



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

KATHY KOSSICK
Executive Director

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, September 4, 2014

TIME: 10:00 a.m.

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

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

PAGE NUMBER

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

- ➔ Recognition of long-term employees (both 20 years):
 - ◆ **Brigette Sullivan**, Workforce Development Professional III
 - ◆ **Sylvia Vera**, Head Start Teacher

II. Consent Items

- | | | |
|----|--|-------|
| A. | Minutes of the August 7, 2014 Regular Board Meeting (Kathy Kossick) | 1-8 |
| B. | Approval of Claims and Warrants (Kathy Kossick) | 9 |
| C. | Approval of Resolution Providing Signature Authority for the Executive Director for Office of Head Start, Administration for Children and Families Program Documents (Kathy Kossick) | 10-11 |

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

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2015 (Kathy Kossick) 12-13
2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Modification of the Agency Classification Plan to Establish the New Classification of Personnel/Human Resources Department Chief (Kathy Kossick) 14-17
3. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency (Legal Counsel) 18-21
4. Approval to Authorize Lease Negotiations for South Sacramento Job Center Office and Classroom Space (William Walker) 22

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

1. Approval of Staff Funding Recommendations for the Refugee Social Services (RSS), Targeted Assistance (TA), Older Refugee Discretionary (ORD), Targeted Assistance Discretionary (TAD) Programs, Program Year 2014-2015 (Michelle O'Camb) 23-29

Community Services Block Grant: None.
One Stop Services: None.

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Fiscal Monitoring Reports (Loretta Su) 30-32
✓ Travelers' Aid
- B. Employer Success Stories and Activity Report (William Walker) 33-36
- C. Dislocated Worker Update (William Walker) 37-38
- D. Unemployment Update/Press Release from the Employment Development Department (Kathy Kossick) 39-48
- E. Head Start Reports (Denise Lee) 49-65
 - Fiscal Report
 - Policy Council Minutes

➤ Program Report

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, AUGUST 28, 2014

ITEM II-A - CONSENT

MINUTES OF THE AUGUST 7, 2014 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the August 7, 2014 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, August 7, 2014
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Councilmember Allen Warren called the meeting to order at 10:02 a.m.

Members Present:

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

II. Consent Items

- A. Minutes of the July 17, 2014 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Staff Recommendation for the Adult Vendor Services (VS) List
- D. Appointment of One Required Partner Member to the Sacramento Works, Inc. Board
- E. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency
- F. Appointment of Member to the Community Action Board
- H. Approval of Resolution to Accept Program Year (PY) 2014-15 CalWORKS Funds from the County of Sacramento, Department of Human Assistance (DHA) and Authorize the SETA Executive Director to Sign Agreement No. DHA-CW-233-15 and any Amendments to the Agreement (Robin Purdy)
- I. Ratification of Payroll Services Contract Extension

The consent items were reviewed; no questions or corrections. Mr. Thatch requested Item G be taken off the consent calendar and voted on separately since it involves money.

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

- A. Approve the July 17, 2014 minutes.
- B. Approve the claims and warrants for the period 7/10/14 through 7/31/14.
- C. Approve the addition of Creative Careers, LLC to the Adult Vendor Services list.
- D. Appoint Ms. Pam Miller to the vacant Required Partner seat on the Sacramento Works, Inc. Board of Directors.

- E. Approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.
 - F. Appoint California Community Credit Union to represent the Private Sector on the SETA Community Action Board.
 - H. Review and approve resolution 2014-04, and authorize the Executive Director to sign the agreement and any amendments to the agreement.
 - I. Ratify the extension of the services contract with High Line Corporation, for an additional two (2) year term, through June 30, 2016, and authorize the Executive Director to negotiate and make any necessary modifications to the agreement.
Roll Call Vote:
Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)
Nay: 0
Abstention: 0
- Moved/Nottoli, second/Scherman, to approve Consent Item II-G as follows:
- G. Approve the Acceptance of Proposition 39 Funding from the California Workforce Investment Board (CWIB), Authorize the Executive Director to Execute the Funding Agreement, Modifications, or Other Documents Required by the Funding Source, and Allocate Funding to Subrecipients.
Roll Call Vote:
Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)
Nay: 0
Abstention: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2014-2015

The public hearing is open continued from the June meeting. Ms. Su stated that there is a net increase in the budget of \$3 million, primarily due to CalWORKS funding.

Moved/Nottoli, second/Scherman, to close the public hearing and approve the SETA budget for 2014-2015.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

- 2. **TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING:** Ratification of Revisions to the Salary Schedule for Head Start Parent Intern and Head Start Substitute Teacher Assistant

Mr. Roy Kim reviewed this item which is brought forward since the minimum wage was increased to \$9.00 per hour. There are two classifications that are affected by the increase with five incumbents in these classifications.

Mr. Warren opened a public hearing. There was no public testimony.

Moved/Yee, second/Scherman, to close the public hearing and approve the new pay ranges for the Head Start Parent Intern and Head Start Substitute Teacher Assistant.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

3. Approval to Authorize Lease Negotiations for South Sacramento Job Center Office and Classroom Space

Ms. Robin Purdy reviewed the revised board item. This process began in March and the deadline was extended to July 31; three proposals were received. Staff reviewed the proposals and all were deemed non-responsive. Staff is recommending not to fund any of the proposals but to extend the RFP with an expanded area for the office space. Ms. Purdy reviewed the areas that would now be included in the RFP area.

Mr. Thatch stated that this has been a difficult search and he expects that working with a broker will produce better results. With our current lease, there is a need to leave the premises and it is a tighter time frame; he feels confident that a space will be located with a broker's assistance.

Mr. Nottoli asked why this process has been so difficult since there is already a lot of area included in the RFP and a lot of vacant buildings. Ms. Kossick stated that the lease terms include a provision that if our funding falls below a certain level, the Agency can get out of the lease. Lessors look at that and decline to submit a proposal due to that provision even though SETA has not done it in over 30 years.

Moved/Yee, second/Scherman, to approve the extension of the RFP with an expanded area for the job center office and classroom space.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approve the Acceptance of Regional Industry Cluster of Opportunity (RICO) Funding from the California Workforce Investment Board (CWIB), Authorize the Executive Director to Execute the Funding Agreement, Modifications, or Other Documents Required by the Funding Source, and Allocate Funding to RICO Collaborating Entities

Ms. Purdy stated that this is a continuation of a grant targeting alternative fuel. Partners in this collaboration include Valley Vision, American River College, SARTA, and Sacramento Clean Cities Coalition; all have been included as a sole source provider. The coalition is under City of Sacramento's umbrella.

Moved/Yee, second/Schenirer, to approve the acceptance of the RICO grant funding from the CWIB in the amounts of \$175,000 for the Talent Pipeline project and \$125,000 for the Sustainability project and authorize the Executive Director to execute the funding agreements, any modifications, or other documents required by the funding source, and enter into subcontracts with collaborating organizations.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

2. Approval to Augment Sacramento Works Training Center (SWTC) and On-the-Job Training/Subsidized Employment (OJT/SE) Providers

Ms. Purdy stated that this agenda item adds additional slots to providers procured last year. The Agency received expanded funding from DHA and these funds will target CalWORKs customers.

Moved/Yee, second/Nottoli, to approve the augmentation of WIA Adult and CalWORKs funds in the amount of \$58,280 to Crossroads Diversified Services to provide an additional 10 (3 WIA Adult; 7 CalWORKs) OJT/SE opportunities to SWTC customers. The following is the breakdown by funding source:

- WIA Adult \$34,984
- CalWORKs \$23,296

ESE Augmentations -

Approve augmenting the existing ESE and OJT/SE providers CalWORKs funds in the amounts reflected below to expand the provision of intensive job retention and job development services, and OJT contract development, including the payment of wage subsidies under SETA's CalWORKs ESE program:

Agency	Amount	# of Participants
Asian Resources, Inc.	\$75,130	10
Bach Viet Association, Inc.	69,020	10

Folsom Cordova Community Partnership	76,550	10
La Familia Counseling Center	71,050	10
Lao Family Community Development	78,290	10
NSBIF	86,955	15
TOTAL	\$456,995	65

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

- Approval to Augment Existing Workforce Investment Act (WIA), Title I, Youth Program Providers to Cover Additional Costs Due to an Increase in California's Minimum Wage

Ms. Purdy stated that this is a cleanup item for youth providers to ensure the providers can pay the youth the new minimum wage.

Moved/Scherman, second/Yee, to approve the augmentation recommendation for the WIA, Title I, Youth Program providers for PY 2014-15 as follows:

	PY 2014-15 Allocations	Recommended Augmentation	Recommended Revised PY 2014-15 Allocations
Out-of-School Youth			
Asian Resources, Inc.	\$245,728	\$7,233	\$252,961
La Familia Counseling Center, Inc.	293,940	10,851	304,791
North State Building Industry Foundation	160,380	5,651	112,031
Sacramento City Unified School District	150,800	4,306	155,106
In-School Youth			
City of Sacramento Department of Parks and Recreation	228,000	10,980	238,980
Crossroads Diversified Services, Inc.	194,250	11,626	205,876
Sacramento Chinese Community Services Center, Inc.	362,880	11,195	374,075
Total		\$61,842	

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

C. CHILDREN AND FAMILY SERVICES:

- Approval of the Submission of the Early Head Start (EHS)-Child Care Partnership and Expansion Application to the Office of Head Start

Ms. Denise Lee reviewed the four providers that will be augmented with the new funds. This includes start-up funds and a play structure at one of the schools.

Moved/Scherman, second/Yee, to approve the submission of the Early Head Start-Child Care Partnership and EHS Expansion application to the Office of Head Start in the amount of \$1,664,460 including Basic, Training/Technical Assistance and One-time Start-Up funds, to expand services to 120 infant/toddlers in Sacramento County.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

V. Information Items

- A. Review of 2013-14 Workforce Investment Act Report: Mr. Ralph Giddings reviewed the new dashboard report. This report provides a concise snapshot of performance for the last year..
- B. Report on American Express Corporate Account Rewards Points Program, FY 2014: Ms. Kossick stated that the points have been used for computer purchases and related items, and wellness support supplies.
- C. Fiscal Monitoring Reports: No questions.
- D. Employer Success Stories and Activity Report: No additional reports.
- E. Dislocated Worker Update: No additional report.

