Assistant Professor | 1 |
| | Lead Maintenance Plumber | 1 |
| | Library/Media Technical Assistant (Temporary) | 1 |
| | Maintenance Technician I | 1 |
| | Mathematics Assistant Professor | 2 |
| | Mechanical/Electrical Systems Technician | 1 |
| | Medical Laboratory Technician Program Assistant Professor, 60/Coordinator, 40 | 1 |
| | Nursing (RN/LVN) Assistant Professor | 1 |
| | Payroll Supervisor | 1 |
| | Philosophy Assistant Professor | 1 |
| | Physics/Astronomy Assistant Professor | 1 |
| | Police Communication Dispatcher | 1 |
| | Pre-Apprenticeship Adjunct Assistant Professor | 1 |
| | Pre-Apprenticeship Adjunct Assistant Professor (Utility Line Worker and/or Gas) | 1 |
| | Pre-Apprenticeship Associate Professor - Commercial and Industrial Construction | 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 | 2 |
| | Senior Information Technology Technician - Lab/Area Microcomputer Support | 1 |
| | Shop/Field Mechanic | 1 |
| | Sociology Assistant Professor | 1 |
| | Special Projects - Education Coach, College to Career (C2C) (Temporary) | 2 |
| | Student Government Adjunct Assistant Professor | 1 |
| | Student Personnel Assistant - Student Services | 1 |
| | Student Personnel Assistant - Student Services (Temporary) | 2 |
| TANF/CalWORKS Specialist (Temporary) | 1 | |
| Utility Worker | 1 | |
| Veterinary (Animal Health) Technology Adjunct Asst. Professor Pool - Introduction to Diagnostic Imaging | 1 | |
| Vice President of Student Services | 1 | |
| Marthona Home Services | Carpenter | 2 |
| MarketSource, Inc. | (Part Time) T-Mobile Wireless Sales Representative | 1 |
| Marshalls | Merchandise Associates | 21 |
| Mascon, Inc. | Customer Service Specialist | 1 |
| Mass Mutual | FINANCIAL SERVICES REPRESENTATIVE | 10 |
| Microform Precision | Account Manager | 1 |
| | Painter | 1 |
| | Shipping Clerk | 1 |
| | Shipping Team Leader | 1 |
| | Utility Worker | 1 |
| | Welder | 1 |
| Mojo Distribution | Shipping Receiving Clerk | 1 |
| Mutual Housing California | Administrative Assistant | 1 |

Employer Activity Report

July 1, 2012 - March 13, 2013

| EMPLOYER | JOBS | NO OF POSITIONS |
|---|--|-----------------|
| NAMI California | Programs Administrative Assistant | 1 |
| | Program Coordinator | 1 |
| Natomas Auto Body & Paint | Dispatcher, Maintenance Services | 1 |
| Netbuilds | Lead Construction Working Superintendent | 1 |
| Northern Sheets LLC | Electrical Maintenance Mechanic | 1 |
| Pacific Coast Producers | PLC Technician | 1 |
| Pacific Fresh Seafood | Night Warehouse Clerk | 1 |
| Pacific Gas and Electric Company | Hydro Utility Worker - GC (Auburn) | 1 |
| | PG&E Power Pathway Welding for Veterans | 35 |
| | Utility Worker | 30 |
| | Utility Worker-Gas | 5 |
| | Utility Worker - GC (Angels Camp) | 1 |
| Pacific Housing, Inc. | Resident Services Specialist | 1 |
| Pacwest Security | Security Officer | 14 |
| Paramount Petroleum Corporation | Terminal Operator | 1 |
| PETS, INC. dba The Tutoring Center, Roseville | SAT/ACT Instructor | 2 |
| | Maintenance Mechanic/Millwright | 1 |
| Polar Service Centers | Tank Technician | 2 |
| The Pool Doctor | Swimming Pool & Spa Service/Repair Technician | 1 |
| Preferred Plumbing and Drain | Plumber and Drain Cleaner | 1 |
| Pride Staff | Production and Manufacturing Technician | 50 |
| Quick Quack Carwash | Cashier, Checker | 10 |
| Relationship Skills Center | Coordinator | 1 |
| Pick-N-Pull | Call Center Sales Trainer | 1 |
| Resource Staffing Group | Survey Collectors | 30 |
| Sacramento Employment and Training Agency | Family Service Worker, Range I | 1 |
| Sacramento Loaves & Fishes | Accountant/Bookkeeper | 1 |
| | Accounting/Office Manager | 1 |
| | Outreach Assistant | 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 |
| | Facilities Maintenance Mechanic | 1 |
| | Light Rail Vehicle Technician | 1 |
| | Network Operations Technician | 1 |
| | Rail Laborer - Internal/External | 1 |
| | Service Worker (Bus and/or Light Rail) | 1 |
| | Student Intern | 1 |
| Sacramento Steps Forward | Full Charge Bookkeeper | 1 |
| | Grants Manager | 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 |
| Sierra Pacific | Solar Installer | 8 |
| | Solar Pool Heating Thermal Installer | 6 |
| Sing Inc. | PT - Member Services Admin | 1 |
| | Singing Coach | 2 |
| SMUD | Utility Lineman | 10 |
| Special Order Systems - SOS | Executive Administrative Assistant | 1 |
| | Office Assistant | 2 |
| | Project Coordinator | 1 |
| | Service Coordinator | 1 |
| St. Marks United Methodist Church | Custodian | 1 |

Employer Activity Report

July 1, 2012 - March13, 2013

| EMPLOYER | JOBS | NO OF POSITIONS |
|---|---|--------------------|
| Tony's Fine Foods, Inc. | Account Manager - San Diego | 1 |
| | 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 | 2 |
| | Facilities Technicians - Day Shift | 1 |
| | Facilities Technicians - Graveyard Shift | 1 |
| | Financial Analyst | 1 |
| | General Warehouse | 1 |
| | Information Technology | 1 |
| | IT Software Support | 1 |
| | IT Support Specialist | 1 |
| | Jr. Financial Analyst | 1 |
| | Order Selector | 6 |
| | Order Selector - Swing Shift | 1 |
| | Pricing Analyst | 1 |
| Pricing Specialist | 2 | |
| Receptionist | 1 | |
| Vehicle Washer | 1 | |
| Tree Pros Arboricultural Services, Inc. | Tree Service Groundsman / Climber | 2 |
| UPS Store | Sales Associate | 1 |
| Vail Resorts | Adult's Ski Instructor Non Certified - Part Time Seasonal - Northstar California | 20 |
| | Assistant Store Manager - Village Rental - Northstar | 20 |
| | Boot Fitter / Sales Associate - Kirkwood Mountain Sports Village Retail | 20 |
| | Cashier, FT Seasonal - Northstar California | 20 |
| | Children's Ski Instructor Non Certified - Part Time Seasonal - Northstar California | 20 |
| | Dining Staff - Northstar, California | 20 |
| | Dishwasher - PT Seasonal - Northstar California | 20 |
| | Entry Grounds Crew - FT Seasonal - Northstar California | 20 |
| | Head Cashier - Kirkwood Ski Resort | 20 |
| | Lead Sales Associate - Kirkwood Mountain Sports Village Retail - Kirkwood, CA | 20 |
| | Service Technician - Kirkwood Ski Resort - Tuning Center | 20 |
| | Ski Technician - Northstar California | 20 |
| | Ski Technician Demo Shop - Northstar California | 20 |
| | Summit Deck and Grille Dining Staff - Northstar California | 20 |
| | Supervisor - Village Rental - Northstar | 20 |
| | Supervisor -Kirkwood Mountain Resorts - Timber Creek Retail | 20 |
| | Supervisor -Kirkwood Ski Resort -871 Village Rentals | 20 |
| | Zephyr Lodge Steward - PT Seasonal - Northstar California | 20 |
| | Visiting Angels Senior Home Care | In-home Caregivers |
| Volt Workforce Solutions | Electronic Test Technician | 10 |
| Warehouse Markets | Cashier | 100 |
| Western & Southern Life Insurance | Sale Representative | 10 |
| Wind Youth Services | Development Associate / Part-Time | 1 |
| 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 | | 1816 |

ITEM IV-C – 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 March 14, 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 1/24/13 |
| 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 | 1/22~23/13 |
| 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 |
| Official | 2/7/2013 | Bank of America 10850 White Rock Rd. Rancho Cordova, CA 95670 | 4/1/2013 | 57 | Pending |

Dislocated Worker Information PY 2012/2013

The following is an update of information as of March 14, 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 |
|------------|----------------------|---|------------------------------------|-----------------------|---------------------|
| Official | 2/25/2013 | PennySaverUSA.com 11311 White Rock Rd. Sacramento, CA 95742 | 4/27/2013 | 30 | Pending |
| Official | 3/4/2013 | Sacramento Pyramid Alehouse 1029 K Street Sacramento, CA 95814 | 3/4/2013 | 53 | Pending |
| Unofficial | 3/13/2013 | Coca-Cola Company 2200 Stockton Blvd. Sacramento, CA 95817 | 3/14/2013 | 60 | Pending |
| | | | Total # of Affected Workers | 2,382 | |

ITEM IV-D- INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

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

Total wage and salary employment showed month-over decline, but year-over gain

NOTE: Labor Force and Industry data contained in this release differ from previous information due to the U.S. Department of Labor's annual revision process.