VI. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Ms. Scherman a Happy Birthday on August 18. Ms. Kossick distributed a one-page overview of the Solutions City initiative that has started with the U. S. Conference of Mayors and Starbucks. Staff will be attending the first coffee town hall meeting next Wednesday and will be providing whatever assistance we can regarding workforce issues.
- C. Deputy Directors: Ms. Purdy provided an update on the priority worker program on the arena. The hotline received 2,700 calls from interested people. Staff called them back and of the 2,700, 715 were assessed and 316 were referred to pre-apprenticeship training. There are now 111 in training programs. Turner Construction and Sacramento/Sierra Building & Construction Trades Council, as well as other providers are working to problem solve issues as they arise. There are 10 priority apprentices that are indentured and 10 that will be connected with

the Laborers Union. Staff is working with the Carpenters Union which has established their own apprenticeship program; Matt Kelly is working with them and trying to get an apprenticeship program here in Sacramento. Job Corps has a direct connect with the Operating Engineers. So far, all of the partners are working hard to make this program work.

Mr. Warren stated that this is a big deal and it is very important to make it work. Mr. Warren will be asking SETA and Turner Construction staff to present before the City Council to give an update on identifying priority workers and contractors and keep it in the forefront. It is important to explain the impact of the arena and how it is creating a lot of opportunities for people.

Ms. Purdy stated that staff is also tracking non-union employment; there are two priority workers that went to work for a non-union construction firm.

Mr. Schenirer stated that this could model how other things are done. Perhaps a handbook can be produced on how to do this for future projects. This could be done for smaller projects such as the Whole Foods Market downtown.

Ms. Scherman suggested that if staff does produce a manual, and if we share it with others, have them pay for the manual and the expertise. Mr. Warren stated that this would be a policy decision to redirect some of the fees already paid by the developers.

D. Counsel: None.

E. Members of the Board: None.

F. Public: None.

VII. Adjournment: The meeting was adjourned at 10:51 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/31/14 through 8/28/14, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 7/31/14 through 8/28/14.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL OF RESOLUTION PROVIDING SIGNATURE AUTHORITY FOR THE EXECUTIVE DIRECTOR FOR OFFICE OF HEAD START, ADMINISTRATION FOR CHILDREN AND FAMILIES PROGRAM DOCUMENTS

BACKGROUND:

The Sacramento Employment and Training Agency has been the Head Start grantee for Sacramento County since 1982. From time to time, SETA/Head Start is allocated funds from the Office of Head Start, Administration for Children and Families to provide additional services to the Sacramento County Head Start program. In order to receive such funds, SETA must provide a current resolution identifying, preferably by position, the person(s) authorized to sign documents.

The attached resolution would authorize the SETA Executive Director to execute all OHS/ACF plans, adjustments, modifications, subgrant agreements and any other documents required by the Office of Head Start, Administration for Children and Families. The resolution would remain in full force and effect until revoked by the Governing Board.

RECOMMENDATION:

Approve the attached resolution providing signatory authority to the SETA Executive Director for Office of Head Start, Administration for Children and Families program documents.

STAFF PRESENTER: Kathy Kossick

RESOLUTION NO.: 2014-6

WHEREAS, the Sacramento Employment and Training Agency (SETA) is a joint powers agency of the County of Sacramento and the City of Sacramento; and

WHEREAS, the County of Sacramento and the City of Sacramento have designated the SETA Governing Board as the chief elected official, grant recipient and fiscal agent for the Sacramento County Head Start grant; and

WHEREAS, the Office of Head Start, Administration for Children and Families requires that a current resolution providing for signatory authority be submitted with any ACF document and prefers that such signatory authority be given to a position, rather than an individual; and

WHEREAS, the SETA Governing Board has historically delegated such signatory authority to the Executive Director through periodic resolutions of the Governing Board;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the SETA Governing Board authorizes the Executive Director of SETA to execute all ACF plans, adjustments, modifications, grant applications, subgrant agreements and any other ACF documents required by the Office of Head Start, Administration for Children and Families, United States Department of Health and Human Services.

This authorization shall remain in full force and effect indefinitely until revoked by appropriate resolution of the SETA Governing Board.

On a motion by member _____, seconded by member _____, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board on September 4, 2014.

Aye:

Nay:

Absent:

Chair, SETA Governing Board

Attested:

Clerk of the SETA Governing Board

ITEM III-A – 1 - ACTION

APPROVAL OF RETIREE MEDICAL INSURANCE SUBSIDY
FOR CALENDAR YEAR 2015

BACKGROUND:

Since 1980, medical and dental insurance premiums for retired annuitants have been subsidized by the Sacramento County Employees Retirement System (SCERS). These were declared not to be vested benefits, with no promise of continuing. SETA, as a Special District of the Sacramento County Employees Retirement System (SCERS) is required to take action for its retirees on the subsidy for health care insurance premiums. This action is independent and separate from the County Board of Supervisors who act on behalf of their retired employees.

SETA has never vested retirees with a health care insurance benefit. Beginning with Fiscal Year 2004-05, SCERS funding was no longer available and SETA began to subsidize health care insurance premiums with SETA funds.

On May 4, 2006 the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to new retirees, who, as of January 1, 2007, were SETA/SCERS members that have ten years of SCERS service as of that date. These payments would continue through December 2007.

For calendar year 2008 and 2009, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees and limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007. This included the continuation of the \$25/month towards retiree – only dental plan premiums.

For calendar year 2010 - 2014, the SETA Governing Board took action to continue paying medical subsidies to current retired employees at reduced rates depicted in the chart below and eliminated the dental subsidy. The Board continued to limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007.

Current subsidy/offset payments are as follows:

Years of SCERS service credit	Amount of subsidy
Less than 10 years	\$72
10 years but <15 years	\$90
15 years but <20 years	\$108
20 years but <25 years	\$126
25 years or more	\$144
Dental coverage	\$0

ITEM III-A – 1 – ACTION (continued)
Page 2

Three options are presented for your consideration.

- OPTION A: maintain the current subsidy; see table above (\$25,920 for 22 individuals)
- OPTION B: eliminate the medical subsidy to retirees (\$0)
- OPTION C: approve a subsidy at a lesser amount than the table above

RECOMMENDATION:

Staff is recommending that the Board take action to approve Option A for the next calendar year effective January 1, 2015.

STAFF PRESENTER: Kathy Kossick

ITEM III-A - 2- ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: MODIFICATION
OF THE AGENCY CLASSIFICATION PLAN TO ESTABLISH THE
NEW CLASSIFICATION OF PERSONNEL/HUMAN RESOURCES
DEPARTMENT CHIEF**

BACKGROUND:

Due to upcoming transition within the Agency, the Executive Director is proposing the creation of the job classification of Personnel/Human Resources Department Chief.

The position will be responsible for Agency's Personnel/Human Resource and Facilities/Maintenance functions, including the employee safety program, labor relations, employee recruitment, examination and selection, staff training and development, and the position classification plan.

This classification will be placed in Zone 1 in the Broadband salary schedule (\$63,153 - \$136,890)

Financial Impact:

No additional cost to the Agency.

RECOMMENDATION:

Open a public hearing, receive input, close the public hearing, and approve the job classification of Personnel/Human Resources Department Chief.

STAFF PRESENTER: Kathy Kossick

PERSONNEL/HUMAN RESOURCES DEPARTMENT CHIEF

ORGANIZATIONAL RESPONSIBILITY

The Personnel/Human Resources Department Chief is responsible to and reports to the SETA Executive Director.

DEFINITION

Under administrative direction, plans, organizes, administers and directs the Personnel/Human Resources Department activities and functions. Responsibilities include direct and indirect supervision of professional and technical staff.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the top level management position responsible for the overall administration of the Agency's Personnel/Human Resources Department. The Personnel/Human Resources Department Chief is responsible for providing coordinated and consistent direction to the Agency regarding human resource activities for SETA employees as well as potential employees.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Oversees the functions and activities of personnel, human resources, program development, planning and Agency facilities;
2. Develops and implements division and agency-wide policies and procedures;
3. Provides complex technical assistance on special projects and activities to the Executive Director;
4. Oversees the development of required federal, state or local plans and modifications to plans for the Agency;
5. Administers and directs the SETA position classification plan, employee safety program, employee relations, recruitment and examinations, selection, staff training and development, labor relations, salary administration;
6. Counsels and instructs subordinate staff on employee relations practices and techniques for grievance handling and disciplinary matters;
7. Administers employee evaluation systems;
8. Develops department goals and objectives, reviews achievements, and makes changes when necessary;
9. Directs, supervises, coordinates, reviews and evaluates the work of subordinate staff;
10. Assists the Executive Director to provide direction in planning, developing, coordinating, implementing and administering Agency functions;
11. Oversees the development and implementation of program development and program procurement invoices of the Agency;
12. Serves as resource person to the SETA Governing Board and the Head Start Policy Council;
13. Assists in formulating, administering, and developing Agency long-range goals.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of organization, management, supervision, training and public administration;
- Laws and regulations affecting human resources, compliance, contract negotiation, investigations, labor law, leaves of absence including FMLA, CFRA, PDL and disability leaves, recruitment;

MINIMUM QUALIFICATIONS

Knowledge of (Con't):

- Budget development and fiscal controls;
- Laws and regulations affecting all programs of the Agency.

AND

Ability to:

- Plan, organize, supervise, and coordinate the human resource and facilities functions of the Agency;
- Make effective oral and written presentations;
- Effectively represent SETA's human resource and facilities functions with other government agencies and concerned people;
- Supervise, train and evaluate assigned personnel;
- Establish and maintain cooperative working relationships with staff.

AND

Training and Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. Advanced educational training in public administration, human resources, economics, government or a closely related field, and five years of increasingly responsible human resource experience. At least three years of this experience should be in a management or supervisory position.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;

- Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
- Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
- Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

ITEM III-A - 3 - ACTION

APPROVAL TO AMEND APPENDIX A OF THE CONFLICT OF INTEREST CODE
FOR THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

BACKGROUND:

Pursuant to the Political Reform Act, SETA is required to adopt, maintain and amend, as appropriate, a Conflict of Interest Code. Appendix A to the Conflict of Interest Code identifies by classification the designated employees of SETA required to file conflict of interest statements.

Since the last modification on August 7, one new classification has been identified and needs to be added to Appendix A:

- Personnel/Human Resources Department Chief

If your Board approves the revised Appendix A of the Conflict of Interest Code, it will then be forwarded to the Sacramento County Board of Supervisors for ratification pursuant to its responsibility as the Code Reviewing Body under the Political Reform Act. The revised Conflict of Interest Code will become effective thirty (30) days after its ratification by the Sacramento County Board of Supervisors. The proposed revised Appendix A of the Conflict of Interest Code is attached.

RECOMMENDATION:

Approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

STAFF PRESENTER: Legal Counsel

**CONFLICT OF INTEREST CODE
FOR THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

Pursuant to the Political Reform Act, Government Code Section(s) 81000, et. seq. (“PRA”) the Sacramento Employment and Training Agency (“SETA”) has adopted a Conflict of Interest Code. The PRA requires conforming amendments to be made in Conflict of Interest Codes adopted and promulgated pursuant to the provisions of the PRA.

The Fair Political Practices Commission (“FPPC”) has adopted a regulation, Cal. Adm. Code Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which will be amended to conform to amendments in the PRA after public notice and hearings conducted by the FPPC.

Incorporation by reference in terms of the aforementioned regulation and amendments to it in SETA’s Conflict of Interest Code will save SETA time and money by minimizing the actions required by SETA to keep the Code in conformity with the PRA.

SETA’s current Conflict of Interest Code as adopted pursuant to Resolution No. 2008-1010 is hereby repealed. The terms of Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, together with the attached APPENDIX, shall constitute the Conflict of Interest Code for SETA.

The designation of SETA employees and the applicable disclosure categories are identified in the attached APPENDIX.

This amended Conflict of Interest Code will become effective upon the date of its adoption by the Sacramento County Board of Supervisors.

APPENDIX

Sacramento Employment and Training Agency Conflict of Interest Code Designated Employees

The following persons are designated employees of SETA:

Members of the SETA Governing Board	Workforce Development Quality Control Supervisor
Members of the Workforce Investment Board (WIB) and Youth Council	Workforce Development Manager
Members of the Head Start Policy Council (PC)	Training/Staff Development Officer
Members of the Head Start Parent Advisory Committee (PAC)	Facilities Coordinator
Members of the Community Action Board (CAB)	Children and Family Services Education Program Officer
WIB Legal Counsel	Children and Family Services Support Services Program Officer
SETA Legal Counsel	Children and Family Services Administrative Program Officer
Clerk of the Boards	Workforce Development Analytical Program Officer
Executive Director	Workforce Development Operational Program Officer
Administrative Services Deputy Director	Purchasing Analyst
Children and Family Services Deputy Director	Staff Support Officer
Workforce Development Deputy Director	Workforce Development Professional I, II, III
Administration Department Chief	Head Start Site Director
Fiscal Department Chief	Head Start Coordinator (Education)
Information Systems Department Chief	Head Start Coordinator (Food Service)
Personnel/Human Resources Department Chief	Head Start Coordinator (Social Services/Parent Involvement Services)
Senior Personnel Analyst**	Head Start Courier/Maintenance
Accountant I	Head Start Education Specialist**
Accountant II**	Network Engineer
Accountant III	Web Innovation Engineer
Senior Accountant	Wellness Specialist
Public Information Officer	Head Start Facilities Analyst
Programmer Analyst	Head Start Facilities Specialist
Workforce Development Professional Supervisor	Head Start Head Cook
Human Resources Manager	Head Start Social Services/Parent Involvement Specialist**
Information Technology Analyst I and II	Head Start Manager
Information Technology Services Facilitator	Head Start Clinical Social Worker**
Information Technology Engineering Analyst	Children and Family Services Program Specialist
Workforce Development Analyst Supervisor	
Workforce System Administrator	
Workforce Development Analyst II and III	

** Includes both supervisory and non-supervisory staff

**Sacramento Employment and Training Agency
Conflict of Interest Disclosure Categories**

All persons holding positions listed above shall disclose:

1. Investments in any business entity and income from any source which:
 - A. Within the last two years, has contracted, or in the future foreseeably may contract, with SETA to provide SETA or any of its subgrantees and delegate agencies, services, land, leased space, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103 and 87206.
 - B. Is a subgrantee of SETA, a delegate agency of SETA, or a contractor of SETA, or which, within the last two years was an applicant for a SETA subgrant, delegate agency agreement, or contract. See Government Code Sections 82034, 87103 and 87206.
2. Interests in real property which have a fair market value of \$2,000 or more and interests in real property of any business entity of a ten (10) percent interest or more, which, within the past two years, have been leased or sold or in the future foreseeably may be leased or sold to SETA or any recipient of SETA authorized funds. See Government Code Section 82033.
3. Business positions held in an organization or enterprise operating for profit. See Government Code Sections 82005 and 87302.

ITEM III-A – 4 - ACTION

APPROVAL TO AUTHORIZE LEASE NEGOTIATIONS FOR SOUTH SACRAMENTO JOB CENTER OFFICE AND CLASSROOM SPACE

BACKGROUND

On March 6, 2014 the Board approved the release of a Request for Proposals (RFP) to seek office and classroom space to continue to provide Job Center services in the South Sacramento area. The deadline for the submission of a proposal in response to the RFP was April 18, 2014. No proposals were received by the deadline. As a result, the Board authorized the extension of the RFP at its April 24th meeting with an extended deadline of May 30, 2014. Only one proposal was submitted by the extended deadline, which failed to meet the minimum number of proposal submissions required for procurement. As a result, the Board authorized an additional extension of the RFP at its June 5, 2014 meeting with an extended deadline of July 31, 2014. By the July 31 deadline, three proposals were submitted in response to the RFP. Staff reviewed and evaluated all three proposals and found them to be non-responsive. As a result, the Board authorized an additional extension of the RFP at its August 7, 2014 meeting with an extended deadline of August 29, 2014.

Staff will review and rank the proposals prior to the Board's September 4, 2014 meeting. An oral report and related materials will be provided at the meeting.

RECOMMENDATION

Review the staff report of the proposals received, and authorize staff to enter into lease negotiations with representatives of the top ranked proposal. If unsuccessful, staff will negotiate with the proposal ranked second. Upon successful negotiations, staff will return to the board for action to approve a lease agreement.

STAFF PRESENTER: William Walker

ITEM III-B – 1 – ACTION

APPROVAL OF STAFF FUNDING RECOMMENDATIONS FOR THE REFUGEE SOCIAL SERVICES (RSS), TARGETED ASSISTANCE (TA), OLDER REFUGEE DISCRETIONARY (ORD), TARGETED ASSISTANCE DISCRETIONARY (TAD) PROGRAMS, PROGRAM YEAR 2014-2015

BACKGROUND:

On April 11, 2014 the Board approved the release of a Request for Proposals (RFP) for the Refugee Social Services (RSS) and Targeted Assistance (TA) programs, program year (PY) 2014-2015. Under the RFP, the following services will be provided to refugees, asylees, certified victims of human trafficking, and individuals holding Special Immigrant Visas (SIVs) who are within five (5) years of their arrival in the United States:

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

On June 13, 2014 SETA received 15 proposals. The 15 proposals were submitted by nine applicants requesting a total of \$1,684,730.

Evaluation Process

The proposals were reviewed and scored by an Evaluation Team comprised of eight staff from SETA's Workforce Development and Fiscal Departments, as well as one representative from Sacramento County's Department of Human Assistance (DHA). Proposals were evaluated based on the criteria outlined in the RSS/TA RFP. Areas reviewed and addressed included an applicant's demonstrated experience and ability to:

- Operate, manage, deliver and evaluate all elements of the proposed refugee program
- Attain performance goals (target population, services, enrollment, entered employment, job retention)
- Serve the refugee population
- For employment service activities, develop jobs for the refugee population
- For employment service activities, provide all elements of case management, including the provision of supportive services, the tracking and documenting of services, including progress towards goal attainment, and providing follow-up and job retention services
- Partner, coordinate, and collaborate with DHA and Sacramento Works Job Center (SWJC) staff

STAFF PRESENTER: Michelle O'Camb

ITEM III-B – 1 – ACTION (continued)

Page 2

In addition, the location of current priority refugee populations, proposed applicant agency program service locations, as well as geographic areas targeted by applicant agencies were taken into consideration.

Additionally, proposed costs were evaluated for reasonableness. This was accomplished by comparing proposals to historical costs of similar programs, as well as comparing to the costs of other proposals submitted in response to the RFP.

SETA staff regularly monitors and evaluates RSS and TA-funded program services and providers on overall program performance and ability to meet contractual performance standards. Evaluation criteria reviewed for performance of current SETA-funded applicants included:

- Achievement of contractual, planned service levels (enrollment, service units, entered employment and job retention)
- Ability to enroll and serve the targeted population, with focus on eligible recipients of public cash assistance
- Submission of timely and accurate fiscal and program reports, as well as contract documents

References for non-SETA funded applicants were contacted and asked to provide an assessment of program performance and capabilities. This information was utilized in developing funding recommendations.

Staff is recommending that services provided under the 2014-15 RSS and TA funding be delivered through the following six applicants to the RFP:

- ✓ Asian Resources, Inc.
- ✓ Bach Viet Association, Inc.
- ✓ Hmong Women's Heritage Association, Inc.
- ✓ Lao Family Community Development, Inc.
- ✓ Slavic Assistance Center, Inc.
- ✓ Twin Rivers Unified School District

Proposal summaries and recommendations have been provided under separate cover.

Available Funding

SETA has not received notification of PY's 2014-15 RSS and TA or Older Refugee Discretionary (ORD) allocations. It is anticipated that SETA will receive this information

STAFF PRESENTER: Michelle O'Camb

ITEM III-B – 1 – ACTION (continued)

Page 3

in September 2014. Preliminary estimates indicate that funds available for allocation will be:

RSS: \$460,833

TA: \$318,283

Total: \$779,116

It is anticipated that 661 refugees (228 in the SA & CO component and 433 in employment related components) will receive services. Of the 433 refugees receiving employment services, at least 238 (55%) will enter employment at an average wage of \$9.57 per hour, with a minimum of 167 (70%) retaining employment for 90 days after job placement.

Targeted Assistance Discretionary (TAD) Funding

On May 23, 2013 the SETA Governing Board approved ratification of the submission of SETA's application for TAD funds. SETA was notified by the California Department of Social Services (CDSS)—Refugee Programs Bureau (RPB) in September, 2013 that TAD funding was awarded covering a three-year project period ending September 29, 2016. The project expands employment services to Sacramento County's Iraqi and Afghan refugees who have compelling situations, which have resulted in the provision of employment services for longer than average times due to challenges stemming from a unique experiences that impede their ability to readily find employment, such as medical conditions, mental health issues, specifically post-traumatic stress disorder, and difficulty adjusting to life in the United States.