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 10.3 percent in January 2013, up from a revised 9.7 percent in December 2012, and below the year-ago estimate of 11.4 percent. This compares with an unadjusted unemployment rate of 10.4 percent for California and 8.5 percent for the nation during the same period. The unemployment rate was 10.0 percent in El Dorado County, 8.9 percent in Placer County, 10.3 percent in Sacramento County, and 12.7 percent in Yolo County.

Between December 2012 and January 2013, total wage and salary employment located in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 10,800 to total 823,600 jobs.

- Trade, transportation, and utilities decreased by 5,600 jobs. The bulk of the losses were in retail trade (down 3,900 jobs). Transportation, warehousing, and utilities (down 1,500 jobs) and wholesale trade (200 jobs) accounted for the remaining decline.
- Professional and business services declined by 2,400 jobs, predominately due to the 1,900-job cutback in administrative and support and waste management and remediation services.
- Construction lost 1,100 jobs over the month. The reductions were scattered throughout construction of buildings (down 300 jobs), specialty trade contractors (down 100 jobs), and other components of the industry (down 700 jobs).
- Financial activities added 800 jobs, mostly in finance and insurance (up 700 jobs).

Between January 2012 and January 2013, total jobs located in the region increased by 11,800 or 1.45 percent.

- Trade, transportation, and utilities reported a gain of 6,000 jobs. Additions in retail trade (up 3,300 jobs), transportation, warehousing, and utilities (up 1,700 jobs), and wholesale trade (up 1,000 jobs) all contributed to the expansion.
- Professional and business services grew by 5,600 jobs. The bulk of the job additions were in administrative and support and waste services (up 4,200 jobs), although professional, scientific, and technical services (up 1,200 jobs) and management of companies and enterprises (up 200 jobs) also reported growth.
- Educational and health services added 2,300 jobs over the year, mostly in health care and social assistance (up 1,800 jobs).
- Government cut back 2,200 jobs, mainly in local government (down 1,900 jobs).

REPORT 400 C
Monthly Labor Force Data for Counties
January 2013 - Preliminary
 Data Not Seasonally Adjusted

| COUNTY | RANK BY RATE | LABOR FORCE | EMPLOYMENT | UNEMPLOYMENT | RATE |
|--------------------|--------------|-------------------|-------------------|------------------|--------------|
| STATE TOTAL | --- | 18,550,600 | 16,628,800 | 1,921,700 | 10.4% |
| ALAMEDA | 10 | 780,500 | 713,300 | 67,200 | 8.6% |
| ALPINE | 18 | 560 | 510 | 60 | 9.9% |
| AMADOR | 27 | 16,350 | 14,410 | 1,950 | 11.9% |
| BUTTE | 31 | 101,600 | 88,700 | 12,900 | 12.7% |
| CALAVERAS | 33 | 18,960 | 16,460 | 2,500 | 13.2% |
| COLUSA | 58 | 11,680 | 8,440 | 3,240 | 27.7% |
| CONTRA COSTA | 10 | 539,400 | 492,700 | 46,600 | 8.6% |
| DEL NORTE | 35 | 11,470 | 9,910 | 1,560 | 13.6% |
| EL DORADO | 20 | 90,100 | 81,100 | 9,000 | 10.0% |
| FRESNO | 48 | 441,000 | 370,300 | 70,600 | 16.0% |
| GLENN | 43 | 12,720 | 10,750 | 1,970 | 15.5% |
| HUMBOLDT | 23 | 60,300 | 54,000 | 6,300 | 10.4% |
| IMPERIAL | 57 | 78,000 | 57,900 | 20,100 | 25.8% |
| INYO | 17 | 9,450 | 8,540 | 900 | 9.6% |
| KERN | 39 | 395,700 | 339,700 | 55,900 | 14.1% |
| KINGS | 49 | 61,000 | 50,900 | 10,200 | 16.7% |
| LAKE | 43 | 25,300 | 21,370 | 3,930 | 15.5% |
| LASSEN | 34 | 13,130 | 11,390 | 1,740 | 13.3% |
| LOS ANGELES | 24 | 4,894,400 | 4,360,100 | 534,300 | 10.9% |
| MADERA | 37 | 69,900 | 60,200 | 9,600 | 13.8% |
| MARIN | 1 | 141,400 | 133,200 | 8,300 | 5.8% |
| MARIPOSA | 29 | 9,000 | 7,880 | 1,110 | 12.4% |
| MENDOCINO | 18 | 42,540 | 38,310 | 4,230 | 9.9% |
| MERCED | 55 | 113,800 | 92,900 | 20,900 | 18.4% |
| MODOC | 41 | 3,790 | 3,210 | 580 | 15.3% |
| MONO | 13 | 8,950 | 8,170 | 780 | 8.7% |
| MONTEREY | 40 | 223,900 | 191,800 | 32,100 | 14.3% |
| NAPA | 7 | 78,000 | 71,800 | 6,200 | 8.0% |
| NEVADA | 15 | 51,390 | 46,780 | 4,610 | 9.0% |
| ORANGE | 4 | 1,619,500 | 1,504,700 | 114,700 | 7.1% |
| PLACER | 14 | 177,800 | 161,900 | 15,900 | 8.9% |
| PLUMAS | 50 | 9,380 | 7,810 | 1,570 | 16.8% |
| RIVERSIDE | 25 | 950,500 | 841,100 | 109,400 | 11.5% |
| SACRAMENTO | 22 | 678,300 | 608,200 | 70,100 | 10.3% |
| SAN BENITO | 42 | 27,400 | 23,200 | 4,200 | 15.4% |
| SAN BERNARDINO | 26 | 870,000 | 769,200 | 100,800 | 11.6% |
| SAN DIEGO | 10 | 1,601,700 | 1,464,600 | 137,200 | 8.6% |
| SAN FRANCISCO | 3 | 481,500 | 448,600 | 33,000 | 6.8% |
| SAN JOAQUIN | 43 | 299,500 | 252,900 | 46,600 | 15.5% |
| SAN LUIS OBISPO | 5 | 146,900 | 135,900 | 11,000 | 7.5% |
| SAN MATEO | 2 | 397,600 | 372,600 | 25,000 | 6.3% |
| SANTA BARBARA | 9 | 229,200 | 210,000 | 19,200 | 8.4% |
| SANTA CLARA | 6 | 917,400 | 844,600 | 72,800 | 7.9% |
| SANTA CRUZ | 30 | 151,000 | 131,900 | 19,100 | 12.6% |
| SHASTA | 35 | 80,500 | 69,600 | 11,000 | 13.6% |
| SIERRA | 43 | 1,540 | 1,300 | 240 | 15.5% |
| SISKIYOU | 54 | 18,900 | 15,660 | 3,230 | 17.1% |
| SOLANO | 20 | 218,000 | 196,200 | 21,800 | 10.0% |
| SONOMA | 8 | 257,100 | 235,900 | 21,300 | 8.3% |
| STANISLAUS | 47 | 238,800 | 201,500 | 37,300 | 15.6% |
| SUTTER | 56 | 42,700 | 34,700 | 8,000 | 18.8% |
| TEHAMA | 37 | 25,670 | 22,140 | 3,530 | 13.8% |
| TRINITY | 50 | 4,810 | 4,000 | 810 | 16.8% |
| TULARE | 50 | 208,600 | 173,500 | 35,100 | 16.8% |
| TUOLUMNE | 28 | 25,430 | 22,390 | 3,040 | 12.0% |
| VENTURA | 15 | 439,600 | 400,200 | 39,400 | 9.0% |
| YOLO | 31 | 99,900 | 87,200 | 12,700 | 12.7% |
| YUBA | 50 | 27,300 | 22,700 | 4,600 | 16.8% |