Staff is recommending that services provided under the 2014-15 TAD funding be delivered through the following three current TAD providers who have consistently met or exceeded contractual service levels:

- ✓ Asian Resources, Inc.
- ✓ Bach Viet Association, Inc.
- ✓ Twin Rivers Unified School District

SETA has not received notification of the TAD award for PY 2014-15. It is anticipated that SETA will receive this information in late September, 2014. Preliminary estimates indicate that funds available for allocation will be:

TAD: \$37,882

It is anticipated that 22 Iraqi and Afghan refugees will receive VESL/ES with the 2014-15 TAD allocation.

STAFF PRESENTER: Michelle O'Camb

Older Refugee Discretionary (ORD) Grant Funding

On June 7, 2012 the SETA Governing Board approved ratification of the submission of SETA's application for ORD funds. SETA was notified by the California Department of Social Services (CDSS)—Refugee Programs Bureau (RPB) in October, 2012 that ORD funding was awarded covering a three-year project period ending September 29, 2015. The project assists refugees 60 years of age and older in accessing naturalization/citizenship, as well as targeted social adjustment and acculturation services.

Staff is recommending that services provided under the 2014-15 ORD funding be delivered through the following ORD provider who has consistently exceeded contractual service levels:

- ✓ Slavic Assistance Center, Inc.

SETA has not received notification of the ORD award for PY 2014-15. It is anticipated that SETA will receive this information in late September or early October, 2014. Preliminary estimates indicate that funds available for allocation will be:
ORD: \$17,452

It is anticipated that 44 older refugees will receive ORD funded services under the PY 2014-15 allocation.

RECOMMENDATION:

Approve staff funding recommendations for the Refugee Social Services (RSS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary (ORD) Grant programs, PY 2014-2015, as indicated on the attached funding charts. Additionally, approve the following stipulations:

- 1) VESL/ES service providers must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 2) All VESL/ES and ES Stand Alone budgets must include a minimum allocation of 5% for supportive services.
- 3) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, at least eight (8) hours a day, from October 1, 2014 through September 30, 2015.
- 4) If the final allocations for RSS, TA, TAD, and/or ORD are less than the anticipated awards, SETA reserves the right to reduce amounts allocated to providers accordingly.
- 5) If the final allocations for RSS and TA are more than anticipated, staff may return with an augmentation recommendation.

**Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Recommendations, PY 2014 - 2015
Component: VESL/ES**

RANK	AGENCY NAME	SWJC/TC COLLABORATION	CURRENT FUNDING RSS/TA/TAD PY 13-14	AMOUNT REQUESTED	# TO BE SERVED	COST PER PART.	STAFF RECOMMENDATION			
							RSS/TA AMOUNT*	TAD AMOUNT**	RSS/TA # TO SERVE	TAD # TO SERVE
1	Bach Viet Association	Lemon Hill, South County	\$118,481	\$297,000	108	\$2,750	\$203,167	\$10,331	81	6
2	Twin Rivers USD	Hillsdale	115,662	100,000	65	1,538	98,462	10,331	64	6
2	Lao Family Community Development	Lemon Hill, Alhambra, Mark Sanders, Franklin, South County	82,708	82,166	40	2,054	80,112	8,610	39	5
2	Asian Resources	Alhambra, Citrus Heights	92,209	243,095	100	2,431	92,376	8,610	38	5
3	International Rescue Committee, Inc.	Greater Sacramento Urban League	0	125,000	50	2,500	***		***	
4	SOAR	Rancho Cordova	95,495	132,000	71	1,859				
4	Folsom Cordova Community Partnership	Rancho Cordova/Mather		58,898	25	2,356				
TOTALS			\$504,555	\$1,038,159	459	\$2,262	\$474,116	\$37,882	222	22

* Subject to award of 2014-15 allocations of RSS and TA funds from ORR

** Subject to approval of 2014-15 TAD funds from ORR

***If final RSS and TA allocations exceed anticipated funding levels, SETA staff may recommend funding IRC for this component.

**Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Recommendations, PY 2014 - 2015
Component: ES Stand Alone**

RANK	AGENCY NAME	SWJC/TC COLLABORATION	CURRENT FUNDING TA PY 13-14	AMOUNT REQUESTED	# TO SERVE	COST PER PART.	STAFF RECOMMENDATION	
							TA AMOUNT*	TA # TO SERVE
1	Bach Viet Association	Lemon Hill, South County	\$67,000	\$147,000	70	\$2,100	\$100,322	67
2	Twin Rivers USD	Hillsdale	69,000	73,200	61	1,200	68,232	56
2	Lao Family Community Development	Lemon Hill, Alhambra, Mark Sanders, Franklin, South County	0	51,000	37	1,378	28,946	21
2	Asian Resources	Alhambra, Citrus Heights	67,000	180,000	120	1,500	67,500	45
3	SOAR	Rancho Cordova	52,000	80,000	85	941		
3	Folsom Cordova Community Partnership	Rancho Cordova/ Mather	0	55,461	40	1,387		
TOTALS			\$255,000	\$586,661	413	\$1,420	\$265,000	189
* Subject to award of 2014-15 allocations of TA funds from ORR								
** Subject to award of 2014-15 TAD funds from ORR								

Sacramento Employment and Training Agency
REFUGEE PROGRAM
 Staff Funding Recommendations, PY 2014 - 2015
Component: SA and CO

RANK	AGENCY NAME	SWJC/TC COLLABORATION	CURRENT FUNDING RSS/ORD PY 13-14	AMOUNT REQUESTED	# TO SERVE	COST PER PART.	STAFF RECOMMENDATIONS			
							RESS AMOUNTS*	ORD AMOUNTS*	RESS # TO SERVE	ORD # TO SERVE
1	Hmong Women's Heritage Association	Alhambra	\$29,696	\$29,910	125	\$239	\$20,000	\$0	84	0
1	Slavic Assistance Center	Citrus Heights/ Alhambra	36,497	30,000	150	200	20,000	17,452	100	44
TOTALS			\$66,193	\$59,910	275	\$218	\$40,000	\$17,452	184	44

* Subject to award of 2014-15 allocations for RSS and ORD funds from ORR

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring report.

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

MEMORANDUM

TO: Ms. Wanda Williams **DATE:** July 22, 2014

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of
Traveler's Aid Emergency Assistance Agency

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$70,000	1/1/13-12/31/13	4/1/13-12/31/13
CSBG	Safety Net	\$70,000	1/1/14-12/31/14	1/1/14-4/30/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 7/14/14

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

Program Operator: Traveler's Aid Emergency Assistance Agency

Findings and General Observations:

- 1) The total costs as reported to SETA from April 1, 2013 to April 30, 2014 for the CSBG program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-B - INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Training 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

**Employment Recruitment Activity Report
July 1 -August 21, 2014**

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
A+ Pro Cleaning LLC	1	Janitorial/House Cleaner	1
	1	Office Assistant	1
Able Force	1	Customer Service Representative (CSR)	11
	1	Intake Rep III	10
Action Military Surplus	1	eBay Technician	1
	10	Retail Clerk	1
Adecco Employment Services	9	Almond Sorter	50
	9	Certified Forklift Driver - Warehouse High Stack	25
		General Laborer	50
	9	Lift Truck Driver - DC	25
	9	Lift Truck Driver - Production	25
	1	Quality Control Inspector	1
	1	Sanitation Worker	25
Alchemist Community Development Corporation	1	Administrative Manager	1
All In Energy	1	Account Manager	1
B&R Head & Block Repair	7	Diesel/Auto Engine Head and Block Repair Technician/Machinist	2
Beutler Corporation	1	Administrative Assistant	1
	1	Customer Service Representative	1
	9	Manufacturing	10
Breathe California	1	Communications Associate	1
Caballo Bronco Barber Styling	10	Barber/Styling Salon Cosmetologist	1
Cal Pac Gutters	7	Gutter Installer	1
California Special Districts Association	1	Member Services Representative	1
Capital Social Services	1	ILS Instructor	2
CEVA Logistics US INC	1	Customer Service Representative II	1
Child Action	6	Programmer	1
Community Link Capital Region	6	Database Program Manager	1
Craig Cares	4	Caregiver/ Personal Attendant	10
Creative Living Options	1	General Administrative Assistant	1
Delta Protective Services	1	Security Guard	10
Developmental Disabilities Service Organization	7	Maintenance Technician I	1
Engineered Monitoring Systems	2	Technician Apprentice	2
	2	Journeyman / Lead Tech	2
Excel Managed Care & Disability Services, Inc.	1	Office Clerk	1
Family Promise of Sacramento	9	Class B/Passenger Endorsement Driver	2
FedEx Ground 958	1	Linehaul Coordinator	1
	1	Maintenance Service Manager	1
	1	Operations Manager	1
	9	Package Handler	50
Frito-Lay	9	Detailer	1
	10	Merchandiser	1
General Produce Company	1	Receptionist	1
Genesis ATC	10	Resource Recovery Specialist	5
	9	Warehouse Attendant	1
GSI	10	Telemarketing Fundraiser	10

**Employment Recruitment Activity Report
July 1 -August 21, 2014**

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
HR Management, Inc.	1	Admissions/Records Clerk III	1
	1	Office Clerk	50
Hunter Douglas Fabrication	9	Entry Level Production Associate	50
J Williams Staffing	1	Community Manager	1
Kings Arena Limited Partnership, LP	1	Box Office Attendant	10
	10	Security Officer	25
L-3 Narda Microwave-West	1	Program Manager	1
Los Rios Community College District	1	Account Clerk II	1
	1	Administrative Assistant I	2
	1	Admissions/Records Clerk III	1
	1	Admissions/Records Evaluator II	1
	1	Athletic Counselor	1
	1	Clerk III	2
	1	College Receiving Clerk/Storekeeper	2
	1	Confidential Human Resources Specialist III	1
	1	Counselor	1
	1	Director of Institutional Research	1
	1	Director of Technical Services Information Technology	1
	1	Disabled Students Programs & Services Coordinator	1
	1	Financial Aid Clerk II	1
	10	Graphic Designer	1
	1	Information Technology Business/Technical Analyst II	2
	6	Information Technology Specialist I - Microcomputer Support	1
	1	Instructional Assistant - Aeronautics	1
	1	Instructional Assistant - Communication, Visual and Performing Arts	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Music	1
	1	Instructional Assistant - Writing/English/Reading	1
	1	Instructional Services Assistant II	1
	1	Laboratory Technician - Science	3
	1	Library Area - Special Project - Instructional Assistant - Library	1
	1	Library/Media Technical Assistant	1
	6	Programmer I	1
	6	Programmer II	1
	10	Research Analyst	1
	1	Senior Information Technology Systems/Database Administrator	1
	1	Student Personnel Assistant - Extended Opportunity Programs and Services	1
Markstein Beverage Co.	9	Class A Commercial Delivery Driver	1
	9	Delivery Helper	1
	10	Merchandiser	1
	9	Night Warehouse Associate	1