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 2012 benchmark and Census 2010 population controls at the state level.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 January 2013 - Preliminary
 Data Not Seasonally Adjusted**

| Area Name | Labor Force | Employment | Unemployment Number | Unemployment Rate | Census Ratios Emp | Census Ratios Unemp |
|-----------------------------|--------------------|-------------------|----------------------------|--------------------------|--------------------------|----------------------------|
| Sacramento County | 678,300 | 608,200 | 70,100 | 10.3% | 1.000000 | 1.000000 |
| Arden Arcade CDP | 56,400 | 50,600 | 5,800 | 10.3% | 0.083249 | 0.082638 |
| Carmichael CDP | 29,200 | 26,900 | 2,300 | 8.0% | 0.044196 | 0.033389 |
| Citrus Heights city | 50,400 | 46,700 | 3,600 | 7.2% | 0.076838 | 0.052031 |
| Elk Grove CDP | 35,200 | 32,200 | 2,900 | 8.4% | 0.052995 | 0.042014 |
| Fair Oaks CDP | 17,200 | 16,200 | 1,000 | 5.6% | 0.026690 | 0.013634 |
| Florin CDP | 12,600 | 10,600 | 2,000 | 16.2% | 0.017414 | 0.029215 |
| Folsom city | 27,100 | 25,900 | 1,300 | 4.7% | 0.042525 | 0.018086 |
| Foothill Farms CDP | 9,700 | 8,300 | 1,400 | 14.1% | 0.013648 | 0.019477 |
| Galt city | 10,800 | 9,000 | 1,800 | 16.8% | 0.014787 | 0.025876 |
| Gold River CDP | 4,800 | 4,700 | 100 | 2.0% | 0.007807 | 0.001391 |
| Isleton city | 400 | 400 | 100 | 13.8% | 0.000606 | 0.000835 |
| La Riviera CDP | 7,000 | 6,500 | 400 | 6.1% | 0.010764 | 0.006121 |
| Laguna CDP | 20,500 | 19,400 | 1,200 | 5.6% | 0.031834 | 0.016416 |
| Laguna West Lakeside CDP | 5,300 | 4,900 | 400 | 7.4% | 0.008082 | 0.005565 |
| North Highlands CDP | 22,400 | 18,800 | 3,600 | 16.1% | 0.030952 | 0.051475 |
| Orangevale CDP | 15,800 | 14,700 | 1,100 | 7.0% | 0.024229 | 0.015860 |
| Parkway South Sacramento CD | 15,900 | 13,000 | 2,900 | 18.1% | 0.021400 | 0.041180 |
| Rancho Cordova City | 30,800 | 27,100 | 3,600 | 11.8% | 0.044619 | 0.052031 |
| Rancho Murieta CDP | 2,300 | 2,200 | 100 | 3.4% | 0.003619 | 0.001113 |
| Rio Linda CDP | 5,800 | 4,800 | 900 | 16.3% | 0.007917 | 0.013356 |
| Rosemont CDP | 13,900 | 12,700 | 1,200 | 8.7% | 0.020867 | 0.017251 |
| Sacramento city | 215,000 | 189,000 | 26,100 | 12.1% | 0.310678 | 0.371731 |
| Vineyard CDP | 5,900 | 5,600 | 300 | 5.3% | 0.009185 | 0.004452 |
| Walnut Grove CDP | 500 | 300 | 100 | 25.3% | 0.000569 | 0.001669 |
| Wilton CDP | 2,800 | 2,600 | 200 | 7.1% | 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

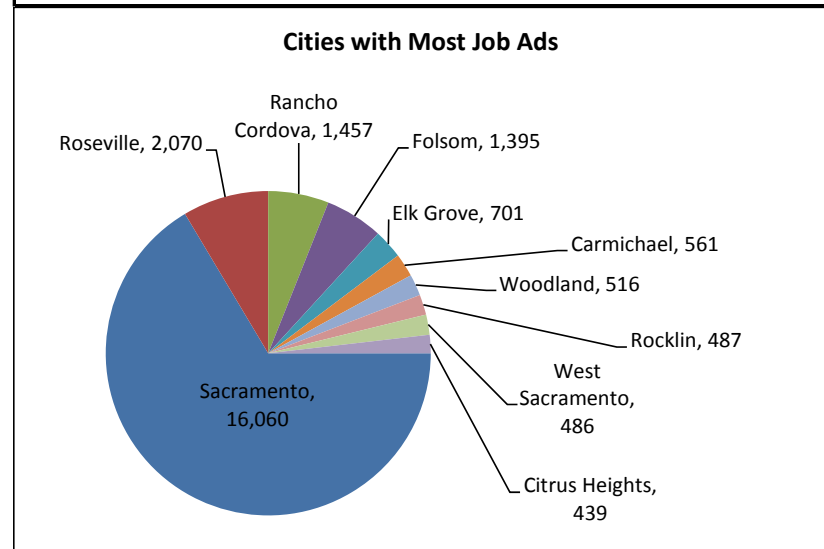
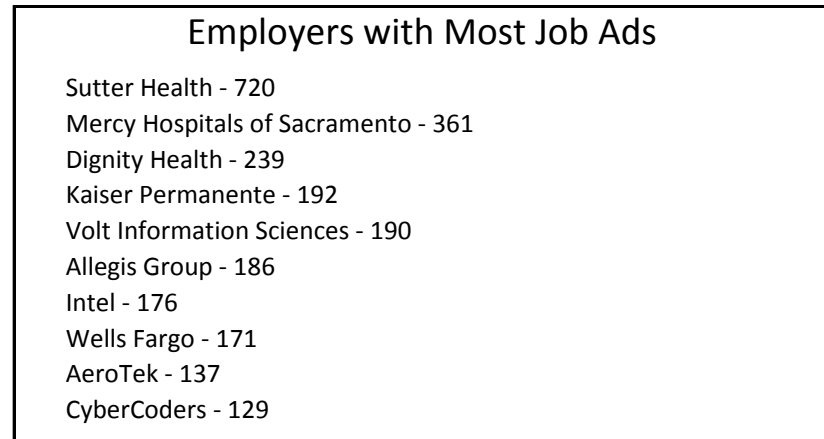
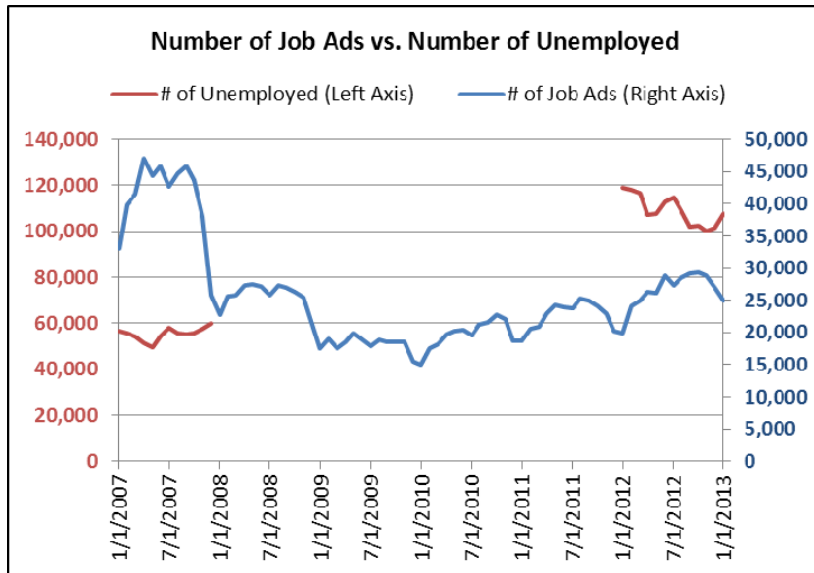
| Area Name | Labor Force | Employment | Unemployment Number | Unemployment Rate | Census Ratios | |
|------------------|--------------------|-------------------|----------------------------|--------------------------|----------------------|--------------|
| | | | | | Emp | Unemp |

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.

Recent Job Ads for Sacramento Arden Arcade Roseville MSA January 2013



Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2012 Benchmark

Data Not Seasonally Adjusted

| | Jan 12 | Nov 12 | Dec 12 | Jan 13 | Percent Change | |
|----------------------------|-----------|-----------|-----------|-----------|----------------|-------|
| | | | Revised | Prelim | Month | Year |
| Civilian Labor Force (1) | 1,045,300 | 1,038,100 | 1,039,800 | 1,046,100 | 0.6% | 0.1% |
| Civilian Employment | 926,400 | 938,100 | 938,400 | 938,400 | 0.0% | 1.3% |
| Civilian Unemployment | 118,900 | 100,000 | 101,400 | 107,700 | 6.2% | -9.4% |
| Civilian Unemployment Rate | 11.4% | 9.6% | 9.7% | 10.3% | | |
| (CA Unemployment Rate) | 11.4% | 9.6% | 9.8% | 10.4% | | |
| (U.S. Unemployment Rate) | 8.8% | 7.4% | 7.6% | 8.5% | | |