**Employment Recruitment Activity Report
July 1 -August 21, 2014**

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
N T Engineering	7	CNC Machine Setup	2
Old Dominion Freightlines	9	Short line & Team Drivers	16
Patriot National Insurance Group	1	Senior Claims Adjuster	2
Pennell Consulting, Inc.	6	Low Voltage Security Electronics Engineer	1
PRIDE Industries	1	Custodian	3
Pro Pacific Fresh	9	Class A or B Route Driver	2
Ready-Set-Go Children's Center	1	Preschool Teacher	4
Resource Staffing Group	10	Team Leader	1
Sacramento Loaves & Fishes	1	Montessori Preschool And Nap Assistant	1
	1	Teacher	1
Sacramento Employment and Training Agency	1	Early Head Start Educator	1
	1	Family Services Worker Range III	1
	1	Senior Accountant	1
Sacramento Regional Transit District	1	Pension and Retirement Administrator	1
Samarrah Independent Living Services	1	Life Skills Educator/ILS	2
SCIS	1	Armed Security Officer	30
Segovia Carehome	4	Direct Care Staff	3
Serenity Respite	4	Respite Caregiver	25
Sierra Asphalt Inc	7	Heavy Duty Mechanic/Welder	1
Stans Auto & Towing	9	Tow Operator	2
Strategies To Empower People STEP	1	Job Coach	10
	10	Personal Attendant	10
Supply	1	Assistant Manager Retail	1
Tony's Fine Foods, Inc.	1	Accounts Receivable Specialist	1
	9	Class C Delivery Driver	
	1	Dispatcher	1
	6	IT Support Specialist II	1
	1	Order Selector - Swing Shift	5
	1	Pricing Specialist	1
	9	Regional Route Driver	1
US Solar Distributing	1	Account Manager	1
Wendy's	7	Maintenance Technician	1
Western States Fire Protection	10	Fire Extinguisher Technician	1
Wollborg Michelson	9	Group Level Processor	50
Total			714

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, 2014.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2014/2015

The following is an update of information as of August 25, 2014 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	6/6/2014	North Sacramento Chrysler Jeep Dodge, LLC 3610 Fulton Blvd. Sacramento, CA 95821	8/3/2014	66	No Job Loss
Official	7/15/2014	Intuit Inc. 620 Coolidge Dr. Suite 200 Folsom, CA 95630	9/15/2014	15	7/30/2014
Official	7/16/2014	Video Products Distributors Inc. 150 Parkshore Dr. Folsom, CA 95630	10/12/2014	90	8/19/2014 8/20/2014
Unofficial	7/16/2014	Orchard Supply Hardware 3350 Arden Way Sacramento, CA 95825	10/10/2014	50	8/26/2014 8/27/2014
			Total # of Affected Workers	221	

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month July was 7.4%.

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: Kathy Kossick

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**
Professional and business services led month and year-over job growth

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 7.4 percent in July 2014, up from a revised 6.9 percent in June 2014, and below the year-ago estimate of 8.9 percent. This compares with an unadjusted unemployment rate of 7.8 percent for California and 6.5 percent for the nation during the same period. The unemployment rate was 7.2 percent in El Dorado County, 6.5 percent in Placer County, 7.7 percent in Sacramento County, and 7.3 percent in Yolo County.

Between June 2014 and July 2014, combined employment located in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 11,100 to total 890,400 jobs.

- Government led the month-over decrease with a 13,800-job decline. The cutback in jobs was concentrated in local government education (down 9,400 jobs) and state government education (down 4,000 jobs). The job reduction was within seasonal norms where it is customary for schools to trim down during the summer break.
- Trade, transportation, and utilities slowed down by 800 jobs, its largest month-over decrease since 2009. Retail trade dwindled by 500 jobs, wholesale trade saw a 200-job dip, and transportation, warehousing, and utilities declined by 100 jobs.
- Financial activities declined by 600 jobs over the month. Finance and insurance receded by 400 jobs. Real estate, rental, and leasing dropped by 200 jobs.
- Professional and business services was the top industry gainer for the month, adding 2,000 jobs from June to July and exceeding its 10-year average by 1,500 jobs. Administrative and support and waste services led the way with a 1,600-job improvement, and professional, scientific, and technical services added 300 jobs.

Between July 2013 and July 2014, total jobs in the region increased by 20,200 or 2.3 percent.

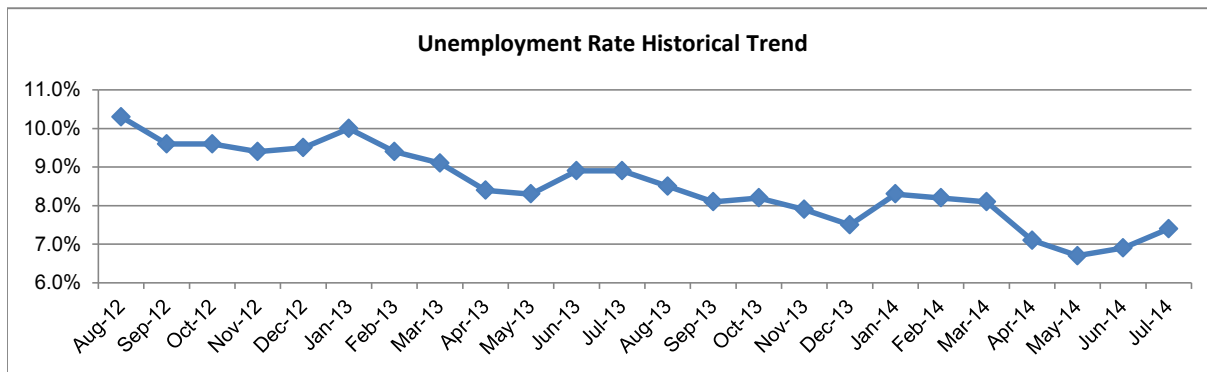
- Professional and business services expanded by 7,800 jobs for the year. Administrative and support and waste services continued to lead the industry with a 4,700-job gain. Professional, scientific, and technical services grew by 2,700 jobs, and management of companies and enterprises added 400 jobs.
- Educational and health services improved year over by 7,500 jobs. Health care and social assistance contributed with a 6,200-job increase. Private education added 1,300 jobs for the year.
- Construction advanced by 1,600 jobs year over. Specialty trade contractors boosted the industry with 1,500 jobs. Residual construction added 400 jobs, while construction of buildings dipped by 300 jobs.
- Three industries saw job declines for the year. Total farm, information, and financial activities each dropped 600 jobs year over.

#####

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 7.4 percent in July 2014, up from a revised 6.9 percent in June 2014, and below the year-ago estimate of 8.9 percent. This compares with an unadjusted unemployment rate of 7.8 percent for California and 6.5 percent for the nation during the same period. The unemployment rate was 7.2 percent in El Dorado County, 6.5 percent in Placer County, 7.7 percent in Sacramento County, and 7.3 percent in Yolo County.



Industry	Jun-2014	Jul-2014	Change		Jul-2013	Jul-2014	Change
	Revised	Prelim				Prelim	
Total, All Industries	901,500	890,400	(11,100)		870,200	890,400	20,200
Total Farm	9,800	10,600	800		11,200	10,600	(600)
Total Nonfarm	891,700	879,800	(11,900)		859,000	879,800	20,800
Mining and Logging	500	500	0		500	500	0
Construction	46,500	46,800	300		45,200	46,800	1,600
Manufacturing	34,800	35,400	600		34,000	35,400	1,400
Trade, Transportation & Utilities	144,000	143,200	(800)		141,700	143,200	1,500
Information	14,500	14,500	0		15,100	14,500	(600)
Financial Activities	50,200	49,600	(600)		50,200	49,600	(600)
Professional & Business Services	119,300	121,300	2,000		113,500	121,300	7,800
Educational & Health Services	132,700	133,000	300		125,500	133,000	7,500
Leisure & Hospitality	90,700	91,000	300		90,200	91,000	800
Other Services	29,300	29,100	(200)		29,100	29,100	0
Government	229,200	215,400	(13,800)		214,000	215,400	1,400

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

REPORT 400 C
Monthly Labor Force Data for Counties
July 2014 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,699,600	17,232,700	1,466,900	7.8%
ALAMEDA	10	788,500	738,000	50,500	6.4%
ALPINE	50	400	350	50	11.4%
AMADOR	29	16,050	14,730	1,320	8.2%
BUTTE	35	102,700	93,500	9,200	9.0%
CALAVERAS	31	19,540	17,850	1,690	8.6%
COLUSA	57	11,650	10,080	1,570	13.5%
CONTRA COSTA	10	543,000	508,000	35,000	6.4%
DEL NORTE	44	10,800	9,700	1,100	10.2%
EL DORADO	19	89,300	82,900	6,500	7.2%
FRESNO	47	457,100	407,900	49,200	10.8%
GLENN	48	12,880	11,450	1,430	11.1%
HUMBOLDT	26	56,500	52,100	4,400	7.8%
IMPERIAL	58	80,400	60,600	19,800	24.7%
INYO	22	9,040	8,380	660	7.3%
KERN	46	393,800	352,700	41,100	10.4%
KINGS	52	60,200	53,300	6,900	11.5%
LAKE	40	26,850	24,250	2,600	9.7%
LASSEN	37	12,190	11,080	1,110	9.1%
LOS ANGELES	33	5,020,800	4,584,600	436,200	8.7%
MADERA	42	68,600	61,700	6,900	10.0%
MARIN	1	144,500	138,100	6,400	4.4%
MARIPOSA	12	10,070	9,420	650	6.5%
MENDOCINO	14	42,580	39,780	2,800	6.6%
MERCED	55	109,900	95,900	14,000	12.7%
MODOC	34	3,720	3,400	330	8.8%
MONO	18	8,200	7,610	590	7.1%
MONTEREY	24	229,500	212,500	17,000	7.4%
NAPA	4	80,100	76,000	4,100	5.1%
NEVADA	16	48,650	45,390	3,260	6.7%
ORANGE	5	1,610,700	1,518,100	92,600	5.7%
PLACER	12	179,600	167,900	11,700	6.5%
PLUMAS	30	9,960	9,130	830	8.3%
RIVERSIDE	39	951,100	861,100	90,100	9.5%
SACRAMENTO	25	681,200	628,800	52,500	7.7%
SAN BENITO	27	26,100	24,100	2,100	7.9%
SAN BERNARDINO	35	860,600	783,300	77,300	9.0%
SAN DIEGO	14	1,603,300	1,497,200	106,100	6.6%
SAN FRANCISCO	3	495,200	470,800	24,400	4.9%
SAN JOAQUIN	48	297,800	264,800	33,000	11.1%
SAN LUIS OBISPO	8	142,000	133,500	8,500	6.0%
SAN MATEO	2	410,500	391,300	19,100	4.7%
SANTA BARBARA	8	223,300	209,900	13,400	6.0%
SANTA CLARA	7	932,100	877,100	54,900	5.9%
SANTA CRUZ	19	154,200	143,100	11,100	7.2%
SHASTA	38	77,900	70,700	7,200	9.2%
SIERRA	31	1,470	1,340	130	8.6%
SISKIYOU	42	18,300	16,470	1,830	10.0%
SOLANO	19	218,100	202,300	15,800	7.2%
SONOMA	6	261,900	246,700	15,100	5.8%
STANISLAUS	50	236,300	209,400	26,900	11.4%
SUTTER	53	41,400	36,400	5,000	12.1%
TEHAMA	45	24,660	22,110	2,550	10.3%
TRINITY	41	4,810	4,340	470	9.8%
TULARE	54	202,400	176,900	25,500	12.6%
TUOLUMNE	28	24,180	22,220	1,950	8.1%
VENTURA	17	428,200	398,400	29,800	7.0%
YOLO	22	97,300	90,100	7,100	7.3%
YUBA	55	27,400	23,900	3,500	12.7%

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 2013 benchmark and Census 2010 population controls at the state level.

REPORT 400 M
Monthly Labor Force Data for California
Counties and Metropolitan Statistical Areas
July 2014 - Preliminary
 Data Not Seasonally Adjusted

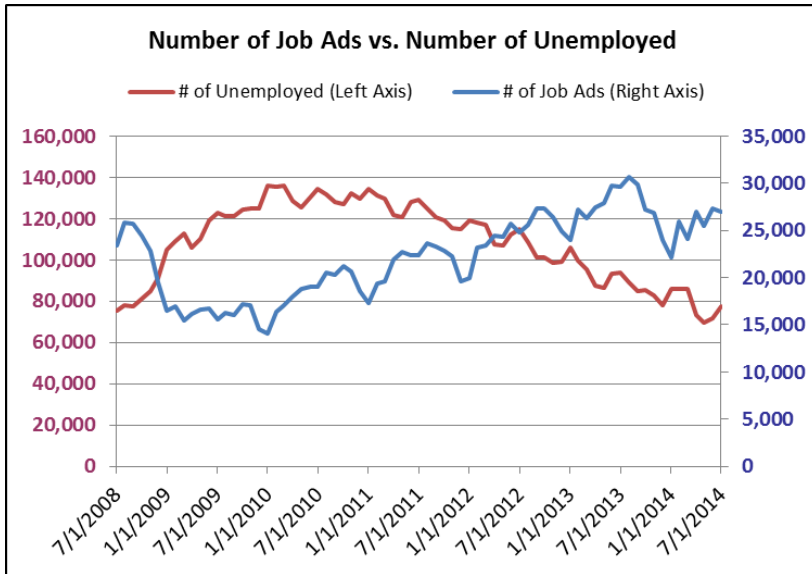
Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,699,600	17,232,700	1,466,900	7.8%
BAKERSFIELD DELANO MSA (Kern Co.)	51	393,800	352,700	41,100	10.4%
CHICO MSA (Butte Co.)	39	102,700	93,500	9,200	9.0%
EL CENTRO MSA (Imperial Co.)	64	80,400	60,600	19,800	24.7%
FRESNO MSA (Fresno Co.)	52	457,100	407,900	49,200	10.8%
HANFORD CORCORAN MSA (Kings Co.)	57	60,200	53,300	6,900	11.5%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	37	5,020,800	4,584,600	436,200	8.7%
MADERA CHOWCHILLA MSA (Madera Co.)	47	68,600	61,700	6,900	10.0%
MERCED MSA (Merced Co.)	61	109,900	95,900	14,000	12.7%
MODESTO MSA (Stanislaus Co.)	55	236,300	209,400	26,900	11.4%
NAPA MSA (Napa Co.)	5	80,100	76,000	4,100	5.1%
OAKLAND FREMONT HAYWARD MD	12	1,331,500	1,246,000	85,500	6.4%
Alameda Co.	12	788,500	738,000	50,500	6.4%
Contra Costa Co.	12	543,000	508,000	35,000	6.4%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	20	428,200	398,400	29,800	7.0%
REDDING MSA (Shasta Co.)	42	77,900	70,700	7,200	9.2%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	42	1,811,800	1,644,400	167,400	9.2%
Riverside Co.	44	951,100	861,100	90,100	9.5%
San Bernardino Co.	39	860,600	783,300	77,300	9.0%
SACRAMENTO ARDEN ARCADE ROSEVILLE MSA	27	1,047,400	969,700	77,700	7.4%
El Dorado Co.	22	89,300	82,900	6,500	7.2%
Placer Co.	15	179,600	167,900	11,700	6.5%
Sacramento Co.	29	681,200	628,800	52,500	7.7%
Yolo Co.	25	97,300	90,100	7,100	7.3%
SALINAS MSA (Monterey Co.)	27	229,500	212,500	17,000	7.4%
SAN DIEGO CARLSBAD SAN MARCOS MSA (San Diego Co.)	17	1,603,300	1,497,200	106,100	6.6%
SAN FRANCISCO SAN MATEO REDWOOD CITY MD	3	1,050,200	1,000,200	49,900	4.8%
Marin Co.	1	144,500	138,100	6,400	4.4%
San Francisco Co.	4	495,200	470,800	24,400	4.9%
San Mateo Co.	2	410,500	391,300	19,100	4.7%
SAN JOSE SUNNYVALE SANTA CLARA MSA	8	958,200	901,200	57,000	5.9%
San Benito Co.	31	26,100	24,100	2,100	7.9%
Santa Clara Co.	8	932,100	877,100	54,900	5.9%
SAN LUIS OBISPO PASO ROBLES MSA (San Luis Obispo Co.)	10	142,000	133,500	8,500	6.0%
SANTA ANA ANAHEIM IRVINE MD (Orange Co.)	6	1,610,700	1,518,100	92,600	5.7%
SANTA BARBARA SANTA MARIA GOLETA MSA (Santa Barbara Co.)	10	223,300	209,900	13,400	6.0%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	22	154,200	143,100	11,100	7.2%
SANTA ROSA PETALUMA MSA (Sonoma Co.)	7	261,900	246,700	15,100	5.8%
STOCKTON MSA (San Joaquin Co.)	53	297,800	264,800	33,000	11.1%
VALLEJO FAIRFIELD MSA (Solano Co.)	22	218,100	202,300	15,800	7.2%
VISALIA PORTERVILLE MSA (Tulare Co.)	60	202,400	176,900	25,500	12.6%
YUBA CITY MSA	59	68,800	60,400	8,500	12.3%
Sutter Co.	58	41,400	36,400	5,000	12.1%
Yuba Co.	61	27,400	23,900	3,500	12.7%
Alpine Co.	55	400	350	50	11.4%
Amador Co.	33	16,050	14,730	1,320	8.2%
Calaveras Co.	35	19,540	17,850	1,690	8.6%
Colusa Co.	63	11,650	10,080	1,570	13.5%
Del Norte Co.	49	10,800	9,700	1,100	10.2%
Glenn Co.	53	12,880	11,450	1,430	11.1%
Humboldt Co.	30	56,500	52,100	4,400	7.8%
Inyo Co.	25	9,040	8,380	660	7.3%
Lake Co.	45	26,850	24,250	2,600	9.7%
Lassen Co.	41	12,190	11,080	1,110	9.1%
Mariposa Co.	15	10,070	9,420	650	6.5%
Mendocino Co.	17	42,580	39,780	2,800	6.6%
Modoc Co.	38	3,720	3,400	330	8.8%
Mono Co.	21	8,200	7,610	590	7.1%
Nevada Co.	19	48,650	45,390	3,260	6.7%
Plumas Co.	34	9,960	9,130	830	8.3%
Sierra Co.	35	1,470	1,340	130	8.6%
Siskiyou Co.	47	18,300	16,470	1,830	10.0%
Tehama Co.	50	24,660	22,110	2,550	10.3%
Trinity Co.	46	4,810	4,340	470	9.8%
Tuolumne Co.	32	24,180	22,220	1,950	8.1%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2013 benchmark and Census 2010 population controls at the state level.