| | | | | | | |
|---|---------|---------|---------|---------|--------|--------|
| Total, All Industries (2) | 811,800 | 837,300 | 834,400 | 823,600 | -1.3% | 1.5% |
| Total Farm | 6,800 | 7,600 | 6,900 | 6,700 | -2.9% | -1.5% |
| Total Nonfarm | 805,000 | 829,700 | 827,500 | 816,900 | -1.3% | 1.5% |
| Total Private | 583,300 | 606,700 | 608,300 | 597,400 | -1.8% | 2.4% |
| Goods Producing | 68,200 | 70,800 | 68,600 | 67,900 | -1.0% | -0.4% |
| Mining and Logging | 400 | 400 | 300 | 300 | 0.0% | -25.0% |
| Construction | 34,700 | 36,300 | 34,400 | 33,300 | -3.2% | -4.0% |
| Construction of Buildings | 8,400 | 8,900 | 8,700 | 8,400 | -3.4% | 0.0% |
| Specialty Trade Contractors | 22,000 | 23,500 | 23,100 | 23,000 | -0.4% | 4.5% |
| Building Foundation & Exterior Contractors | 5,100 | 4,900 | 4,800 | 4,500 | -6.3% | -11.8% |
| Building Equipment Contractors | 9,200 | 10,500 | 10,400 | 10,300 | -1.0% | 12.0% |
| Building Finishing Contractors | 4,900 | 4,800 | 4,600 | 4,400 | -4.3% | -10.2% |
| Manufacturing | 33,100 | 34,100 | 33,900 | 34,300 | 1.2% | 3.6% |
| Durable Goods | 22,700 | 23,100 | 23,000 | 23,300 | 1.3% | 2.6% |
| Computer & Electronic Product Manufacturing | 8,000 | 7,700 | 7,700 | 8,100 | 5.2% | 1.3% |
| Nondurable Goods | 10,400 | 11,000 | 10,900 | 11,000 | 0.9% | 5.8% |
| Food Manufacturing | 4,400 | 4,600 | 4,600 | 4,600 | 0.0% | 4.5% |
| Service Providing | 736,800 | 758,900 | 758,900 | 749,000 | -1.3% | 1.7% |
| Private Service Producing | 515,100 | 535,900 | 539,700 | 529,500 | -1.9% | 2.8% |
| Trade, Transportation & Utilities | 135,800 | 146,100 | 147,400 | 141,800 | -3.8% | 4.4% |
| Wholesale Trade | 24,500 | 25,500 | 25,700 | 25,500 | -0.8% | 4.1% |
| Merchant Wholesalers, Durable Goods | 13,700 | 13,800 | 13,900 | 13,800 | -0.7% | 0.7% |
| Merchant Wholesalers, Nondurable Goods | 8,600 | 8,800 | 8,800 | 8,700 | -1.1% | 1.2% |
| Retail Trade | 90,700 | 97,700 | 97,900 | 94,000 | -4.0% | 3.6% |
| Motor Vehicle & Parts Dealer | 11,300 | 12,100 | 12,100 | 12,100 | 0.0% | 7.1% |
| Building Material & Garden Equipment Stores | 7,100 | 7,200 | 7,200 | 7,100 | -1.4% | 0.0% |
| Grocery Stores | 16,700 | 17,500 | 17,400 | 17,300 | -0.6% | 3.6% |
| Health & Personal Care Stores | 5,400 | 5,500 | 5,500 | 5,300 | -3.6% | -1.9% |
| Clothing & Clothing Accessories Stores | 7,500 | 8,700 | 8,600 | 7,600 | -11.6% | 1.3% |
| Sporting Goods, Hobby, Book & Music Stores | 4,300 | 4,600 | 4,700 | 4,300 | -8.5% | 0.0% |
| General Merchandise Stores | 19,900 | 20,800 | 21,400 | 19,500 | -8.9% | -2.0% |
| Transportation, Warehousing & Utilities | 20,600 | 22,900 | 23,800 | 22,300 | -6.3% | 8.3% |
| Information | 15,500 | 15,100 | 14,800 | 14,700 | -0.7% | -5.2% |
| Publishing Industries (except Internet) | 2,800 | 2,700 | 2,700 | 2,700 | 0.0% | -3.6% |
| Telecommunications | 7,900 | 7,500 | 7,400 | 7,400 | 0.0% | -6.3% |
| Financial Activities | 46,900 | 47,800 | 47,800 | 48,600 | 1.7% | 3.6% |
| Finance & Insurance | 35,000 | 35,300 | 35,300 | 36,000 | 2.0% | 2.9% |
| Credit Intermediation & Related Activities | 12,600 | 12,800 | 12,700 | 12,800 | 0.8% | 1.6% |
| Depository Credit Intermediation | 8,400 | 8,400 | 8,400 | 8,500 | 1.2% | 1.2% |
| Nondepository Credit Intermediation | 2,100 | 2,400 | 2,400 | 2,400 | 0.0% | 14.3% |
| Insurance Carriers & Related | 18,400 | 18,800 | 18,900 | 19,100 | 1.1% | 3.8% |
| Real Estate & Rental & Leasing | 11,900 | 12,500 | 12,500 | 12,600 | 0.8% | 5.9% |
| Real Estate | 9,000 | 9,300 | 9,400 | 9,300 | -1.1% | 3.3% |
| Professional & Business Services | 103,800 | 111,900 | 111,800 | 109,400 | -2.1% | 5.4% |
| Professional, Scientific & Technical Services | 50,700 | 52,300 | 52,400 | 51,900 | -1.0% | 2.4% |
| Architectural, Engineering & Related Services | 8,700 | 8,900 | 8,900 | 8,800 | -1.1% | 1.1% |
| Management of Companies & Enterprises | 9,400 | 9,600 | 9,600 | 9,600 | 0.0% | 2.1% |
| Administrative & Support & Waste Services | 43,700 | 50,000 | 49,800 | 47,900 | -3.8% | 9.6% |
| Administrative & Support Services | 41,500 | 47,600 | 47,500 | 45,600 | -4.0% | 9.9% |
| Employment Services | 14,300 | 21,300 | 21,400 | 19,400 | -9.3% | 35.7% |

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2012 Benchmark

Data Not Seasonally Adjusted

| | Jan 12 | Nov 12 | Dec 12 | Jan 13 | Percent Change | |
|---------------------------------------|---------|---------|---------|---------|----------------|-------|
| | | | Revised | Prelim | Month | Year |
| Services to Buildings & Dwellings | 10,700 | 12,000 | 11,700 | 11,500 | -1.7% | 7.5% |
| Educational & Health Services | 104,300 | 107,400 | 107,700 | 106,600 | -1.0% | 2.2% |
| Education Services | 13,500 | 14,500 | 14,200 | 14,000 | -1.4% | 3.7% |
| Health Care & Social Assistance | 90,800 | 92,900 | 93,500 | 92,600 | -1.0% | 2.0% |
| Ambulatory Health Care Services | 39,000 | 40,300 | 40,600 | 40,300 | -0.7% | 3.3% |
| Hospitals | 23,200 | 23,100 | 23,200 | 23,000 | -0.9% | -0.9% |
| Nursing & Residential Care Facilities | 14,800 | 14,800 | 15,000 | 14,900 | -0.7% | 0.7% |
| Leisure & Hospitality | 80,900 | 80,500 | 82,700 | 81,700 | -1.2% | 1.0% |
| Arts, Entertainment & Recreation | 14,200 | 13,600 | 14,500 | 14,300 | -1.4% | 0.7% |
| Accommodation & Food Services | 66,700 | 66,900 | 68,200 | 67,400 | -1.2% | 1.0% |
| Accommodation | 8,500 | 7,800 | 8,000 | 8,200 | 2.5% | -3.5% |
| Food Services & Drinking Places | 58,200 | 59,100 | 60,200 | 59,200 | -1.7% | 1.7% |
| Full-Service Restaurants | 27,200 | 28,200 | 28,700 | 28,200 | -1.7% | 3.7% |
| Limited-Service Eating Places | 28,500 | 29,100 | 29,700 | 28,900 | -2.7% | 1.4% |
| Other Services | 27,900 | 27,100 | 27,500 | 26,700 | -2.9% | -4.3% |
| Repair & Maintenance | 7,900 | 8,100 | 8,000 | 8,000 | 0.0% | 1.3% |
| Government | 221,700 | 223,000 | 219,200 | 219,500 | 0.1% | -1.0% |
| Federal Government | 13,700 | 13,700 | 13,800 | 13,700 | -0.7% | 0.0% |
| Department of Defense | 1,700 | 1,700 | 1,700 | 1,700 | 0.0% | 0.0% |
| State & Local Government | 208,000 | 209,300 | 205,400 | 205,800 | 0.2% | -1.1% |
| State Government | 108,000 | 108,200 | 107,800 | 107,700 | -0.1% | -0.3% |
| State Government Education | 27,100 | 27,900 | 27,800 | 27,600 | -0.7% | 1.8% |
| State Government Excluding Education | 80,900 | 80,300 | 80,000 | 80,100 | 0.1% | -1.0% |
| Local Government | 100,000 | 101,100 | 97,600 | 98,100 | 0.5% | -1.9% |
| Local Government Education | 58,000 | 58,600 | 55,300 | 55,800 | 0.9% | -3.8% |
| Local Government Excluding Education | 42,000 | 42,500 | 42,300 | 42,300 | 0.0% | 0.7% |
| County | 18,100 | 18,000 | 17,800 | 17,900 | 0.6% | -1.1% |
| City | 9,400 | 9,400 | 9,300 | 9,300 | 0.0% | -1.1% |
| Special Districts plus Indian Tribes | 14,500 | 15,100 | 15,200 | 15,100 | -0.7% | 4.1% |