Recent Job Ads for Sacramento Arden Arcade Roseville MSA

July 2014

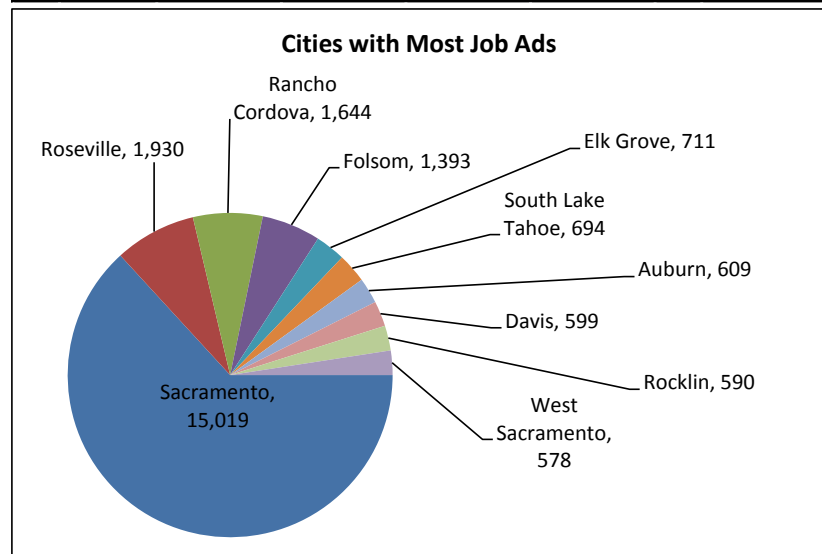


Employers with Most Job Ads

Sutter Health	598
Dignity Health	586
Wellpoint, Inc.	322
Kaiser Permanente	295
Wells Fargo	264
Sears Holdings Corporation	190
Randstad	186
Robert Half International	149
Macy's	146
Intel	144

Occupations with Most Job Ads

Registered Nurses	1224
Retail Salespersons	691
First-Line Supervisors of Retail Sales Workers	601
Heavy and Tractor-Trailer Truck Drivers	558
Customer Service Representatives	522
First-Line Supervisors of Office & Administrative Support	486
Computer User Support Specialists	456
Computer Systems Analysts	427
Software Developers, Applications	389
Medical and Health Services Managers	383



Sources: Employment Development Department, Labor Market Information Division; Help Wanted Online from The Conference Board and WANTED Technologies

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2013 Benchmark

Data Not Seasonally Adjusted

	Jul 13	May 14	Jun 14	Jul 14	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,051,400	1,041,900	1,045,100	1,047,400	0.2%	-0.4%
Civilian Employment	957,500	972,400	973,500	969,700	-0.4%	1.3%
Civilian Unemployment	93,900	69,500	71,600	77,700	8.5%	-17.3%
Civilian Unemployment Rate	8.9%	6.7%	6.9%	7.4%		
(CA Unemployment Rate)	9.4%	7.1%	7.3%	7.8%		
(U.S. Unemployment Rate)	7.7%	6.1%	6.3%	6.5%		
Total, All Industries (2)	870,200	894,100	901,500	890,400	-1.2%	2.3%
Total Farm	11,200	9,300	9,800	10,600	8.2%	-5.4%
Total Nonfarm	859,000	884,800	891,700	879,800	-1.3%	2.4%
Total Private	645,000	656,200	662,500	664,400	0.3%	3.0%
Goods Producing	79,700	80,500	81,800	82,700	1.1%	3.8%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	45,200	46,000	46,500	46,800	0.6%	3.5%
Construction of Buildings	9,900	9,200	9,500	9,600	1.1%	-3.0%
Specialty Trade Contractors	30,000	31,200	31,600	31,500	-0.3%	5.0%
Building Foundation & Exterior Contractors	7,400	7,500	7,600	7,500	-1.3%	1.4%
Building Equipment Contractors	11,700	12,100	12,300	12,400	0.8%	6.0%
Building Finishing Contractors	6,800	7,500	7,600	7,700	1.3%	13.2%
Manufacturing	34,000	34,000	34,800	35,400	1.7%	4.1%
Durable Goods	23,600	24,100	24,500	24,800	1.2%	5.1%
Computer & Electronic Product Manufacturing	7,500	7,300	7,500	7,600	1.3%	1.3%
Nondurable Goods	10,400	9,900	10,300	10,600	2.9%	1.9%
Food Manufacturing	3,900	3,500	3,800	4,100	7.9%	5.1%
Service Providing	779,300	804,300	809,900	797,100	-1.6%	2.3%
Private Service Providing	565,300	575,700	580,700	581,700	0.2%	2.9%
Trade, Transportation & Utilities	141,700	142,600	144,000	143,200	-0.6%	1.1%
Wholesale Trade	25,200	25,200	25,400	25,200	-0.8%	0.0%
Merchant Wholesalers, Durable Goods	14,200	14,200	14,300	14,300	0.0%	0.7%
Merchant Wholesalers, Nondurable Goods	8,500	8,200	8,300	8,300	0.0%	-2.4%
Retail Trade	93,400	94,600	95,500	95,000	-0.5%	1.7%
Motor Vehicle & Parts Dealer	12,400	12,800	12,800	12,900	0.8%	4.0%
Building Material & Garden Equipment Stores	8,100	8,300	8,400	8,300	-1.2%	2.5%
Grocery Stores	17,600	17,600	17,700	17,800	0.6%	1.1%
Health & Personal Care Stores	5,300	5,100	5,100	5,200	2.0%	-1.9%
Clothing & Clothing Accessories Stores	7,100	7,000	7,200	7,200	0.0%	1.4%
Sporting Goods, Hobby, Book & Music Stores	4,000	4,000	3,900	3,900	0.0%	-2.5%
General Merchandise Stores	19,600	19,300	19,500	19,700	1.0%	0.5%
Transportation, Warehousing & Utilities	23,100	22,800	23,100	23,000	-0.4%	-0.4%
Information	15,100	14,600	14,500	14,500	0.0%	-4.0%
Publishing Industries (except Internet)	2,600	2,400	2,400	2,400	0.0%	-7.7%
Telecommunications	7,800	7,700	7,700	7,700	0.0%	-1.3%
Financial Activities	50,200	49,400	50,200	49,600	-1.2%	-1.2%
Finance & Insurance	36,800	36,000	36,400	36,000	-1.1%	-2.2%
Credit Intermediation & Related Activities	13,300	12,600	12,700	12,500	-1.6%	-6.0%
Depository Credit Intermediation	8,000	7,800	7,900	7,700	-2.5%	-3.8%
Nondepository Credit Intermediation	2,600	2,500	2,500	2,400	-4.0%	-7.7%
Insurance Carriers & Related	19,300	19,300	19,600	19,200	-2.0%	-0.5%
Real Estate & Rental & Leasing	13,400	13,400	13,800	13,600	-1.4%	1.5%
Real Estate	10,200	10,300	10,600	10,400	-1.9%	2.0%
Professional & Business Services	113,500	118,400	119,300	121,300	1.7%	6.9%
Professional, Scientific & Technical Services	51,800	53,500	54,200	54,500	0.6%	5.2%
Architectural, Engineering & Related Services	8,800	9,400	9,500	10,000	5.3%	13.6%
Management of Companies & Enterprises	10,200	10,500	10,500	10,600	1.0%	3.9%
Administrative & Support & Waste Services	51,500	54,400	54,600	56,200	2.9%	9.1%
Administrative & Support Services	48,800	52,400	52,100	53,400	2.5%	9.4%
Employment Services	19,700	22,900	22,800	23,000	0.9%	16.8%
Services to Buildings & Dwellings	11,100	11,000	11,100	11,100	0.0%	0.0%

Data Not Seasonally Adjusted

	Jul 13	May 14	Jun 14	Jul 14	Percent Change	
			Revised	Prelim	Month	Year
Educational & Health Services	125,500	134,000	132,700	133,000	0.2%	6.0%
Education Services	11,900	14,400	13,800	13,200	-4.3%	10.9%
Health Care & Social Assistance	113,600	119,600	118,900	119,800	0.8%	5.5%
Ambulatory Health Care Services	41,400	43,900	43,700	43,900	0.5%	6.0%
Hospitals	23,700	24,000	24,100	24,100	0.0%	1.7%
Nursing & Residential Care Facilities	15,600	15,800	15,800	15,700	-0.6%	0.6%
Leisure & Hospitality	90,200	87,600	90,700	91,000	0.3%	0.9%
Arts, Entertainment & Recreation	15,500	13,800	14,300	14,200	-0.7%	-8.4%
Accommodation & Food Services	74,700	73,800	76,400	76,800	0.5%	2.8%
Accommodation	8,600	8,100	8,400	8,500	1.2%	-1.2%
Food Services & Drinking Places	66,100	65,700	68,000	68,300	0.4%	3.3%
Full-Service Restaurants	31,000	29,200	30,400	30,700	1.0%	-1.0%
Limited-Service Eating Places	31,900	31,700	32,600	32,400	-0.6%	1.6%
Other Services	29,100	29,100	29,300	29,100	-0.7%	0.0%
Repair & Maintenance	8,600	8,600	8,500	8,500	0.0%	-1.2%
Government	214,000	228,600	229,200	215,400	-6.0%	0.7%
Federal Government	13,600	13,300	13,400	13,500	0.7%	-0.7%
Department of Defense	1,600	1,600	1,600	1,600	0.0%	0.0%
State & Local Government	200,400	215,300	215,800	201,900	-6.4%	0.7%
State Government	107,400	113,900	114,400	110,200	-3.7%	2.6%
State Government Education	25,200	28,800	29,000	25,000	-13.8%	-0.8%
State Government Excluding Education	82,200	85,100	85,400	85,200	-0.2%	3.6%
Local Government	93,000	101,400	101,400	91,700	-9.6%	-1.4%
Local Government Education	49,400	58,400	57,300	47,900	-16.4%	-3.0%
Local Government Excluding Education	43,600	43,000	44,100	43,800	-0.7%	0.5%
County	18,000	18,300	18,400	18,300	-0.5%	1.7%
City	10,100	9,800	10,400	10,300	-1.0%	2.0%
Special Districts plus Indian Tribes	15,500	14,900	15,300	15,200	-0.7%	-1.9%

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: George Marley 916/227-0298 or Nati Martinez 209/941-6551

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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**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 July 2014 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	681,200	628,748	52,452	7.7%	1.000000	1.000000
Arden Arcade CDP	56,700	52,391	4,309	7.6%	0.083249	0.082638
Carmichael CDP	29,500	27,760	1,741	5.9%	0.044196	0.033389
Citrus Heights city	51,000	48,297	2,703	5.3%	0.076838	0.052031
Elk Grove CDP	35,500	33,299	2,201	6.2%	0.052995	0.042014
Fair Oaks CDP	17,500	16,783	718	4.1%	0.026690	0.013634
Florin CDP	12,500	10,963	1,538	12.3%	0.017414	0.029215
Folsom city	27,700	26,758	942	3.4%	0.042525	0.018086
Foothill Farms CDP	9,600	8,582	1,018	10.6%	0.013648	0.019477
Galt city	10,700	9,341	1,359	12.7%	0.014787	0.025876
Gold River CDP	5,000	4,925	75	1.5%	0.007807	0.001391
Isleton city	400	358	42	10.4%	0.000606	0.000835
La Riviera CDP	7,100	6,781	320	4.5%	0.010764	0.006121
Laguna CDP	20,900	20,043	857	4.1%	0.031834	0.016416
Laguna West Lakeside CDP	5,400	5,108	292	5.4%	0.008082	0.005565
North Highlands CDP	22,200	19,492	2,708	12.2%	0.030952	0.051475
Orangevale CDP	16,100	15,263	837	5.2%	0.024229	0.015860
Parkway South Sacramento CD	15,600	13,447	2,153	13.8%	0.021400	0.041180
Rancho Cordova City	30,800	28,059	2,741	8.9%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,243	58	2.5%	0.003619	0.001113
Rio Linda CDP	5,700	4,999	701	12.3%	0.007917	0.013356
Rosemont CDP	14,000	13,090	910	6.5%	0.020867	0.017251
Sacramento city	214,800	195,253	19,547	9.1%	0.310678	0.371731
Vineyard CDP	6,000	5,766	234	3.9%	0.009185	0.004452
Walnut Grove CDP	400	321	79	19.7%	0.000569	0.001669
Wilton CDP	2,800	2,654	146	5.2%	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. *SETA Staff adjusted numbers to eliminate rounding to the nearest hundred.
- 2) These data are not seasonally adjusted.