Notes:

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

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

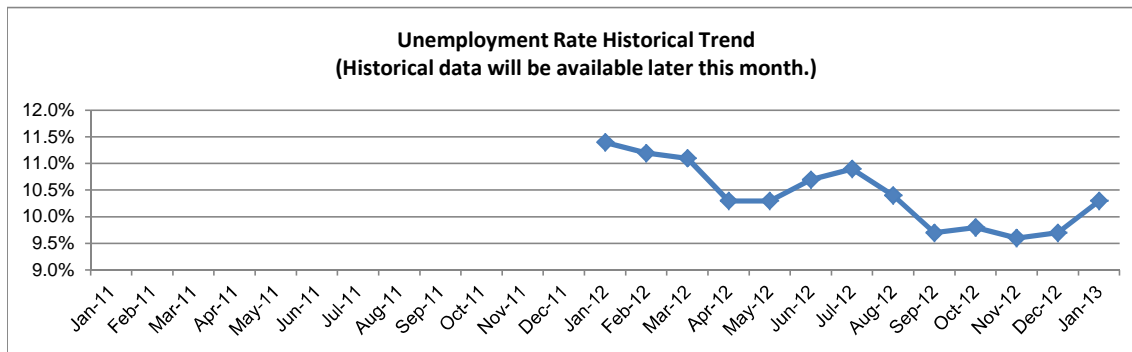
These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Heather Chamizo 916/262-2216 or Diane Patterson 916/865-2453

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

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

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 10.3 percent in January 2013, up from a revised 9.7 percent in December 2012, and below the year-ago estimate of 11.4 percent. This compares with an unadjusted unemployment rate of 10.4 percent for California and 8.5 percent for the nation during the same period. The unemployment rate was 10.0 percent in El Dorado County, 8.9 percent in Placer County, 10.3 percent in Sacramento County, and 12.7 percent in Yolo County.



| Industry | Dec-2012 | Jan-2013 | Change | | Jan-2012 | Jan-2013 | Change |
|-----------------------------------|----------|----------|----------|--|----------|----------|---------|
| | Revised | Prelim | | | | Prelim | |
| Total, All Industries | 834,400 | 823,600 | (10,800) | | 811,800 | 823,600 | 11,800 |
| Total Farm | 6,900 | 6,700 | (200) | | 6,800 | 6,700 | (100) |
| Total Nonfarm | 827,500 | 816,900 | (10,600) | | 805,000 | 816,900 | 11,900 |
| Mining and Logging | 300 | 300 | 0 | | 400 | 300 | (100) |
| Construction | 34,400 | 33,300 | (1,100) | | 34,700 | 33,300 | (1,400) |
| Manufacturing | 33,900 | 34,300 | 400 | | 33,100 | 34,300 | 1,200 |
| Trade, Transportation & Utilities | 147,400 | 141,800 | (5,600) | | 135,800 | 141,800 | 6,000 |
| Information | 14,800 | 14,700 | (100) | | 15,500 | 14,700 | (800) |
| Financial Activities | 47,800 | 48,600 | 800 | | 46,900 | 48,600 | 1,700 |
| Professional & Business Services | 111,800 | 109,400 | (2,400) | | 103,800 | 109,400 | 5,600 |
| Educational & Health Services | 107,700 | 106,600 | (1,100) | | 104,300 | 106,600 | 2,300 |
| Leisure & Hospitality | 82,700 | 81,700 | (1,000) | | 80,900 | 81,700 | 800 |
| Other Services | 27,500 | 26,700 | (800) | | 27,900 | 26,700 | (1,200) |
| Government | 219,200 | 219,500 | 300 | | 221,700 | 219,500 | (2,200) |

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
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ITEM IV-E – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Thursday, December 20, 2012
9:00 a.m.

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

Ms. Coventry St. Mary called the meeting to order at 9:04 a.m.; the Pledge of Allegiance was recited. Ms. St. Mary read the Thought of the Day. Ms. Dominique Rios was asked to serve as Secretary. Ms. Victoria Billoups was asked to serve as Parliamentarian.

Members Present:

Victoria Billoups, Elk Grove Unified School District
Dominique Rios-Farias, Sacramento City Unified School District
Sarah Proteau, San Juan Unified School District (arrived at 9:15 a.m.)
Carolyn Wilson, Twin Rivers Unified School District
Annette Duran, WCIC
Sandres Germany, WCIC
Iyshiah Lacey, SETA-Operated Program
Teresa Jay, SETA-Operated Program
Mayra Partida, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Anthony Nelson, SETA-Operated Program (arrived at 9:24 a.m.)
Ana Calderon, Early Head Start (SETA)
Toni Espinoza, Home Base Option
Amarjit Gill, Past Parent Representative
Nse Akang, Foster Parent Representative
Coventry St. Mary, Outgoing Chair

Members Absent:

Gina Roberson, Birth & Beyond Family Resource Centers (excused)
Brandy Revis, Elk Grove Unified School District (unexcused)

New Members Present:

Benjamin Bailey, Sacramento City Unified School District
Summer Durham, Sacramento City Unified School District
Marshaun Tate, SETA-Operated Program

New Members Not Present:

Brandy Revis, Elk Grove Unified School District (unexcused)
Melissa Morgan, Twin Rivers Unified School District (unexcused)
Mai Yang, Early Head Start (Sac. City) (unexcused)
Morgan Aguilar, Early Head Start (San Juan) (unexcused)
Elesia Morris, Sacramento City Unified School District (resigned)

II. Consent Item

A. Approval of the Minutes of the November 27, 2012 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Gill, second/Germany, to approve the November 27, 2012 minutes as distributed.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (St. Mary)

III. Action Items

A. Approval to Delegate Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

Ms. Desha and Ms. Denise Lee reviewed the board item and explained that PAC board members will be participating in the screening and interviewing of potential Head Start employees.

Moved/Espinoza, second/Akang, that the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Sarah Proteau arrived at 9:18 a.m.

B. Election of Policy Council Officers for Program Year 2012-2013

Ms. St. Mary read the officers description. Ms. St. Mary urged all parents to consider running for election for an officer position.

Those interested in the position of Chair: LaTasha Windham, Nse Akang

Vote:

LaTasha: 7

Nse: 11

Mr. Nse Akang will serve as Chair.

Those interested in the position of Vice Chair: lyshiah Lacey, Victoria Billoups, Mayra Partida

Vote:

lyshiah: 5

Victoria: 4

Mayra: 9

Ms. Mayra Partida will serve as Vice Chair.

Those interested in the position of Secretary: Dominique Rios-Farias and Benjamin Bailey.

Vote:

Dominique: 9

Benjamin: 9

Ms. St. Mary voted for Mr. Bailey to break the vote.

Mr. Benjamin Bailey will serve as Secretary.

Those interested in the position of Treasurer: lyshiah Lacey and and LaTasha.

Vote:

lyshiah: 7

LaTasha: 11

Ms. LaTasha Windham will serve as Treasurer.

Those interested in the position of Parliamentarian: Anthony Nelson

Mr. Nelson was the only nominee, and will serve as Parliamentarian.

Moved/Lacey, second/Gill, that the Policy Council elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Show of hands vote: Aye: 18, Nay: 0, Abstention: 1 (St. Mary)

The new officers took their position on the dais.

- C. Selection of Representatives and Alternates to Attend the Annual California Head Start Association (CHSA) Parent Training Conference

Ms. St. Mary reviewed the Policy Council meeting policy. Ms. Marie Desha reviewed the reimbursements parents will be provided for their participation in the conference.

Those interested in attending the conference: Summer Durham, Toni Espinoza, Anthony Nelson, Mayra Partida, LaTasha Windham, and Benjamin Bailey.

Votes:

Summer: 2
Toni: 1
Anthony: 2
Mayra: 3
LaTasha: 6
Benjamin: 2

Representatives: Mayra Partida and LaTasha Windham

Vote for Alternates:

Summer: 8
Anthony: 4
Benjamin: 3

Ms. Sandres Germany and Ms. Annette Durham abstained from voting.

Alternates: Summer Durham and Anthony Nelson

Moved/Lacey, second/Windham, that the Policy Council elect two (2) Representatives and two (2) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference.

Show of hands votes: Aye: 15, Nay: 0, Abstentions: 1 (Akang)
(Ms. Carolyn Wilson and Ms. Amarjit Gill left the meeting prior to the vote.)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar of events.
- Parent/Family Support Unit Events and Activities: No report.
- Parent/Staff Recognitions: None.
- Community Resources-Parents/Staff: No comments.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that the grant year is four months into the year and the budget is 29% spent. The Agency is required to spend no more than 15% on administrative costs which means more funding is spent on children and families. The Agency is required to provide a 25% match for the federal funds and this is done through parents volunteering in the classroom and a variety of other ways. The California Department of Education funding counts toward the federal share. Staff can request a waiver from the Office of Head Start if it appears the federal

match will not be met. Around 80% of the Head Start budget is spent on staff and the rest is rent/utilities and other fixed costs.

Ms. Rios-Farias left at 10:37 a.m.

Ms. Windham stated that she has noticed that a lot of books in the classrooms are torn up; does staff go to the centers to check out the supplies for the children? Ms. Karen Gonzales replied that the SOP centers have a budget and can order books through their budget. It is up to the teachers or site supervisors to ensure the books can be ordered. Ms. Windham stated that there is no first aid kit in the bathroom area and asked if all of the centers have to have a first aid kit? Ms. Gonzales stated that each center definitely has a first aid kit but there is no mandate as to where the first aid kit is located; each center is different. Ms. Lee replied that there are red crosses on cabinets indicating where the first aid kits are located.

Ms. Espinoza inquired how much each center is budgeted for supplies? Ms. Denise Lee replied that for the SOP programs, around \$2,500 per center. However, the delegate agencies may have a different budget for materials and supplies.

B. Fiscal Monitoring Reports: No questions.

C. Governing Board Minutes of October 4, 2012: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. St. Mary reviewed the critique of the November 27 meeting. This report will be included every month.
- Budget/Planning Committee: No additional report.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick stated that another big piece of this Agency is the Workforce Development Department that assists in connecting job seekers with employers. Ms. Kossick distributed a card for the jobs.sacramentoworks.org web site. This particular web site has a lot of great information to find out where jobs are and how to upgrade job skills. Ms. Kossick asked board members to spread the word that it is free and available to the public. These services are paid for by your tax dollars and it is important for all board members to know about the availability of services.

Ms. Windham asked if there are jobs available for teenagers and Ms. Kossick replied that there are lots of jobs on the web site for teens and adults. There are hundreds of jobs available. If a young person is looking for work, go to a Sacramento Works Career Center to talk with a youth specialist.

Ms. Kossick stated that there are literally hundreds of new jobs coming up; there may be staff at each career center that may know what jobs are available in their area.

Ms. Kossick wished everyone Happy Holidays and Merry Christmas.

- B. Head Start Deputy Director's Report: Ms. Denise Lee congratulated the board members on their new officer status. Participation as board officers is a way of shaping the services in the county. One of the best things available is parent involvement. Parents' voices are what makes our program so outstanding. Ms. Lee urged board members to become involved at the subcommittee level. Ms. Coventry St. Mary was thanked for her outstanding leadership over the years. Ms. Lee urged board members to get involved in annual self assessment to find areas of strengths and areas where improvement is needed. In the next 12-18 months, staff expects the federal government to come out and assess SETA Head Start. As part of the preparation for this assessment, it is important to look at ourselves to see what needs to be updated. Pre-assessment will be conducted from January 14-January 18. Parents are encouraged to serve in one of two roles: participate in the safe environment evaluation in the classroom and play yards. Secondly, participate in board member interviews. Training will occur on January 8 for board members participating in the assessment.

Ms. Billoups inquired whether Elk Grove will be doing something similar and Ms. Lee replied that yes but it may be a little more confusing because she sits on a delegate board and the county board.

Ms. Lee encouraged board members to get involved in planning for next year's budget; the planning for the new budget for 2013-2014 school will begin in February. Board members will be notified of the Budget/Planning meetings which will probably be on Tuesday mornings, 9 a.m. during the month of February.

Ms. Lee reviewed the county-wide enrollment report. Attendance in the classroom is crucial for the child's development. Ms. Lee spoke of how Congress determines the amount of funds to build prisons by the enrollment of third grade children.

Ms. Lyshiah Lacey inquired how special education is defined and whether it includes behavioral issues as well? Are parents able to get services? Ms. Lee replied that social/emotional issues are not necessarily categorized as special education. There are services to families experiencing challenging behaviors in the program and outside of the program. Ms. Lee urged parents to talk to the FSW or site supervisor about the issue. There is a new module especially for social/emotionally challenged children. It critical for parents to come forward and seek services for their children.

Ms. Billoups inquired what she could do to get the other representatives involved and attend meetings. Is it something she could take up and handle at the delegate meeting in Elk Grove? Ms. Desha stated that she will follow up with Ms. Claudia Charter regarding the board member.

Mr. Akang asked how well informed are the staff in behavior classes; Ms. Lee stated that the center teacher, site supervisor and family services worker can also talk to him regarding classes to deal with difficult behavior.

Mr. Bailey reported that he sat on a subcommittee on special education workshops and he has information on how to get involved in the process of getting services for children.

C. Head Start Managers' Reports

✓ Brenda Campos: No report.

✓ Lisa Carr: No report.

✓ Karen Gonzales: Ms. Gonzales is the program operations manager and oversees education, special education and mental health for the SETA Operated Program. Her unit will be looking at the same performance standards utilizing the CLASS evaluation tool. This tool evaluates classroom issues and looks at the effectiveness of the teacher. Participants will be visiting classrooms at both the SOP and the delegate agencies.

The Suffold program is a program that assists to help the kids with behavioral issues. The delegates are going through the first and second module; it is a complete shift on how to raise difficult children.

D. Chair's Report: Ms. St. Mary asked board members to raise their hands if they are willing to have their contact information. The roster is distributed only to board members and utilized to make reminder calls. Every board member will receive a ticket for each meeting they attend. At the end of the year, a ticket will be drawn for an electronic gift. Reimbursement forms must be filled out in blue or black ink. Board members are always asked to turn off their cell phones. As outgoing chair, Ms. St. Mary thanked Ms. Kathy Kossick, Ms. Denise Lee, Ms. Alma Hawkins, Ms. Karen Gonzales, Ms. Lisa Carr, Mr. Roger Bartlett, and Ms. Marie Desha; it has been a wonderful three years.

E. Open Discussion and Comments: Ms. Desha congratulated new officers and thanked Ms. St. Mary for her awesome job as Chair of this board.

F. Public Participation: None.

VII. **Adjournment:** The meeting was adjourned at 11:58 a.m.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 02/28/13)

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

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

| <u>Agency/AFE (HS)(EHS)</u> | <u>Head Start #IEP (% AFE)</u> | | <u>Early Head Start #IFSP (% AFE)</u> | |
|------------------------------------|--------------------------------|--------------|--|--------------|
| Twin Rivers USD (211) | 23 | (11%) | N/A | |
| Elk Grove USD (420) | 49 | (12%) | N/A | |
| Sacramento City USD (1292)(147) | 139 | (11%) | 14 | (10%) |
| San Juan USD (700) (161) | 91 | (13%) | 9 | (6%) |
| WCIC (120) | 12 | (10%) | N/A | |
| SETA (2796) (345) (1878 Tracks) | 169 | (9%) | 44 | (13%) |
| County (4621)* (653)* | 483 | (10%) | 67 | (10%) |

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

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

February, 2013

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 | 366 | 87 |
| Sacramento City USD | 1,292 | 1,311 | 101 | 1,110 | 86 |
| SETA | 1,880 (2,796) | 1,915 | 102 | 1,479 | 79 |
| San Juan USD | 700 | 700 | 100 | 549 | 78 |
| Twin Rivers USD | 211 | 211 | 100 | 185 | 88 |
| WCIC/Playmate Head Start | 120 | 120 | 100 | 103 | 86 |

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 | 107 | 73 |
| SETA | 345 | 339 | 98 | 265 | 77 |
| San Juan USD | 161 | 172 | 107 | 134 | 83 |

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

SETA Head Start

Food Service Operations Monthly Report

*February 2013

February 4th - Lavern Stewart Closed for Painting

February 15th - Daddy & Me Lunch at New Helvetia II
Lunch Provided for 25 guests

February 18th - Presidents Day Holiday

Total Number of Meals and Snacks Prepared for All Kitchens

| Lunch | PM Snack | Breakfast | Field Trips |
|--------|----------|-----------|-------------|
| 39,417 | 23,190 | 27,152 | 80 |

Total Amount of Meals and Snacks Prepared **89,839**

Purchases:

Food \$68,959.36

Non - Food \$15,495.09

Building Maintenance and Repair: \$1,624.88

Kitchen Small Wares and Equipment: \$2,804.52

Vehicle Maintenance and Repair : \$2,329.65

Vehicle Gas / Fuel: \$1,420.82

Normal Delivery Days 19



Head Start Monthly Report

March 2013



SETA-Operated Program

Program Operations Unit:

Teachers have completed the second assessment of the year. This midpoint analysis of the Desired Results Developmental Profile allows teachers to see the patterns of growth for individual children as well as their classroom as a whole. It also provides the data to see what areas may need more attention so teachers can enhance their classrooms as well as make curriculum changes. Each teacher attended a workshop to analyze information gathered from these reports and to develop their action plan. Upcoming home visits and parent conferences will be opportunities for families and teachers to use this information to work together on goals and strategies to promote further growth.

As staff continues their efforts to enhance the CSEFEL Teaching Pyramid strategies in the classrooms, teachers have been attending many training workshops. All SETA teaching staff went through the Module 1- Part B training that looks at providing routines, visual schedules and efficient transitions. In addition, staff members participating in the intensive co-horts attended the "Going Deeper with the Teaching Pyramid" training. The impact of these high quality professional growth opportunities are becoming more and more evident in classrooms as teaching practices reflect newly learned strategies.

Program Support Services Unit:

Quality Assurance Unit - A comprehensive monitoring review of TRUSD was completed in February 5-13, 2013. A total of seven classes and 21 childrens' files were monitored through class observations, document reviews, site inspection, and staff and parent interviews. An exit meeting will be scheduled to discuss and share the results. WCIC was monitored in February 19-25, 2013; results are being summarized for submission and an exit meeting will be scheduled.

Self-Assessment Follow-Up - Content Coordinators for Education, Disabilities, Health, Nutrition and Safe Environments conducted site visits and follow-up on areas identified as out of compliance during the January 2013 Self-Assessment. Technical assistance activities included review of existing policy and procedures, document review and training.

Health Services Advisory Committee (HSAC) - Spring Meeting was held on February 27, 2013. Agenda items included program updates on Self-Assessment 2013 results, Asthma Awareness Training for parents through the Breathe California grant and, policy and procedure on use of non-alcohol-based hand sanitizers. Community partners also provided information to help address challenges faced by families in accessing medical and dental services due to changes resulting from the Affordable Care Act.

Countywide HS/EHS Home Base Meeting was held on February 8, 2013 with a speaker from Child Abuse Prevention Center of Sacramento on the topic of "Professional Boundaries". It was attended by over 40 home visitors from SCUSD, SJUSD and SETA-Operated Program.

Family Partnership Unit:

The Family Engagement Unit has been busy working with parents around school readiness activities. The Male Involvement Program has been hosting a series of *Daddy and Me* breakfasts at the Head Start sites. Fathers or father surrogates have been invited to a breakfast hosted by the Head Start site and facilitated by Robert Silva. After enjoying breakfast with their child, Robert gives them a tour of the classroom, talks about what children learn in each learning section, and then they come back together to talk about the importance fathers have in a child's life. We also encourage fathers to take advantage of volunteer opportunities in the classroom.

A fourth training of the year will be held for School Readiness Aides. Parents have been volunteering to work in the classroom with small groups of children. Training takes place quarterly, and a curriculum guide goes out to parents and teachers outlining the activities to facilitate in the classroom. Many classrooms now have School Readiness Aides, and at least four of the parents have expressed an interest in pursuing a career in child development.

The fourth session of the parent CSEFEL (Center on Social Emotional Foundations in Early Learning) workshop is just concluding. In this cohort, parents are enrolled in a six-session workshop on how to promote social development and positive discipline in their family. The feedback has been great. Parents are saying that they are seeing real differences with their child's behavior both at home and in school.

Elk Grove Unified School District

Education Services Update:

The Staff in-service this month was held on February 15, 2013. Alicia Barron, SETA Education Coordinator, presented a Classroom Assessment Scoring System (CLASS) workshop highlighting the domain of classroom organization. Classroom organization focuses upon the importance of behavior management, creating routines, time on task, student engagement, and questioning techniques, to maximize student learning each day.

Enrollment:

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of February was 87%.

Disabilities Services and Mental Health Services Update:

The program educators and clerks have worked closely with Florence Oneto, PreK Social Worker and with Teresa Gannon, PreK Psychologist, to place students with an active IEP into the Head Start program. There are 49 students with active IEPs being served which is eleven percent (11%) of the Head Start student population.

Health Services Update:

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services. Height and weight measurements for each child were completed by the para-educators for the second time this year. Program Educators are in the process of graphing each child's information and contacting parents with health concerns related to underweight and overweight issues.

In February, 242 meals were served to Head Start students.

Family and Community Partnerships Update:

"Latino Family Literacy" classes were held at Samuel Kennedy Elementary School on February 6, 13, 20, and 27. These classes provide Spanish speaking parents information and techniques for working with

their children in the area of literacy and provide strategies for establishing a reading routine in their home. An average of four families attended these classes.

“English Family Literacy” classes were held at Herman Leimbach Elementary School on February 1, 8, 15, and 22. These classes are meant to provide English speaking families with the same information, techniques and strategies as those provided in “Latino Family Literacy”. An average of three parents attended these classes.

“Positive Parenting” classes were held in Spanish at Charles Mack Elementary School on February 5, 12, 19, and 26, and in English at David Reese Elementary School on February 7, 14, 21, and 28. These classes teach parents positive approaches to discipline, stress management techniques, communication skills, and developmental milestones. An average of four parents attended the classes at Charles Mack and an average of two parents attended the classes at David Reese.

Recruitment:

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 allowed to have full enrollment by the end of June for the 2013-2014 school year.

Sacramento City Unified School District

Education:

Professional Learning for February focused on Social/Emotional development. The department’s social workers and resource teachers presented Module 2 of the CSEFEL Teaching Pyramid to teaching staff.

Social workers and resource teachers will be joining teaching staff from the full-inclusion classrooms to participate in three, all-day CSEFEL training sessions, presented at SETA.

CSEFEL Teaching Pyramid was also the topic of two Teacher Collaboration/Common Planning Time meetings which were facilitated by our social workers. The small group format of these meetings allows additional teacher interaction and mentoring.

Health and Nutrition:

Department nurses, Victoria Benson and Lisa Stevens, presented the SCUSD Child Development Department policy on “Non-Alcohol Based Hand Sanitizer Use for Preschoolers” at the Health Advisory Committee meeting held on February 27. The presentation was done at the request of SETA. SETA recently adopted the SCUSD version regarding the use of non-alcohol sanitizer for Head Start preschoolers as their official policy and procedure.

Child Development nurse, Espie Millendez, collected dental follow-up information and data on Head Start preschoolers to share with Smile Keepers. She is in the process of collecting data on dental assessment scores from the Dental Varnish Clinics held this fall.

The three nurses have been busy preparing for the SETA audit, which will take place March 4th – 22nd. School nurse, Victoria Benson reports that the LVN students mentored within SCUSD Child Development Department, graduated from CAJ Skills Center on February 8. She, along with her daughter, attended the graduation ceremony that evening at CAJ Skills Center. SCUSD’s, Child Development Department was acknowledged in appreciation for mentoring several of their LVN students this year.

Mental Health:

Social workers, Valerie Willover, David Aleman, and John Perez, continued monthly evening parent education workshops at the Capital City Family Education Center. The last workshop, "Positive Solutions for Families," was February 21. A new series of workshops began on February 7, and are offered at Hiram Johnson Family Education Center for the eastern sites.

Social Workers are providing coaching for selected teachers on the CSEFEL Pyramid model.

Family and Community Partnerships:

Social workers completed self-assessment processes for Family and Community Partnerships and Mental Health service areas.

Governance:

Three Policy Committee representatives reported on their two-day attendance at the California Head Start Association Family Engagement Conference held in San Diego. The parents enjoyed the experience, and gained useful information that they were able to implement immediately.

Parent Education:

Social Workers have begun a second series of CSEFEL workshops for parents, titled, "Positive Solutions for Families". These workshops are a four-week series. The workshops are held once per month; Wednesday evenings for English speaking families, and Thursday evenings for Spanish speaking families. Families are provided a light meal and childcare during their workshop.

San Juan Unified School District

Education Services Update:

The Houghton Mifflin theme, Construction Zone, was the focus for February. Children explored buildings, construction zones, and building materials. Children reviewed the letters Ff, Aa, Zz, and learning the letters Bb, Mm, and Rr. Students explored creating patterns, and will transition to linear patterns. The second Desired Results Developmental Profile assessments are complete. Teachers will be involved in data analysis by early March. This process includes the creation of activities designed to promote growth for each individual student as well as whole class activities in the domain of social, emotional, cognitive and physical growth.

Disabilities Services Update:

A variety of activities and materials were introduced to students with a focus on vocabulary, fine motor skills and social interaction with other children and adults within the classroom and the community. Field trips to local businesses were taken to reinforce the concept of community. Teachers had the opportunity to work with the resources team to plan activities that support the students within their individualized sessions.

Identified in the Federal Review report were transition plans. The team will be reviewing current transition plans and will modify as recommended by the report in preparation for the 2014 Federal Review.

Mental Health Services Update:

Mental Health Therapist participated in parent-teacher conferences to both address specific social-emotional needs of identified children, as well as to provide community resources/mental health referral information. MHT continues to provide Limit Setting workshops for parents and staff throughout program.

Nutrition Services Update:

In 2011-2012 we had 117 children \geq BMI and 228 children \geq 85%. Thus far, the 2012-2013 school year data shows this has decreased to: 31 children \geq 95% BMI and 58 children \geq 85%. The probable cause is due to increased activities, healthier eating, and watching portion sizes. The families are provided training during parent meetings and discussions with the children in the classroom during meals and with other classroom activities.

Health Services Update:

Health is screening one day a week in the centralized screening room, as traveling out to classroom sites to complete or reattempt needed screenings. Health participated in the Smiles for Kids program again this year that provide dental services to children who have no dental home or insurance. Eight children were referred to the program this year. Smile Keepers has begun the second round of dental screenings and fluoride applications for the children in the classrooms. The School Nurse & Health Assistants are following up with all the children that need to be seen by the dentist. The School Nurse & Health Assistants are following up with the children that are obese, overweight, and underweight.

Family and Community Partnerships Update:

The Policy Committee's Budget/Grant subcommittee finished its work in early February culminating in the approval of the budget/grant at the February 14 meeting. In addition, two representatives were active in helping to make recommendations for employment positions. A representative from Howe Ave. School sat on an interview panel for the Director of Early Elementary Programs position. A representative from Garfield School sat on a panel for a registration position. As always, these extra efforts of time and effort by representatives are greatly appreciated.

Transition Services Update:

February was the month of completing the second DRDP data collection. The teachers will use this data to determine individualization and small group activities in order to plan accordingly for kindergarten readiness. Kindergarten registration also began this month and parents are given the information how to register and documents that are needed for enrollment. Summer Camp is in its early phase of implementation and teachers are asked to identify which children would benefit from the program. With approximately three months left in the school year, teachers are working closely with parents to help ensure readiness for our kindergarten bound students.

Program Support/Staff Training Update:

Teachers and assistants were trained on the CLASS dimension of Quality of Feedback. The topic covered feedback loops where children are engaged around the topic of their work, with teachers responding thoughtfully to their ideas in order to prompt further persistence in the learning activity. Teachers also received a Review of Unit Two: Emotional Management in the Second Step training. This training was coupled with a workshop on adult interactions, empathy and team building through communication.

Fiscal Update:

The Head Start grant for 2013-14 has been completed. Program changes have been made in Head Start & Early Head Start to keep both budgets in balance. With programmatic restructuring, San Juan Head Start & Early Head Start are still able to serve the number of children that have been allotted. In order to remain fiscally solvent, all purchasing is done with careful consideration.

Early Head Start:

The staff attended an inspirational training by Dr. Steve L. Robbins, titled Unintentional Intolerance. The staff were moved to reflect on their own actions and what unintended consequences they may have on others. This training has prompted many rich discussions.

The end of the second child assessment period means that data is being entered and aggregated and individualized development plans are being created for each child. This information will be shared during case management and with parents.

Several newer members to the infant toddler team attended the CHSA conference in February. This gave them an opportunity to deepen their understanding of Early Head Start. Family engagement was a big focus!

The most exciting event from February is the completion of the grant and its submission to SETA. It has been approved by leadership teams, the policy committee and is pending school board approval.

Twin Rivers Unified School District

Events:

Throughout the month of February, students celebrated Black History Month with classroom activities, book reading and a parent quiz about African American history. The month's finale event occurred on February 28. During the school wide event, students performed songs, poems and dances related to historical African American artist. Parents attended the event and were delighted to see their children in action!

The monthly perfect attendance awards assemblies continued in February for all students who have not missed any school during the month of January. Students were celebrated and awarded certificates. During the ceremony, parents were also recognized with certificates for their assistance with the Winterfest event. Parents from each classroom with the most volunteer hours in January were also given school tee-shirts.

Professional Development:

Teachers participated in the Creative Curriculum workshop related to the Clothing investigation study on February 7. The workshop was held at the District Office and is mandatory for all teachers with voluntary participation for teacher assistants. During the workshop, the ECE Leadership Team facilitates make-and-take projects that teaching staff can utilize in their classrooms and additional strategies for extending the curriculum. 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 substitute Health Assistant, Kelli Carrillo, continues to focus on the Nutrition duties. The nutrition activities in the classrooms continue with a focus of healthy fruits and vegetables. The second round of heights and weights will be conducted at the beginning of March 2013.

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. Dental varnishings have been scheduled for March 5-7 for all students.

The School Social Worker/Counselor continues classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. Student groups for social skills and behavioral interventions continue for our students referred by teachers and parents. The groups meet weekly with the Social Worker and continue working on skills needed to be successful in the classroom setting.

The new Community Liaison continues to follow-up on the missing FPA and FPP forms from all HS families. Follow-up on goals set by the families is also occurring. The other Community Liaison is still

on maternity leave with an anticipated return date of April 2, 2013. The Community Liaison completed home visits for families still missing FPA information during the home visit week.

The newly hired Community Liaison will continue 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 second school-wide action plans for the ECERS, CLASS and DRDP-R are being completed based on the results of the second DRDP-R results.

The ERSEA component continues to meet with parents to fill any vacancies and both sites are fully enrolled with established wait lists. Planning for enrollment for 2013-2014 has begun with an anticipated date of mid-April for enrollment to begin.

The Program Design and Management component leader completed a draft of the ERSEA manual. In reviewing the draft, the Enrollment staff determined that additional information related to completing forms needed to be added so additional procedures will be drafted in March 2013.

Policy and Parent Committees:

The Parent Committee meeting at Oakdale was held on February 26. The Policy Committee meeting was held on February 25. The agenda included a review of the monthly reports, the approval of the Community Liaison positions and the selection of a community representative. The Policy Committee had a quorum to vote on the action items. The next meetings are scheduled for March 7 to complete Bylaw revisions and approval of the grant application for 2013-2014.

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 February 2013 parent training was on how to prepare taxes.

The classroom parent meetings for February 2013 focused on how to read and understand the DRDP-R assessment tool. The Education Resource teacher facilitated the parent meetings.

Fiscal:

The Budget Analyst provided another budget overview for the ECE certificated staff at the ECE Leadership Team meeting on February 28. Teachers ordered materials related to their ECERS, DRDP-R and CLASS assessment results and the orders are beginning to arrive.

WCIC

Management:

SETA Monitoring/Quality Assurance (QA) Monitoring Review took place the week of February 19 through 25, 2013 at WCIC/Playmate Head Start Programs #1 and #2. The Final Written Report is forthcoming.

Community Engagement:

The Black Student Union members at California State University, Sacramento, (CSUS) and the 25th Annual Black History Month Black Expo invited Ms. Davis, Executive Director/Head Start Director, to

share her brilliant expertise as a panel member on “Health, Education & Welfare” as it relates to poverty and educating children. This year’s very special BSU Black History Month Presentation, “THE STATE OF BLACK SACRAMENTO” Community Forum discussion was held on Saturday, February 23, 2013 inside the CSUS Student Union Grand Ballroom from 1:00 p.m.-4:00 p.m.

This is an important and most critical time in the lives of African Americans in Sacramento as we prepare for an expansion of opportunity into the new generation of leaders. This community forum was developed to provide insight and information that can lead to resolutions to defray the many prosperity impediments and disparities within the communities. As you are well aware, African Americans have higher unemployment rates; fewer business contracts; a higher propensity of sickness, disease and cancer as a result of poorer healthcare; and preventative care; amongst the highest in high school dropout rates; and lowest in college enrollment; and more single family female head of households than any other minority.

Additionally, the day featured the Black Expo “America Back To Work Careers, Jobs, And Business Faire” from 11am-5pm; also held inside a portion of the Student Union Grand Ballroom. This set-up allowed companies to interact with those in attendance to provide information and services as it relates to careers, business, health and other opportunities.

Congratulations to Ms. Davis, Executive Director/Head Start Director and the entire WCIC/Playmate Head Start Programs’ Team on the nomination to the 2013 International Educators Hall of Fame; this is the 20th Anniversary. The Press Conference was held Tuesday, Feb. 26, 2013 from 2-4 p.m. at the WCIC/Playmate Head Start Program, 3930 8th Avenue. The following Board Members attended: Brenda Usher, Grace Carter-Douglas, and Bill Boyer.

The 2013 Inductees to the International Educators Hall of Fame Induction Ceremony is scheduled for Saturday, March 30, 2013 from 1-4 p.m. at the Antioch Progressive Church, 7560 Amherst Street, Sacramento, CA 95832. We expect educators from around the world to attend. Please make plans to attend!!!

Enrollment:

During the month of February 2013, WCIC’s Enrollment was 100%.

Education:

WCIC/Playmate Head Start Programs received DRDP-PS Assessment Training by Alicia Barron, Education Coordinator from Sacramento Employment and Training Agency on February 14, 2013. Ms. Barron addressed DRDP-PS Assessments by using data for planning. Ms. Barron gave a brief overview on steps to observe and document children’s progress. Teachers are to document daily summaries on anecdotal on each child; rate the DRDP-Instrument; look at the individual child and measure the level of child’s development. Teachers need to see where the child’s strengths and developing skills are in order to fill out the child’s IDP forms. By identifying all of the children’s goals, teachers can easily see how to meet the needs of the each child and plan for the lesson plans.

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

ACF-PI-HS-13-01 Sequestration

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.