Methodology:

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

Data Not Seasonally Adjusted

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

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

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

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

ITEM IV-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

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, June 24, 2014
9:00 a.m.

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

Ms. Windham called the meeting to order at 9:10 a.m. and read the thought of the day. Mr. Kenneth Tate was asked to serve as Secretary and called the roll.

Members Present:

Toni Espinoza, Elk Grove Unified School District
Jill Julian, Sacramento City Unified School District
Lynda Williams, San Juan Unified School District
Steven Wormley, Sacramento City Unified School District (arrived at 9:14 a.m.)
Linda Litka, San Juan Unified School District
Kristyn Ingram, Twin Rivers Unified School District
LaTasha Windham, SETA-Operated Program
Lenda Wheeler, SETA-Operated Program
Kenneth Tate, SETA-Operated Program
Colleen Fietzek, Home Base Representative
Genevieve Levy, Sacramento Food Bank & Family Services
Annette Duran, Past Parent Representative
Kenny Williams, alternate, Men's Activities Affecting Children Committee

Members Absent:

Benjamin Bailey, Sacramento City Unified School District (excused)
Jenna Kline, Community Representative, KVIE Public Television (excused)
Alacya Harris, SETA-Operated Program (unexcused)
Jasmine Thomas, WCIC/Playmate Child Development Center (unexcused)
Richina Siackasorn, WCIC/Playmate Child Development Center (unexcused)
Justin Fietzek, Men's Activities Affecting Children Committee (alternate present)

Mr. Wormley arrived and assumed the duties of Secretary.

Ms. Espinoza was excused at 9:15 a.m.

II. Consent Item

A. Approval of the Minutes of the May 27, 2014 Special Meeting

There were no questions or corrections.

Moved/Wheeler, second/Williams, to approve the May 27, 2014 minutes.
Show of hands vote:

Aye: 11 (Duran, Fietzek, Ingram, Julian, Levy, Litka, Tate, K. Williams, L. Williams, Wheeler, Wormley)

Nay: 0

Abstentions: 1 (Windham)

III. Action Items

A. Election of Policy Council Vice Chair

Ms. Windham reviewed the duties of the Vice Chair position.

Those interested in the Vice Chair position: Kenneth Tate, Lynda Williams, and Lenda Wheeler. Each spoke of their interest in serving.

Votes:

K. Tate: 3

L. Williams: 7

L. Wheeler: 1

Ms. Lynda Williams was congratulated on winning the election for Vice Chair.

Moved/Julian, second/K. Williams, to approve the election of Lynda Williams to serve as Vice Chair.

Show of hands vote:

Aye: 11 (Duran, Fietzek, Ingram, Julian, Levy, Litka, Tate, K. Williams, L. Williams, Wheeler, Wormley)

Nay: 0

Abstentions: 1 (Windham)

B. Appointment of Sacramento Medi-Cal Dental Advisory Committee Alternate

Ms. Brenda Campos reviewed the purpose of this committee and that it is important to have Head Start representation on the committee.

Those interested in serving as alternate: Lenda Wheeler, Steven Wormley. Ms. Wheeler spoke of her interest in serving as alternate. Mr. Wormley withdrew from the nominees. Ms. Windham congratulated Ms. Wheeler for her appointment as alternate on the Sacramento Medi-Cal Dental Advisory Committee.

Moved/L. Williams, second/Julian, to approve the appointment of Lenda Wheeler as alternate to the Sacramento Medi-Cal Dental Advisory Committee.

Show of hands vote:

Aye: 11 (Duran, Fietzek, Ingram, Julian, Levy, Litka, Tate, K. Williams, L. Williams, Wheeler, Wormley)

Nay: 0

Abstentions: 1 (Windham)

IV. Information Items

A. Standing Information Items

- Community Recognition – Ms. Jackie Bates, Public Speaking (Toastmasters) Trainer: Ms. LaTasha Windham and Ms. Linda Williams presented Ms. Jackie Bates with a certificate of appreciation and thanked her for the Toastmasters training. Ms. Campos on behalf of Ms. Lee and the SETA administration, Ms. Bates was thanked for her outstanding training.

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

The board went into closed session at 9:37 a.m. The board went back into open session at 9:52 a.m. and Ms. Windham reported out that the Policy Council approved the following eligible lists: Family Services Worker, Range I; Associate Teacher, Tier II & III; and Associate Teacher/Infant Toddler

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Windham reviewed the calendar of events and requested that all officers plan to attend the upcoming Executive Committee meeting. There will be a special PC/PAC meeting on Tuesday, July 29. This will be a joint meeting. Ms. Hawkins stated that the July 15 PAC meeting will be canceled. The PC meeting scheduled for 7/22 will be canceled. The board will be notified in plenty of time to determine availability. PAC/PC will receive follow-up notification on the July 17 and July 24 Executive Committee meetings. The July 2 Social Hospitality Committee and ex offender meeting is not on the calendar.
- Parent/Family Support Unit Events and Activities: No additional information.
- Public Speaking (Toastmasters) Training Oral Reports: Ms. Windham reported on the May 2 Toastmaster's training.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reported that the expenditures for the ten months of the program is around 85.1%; this is a little high because all of the delegates run traditional programs and have already submitted all of their expenditures. The non-federal share is 26.2% which is above the 25% minimum; the administrative expenses are running at 9.9%.

B. Governing Board Minutes of April 24, 2014: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Williams reviewed the Executive Committee critique.
- B. Budget/Planning Committee: No additional report.
- C. Personnel/Bylaws Committee: Next meeting is June 30 in the Olympus Room.

- D. Social/Hospitality Committee: Ms. Williams spoke of the most recent committee meeting. Mr. Tate spoke of the parent bonding activity. Attendees visited the Shriner's Hospital for Children and had lunch afterward. There were 12 attendees and Mr. Tate stated that he found the tour fascinating.
- E. Men's Activities Affecting Children Committee (MAACC): Mr. Kenny Williams reviewed the latest MAACC meeting. McKinley Park was selected as the site for the next Daddy and Me activity. Mr. Williams distributed a form to recruit more men to become involved in the program.
- F. Maternal, Child and Adolescent Health Advisory Board: Ms. Williams there are issues with the meeting dates/times and the participants are deciding on the dates and times of the meeting. Once she knows of the new date and time, she will inform the board.
- G. Sacramento Medi-Cal Dental Advisory Committee: Ms. Windham will be attending the next meeting.
- H. Community Agency Reports: Ms. Genevieve Levy reported that there are a lot of free summer camps for children. There are two sessions. The summer camp is for children from first grade to teen agers. The Sacramento Food Bank is hiring for two different positions. Ms. Levy suggested people visit their web site for additional information. Mr. Wormley asked why kindergartners are not considered for summer camps and Ms. Levy did not know the reason. There will be another flyer in August for their after school program; this will focus on children with academic needs.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick provided information for the priority apprenticeship program through Turner Construction. This is for individuals interested in working on the new arena; they will eventually go into apprenticeship programs with the labor unions. Ms. Kossick reviewed the information for recruitment in particular ZIP codes and/or have characteristics in the left column. If you are not in a ZIP code, those interested can still participate in the program as a priority worker. There is a jobs hotline to assist people to connect with the program and training opportunities. The ZIP codes were chosen utilizing the Employment Development Department's Labor market information as well as an agreement with the Sacramento Kings to participate in this area.
- B. Head Start Deputy Director's Report: No report.
- C. Head Start Managers' Reports
- T Brenda Campos: Grantee Program Support Services: The Quality Assurance Unit has been finalizing the end-of-year monitoring; staff is evaluating the various centers and is planning when to go back in the early fall to go back and monitor the programs. In August, the Board will receive a spreadsheet broken down by program and key content area with the areas monitored. This report will show the beginning and ending monitoring of the programs and show the children's' improvement in the content areas. There are some potential for interviews for two Education Coordinator; one to work with delegates and the second to do

school readiness program. Ms. Wheeler thanked Ms. Campos for facilitating a great tour of the Head Start kitchen.

T Lisa Carr: Parent, Family & Community Engagement: No report.

T Karen Gonzales: Child Development & Education Services: Ms. Gonzales distributed information for county-wide child assessments that are done throughout the year. This tool is utilized three times per year, fall, winter and spring to measure development levels over the year. The literacy and math skills development come more slowly and more work is done in these areas to ensure children will be “kindergarten ready.”

D. Chair’s Report: No report.

E. Open Discussion and Comments: Ms. Williams reported that recently she discussed with Ms. Desha how to provide information for discount park passes for city, county and national parks. Information for the Printed Bear Activities was distributed for children.

Ms. Windham asked for parents to volunteer to do personnel screening; this will be an all-day event. Ms. Lynda Williams offered to participate.

F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:52 a.m.



Head Start Monthly Report

SETA Operated Program

Family Engagement Unit

July was the end of our program year, and we had a lot to celebrate in the Family Engagement unit. 374 fathers have participated in some sort of male involvement event. This ranged from Daddy and Me breakfast or lunch events, where a male role model was able to come to the early learning center, have a meal with their child, then tour the classroom, participate in circle time activities, and participate in a brief workshop on the importance of male involvement in a child's life. Other events included an Early Head Start home based BBQ at the park. Fathers and other male participants took their children to the playground, made a book with their child, and played games.

This year we had overwhelming success in our Family Literacy Activity Program (FLIP). Parents read or did some other literacy activity with their child(ren) which totaled over 72,000 hours for the program year. That is quite a commitment on a parent's behalf to read to their child each day. For the next program year, we will focus on math activities for parents to do at home with their children.

We also trained 56 School Readiness Aides (SRA) and 73 Parent Aides (PA). School Readiness Aides are assigned a classroom, and work under the supervision of a Head Start teacher and provide small group activities which are directly related to the theme that the class is working on. Having parents in the classroom who have been trained to provide small group instruction has been great not only for the children, but it has given parents an opportunity to see if they might be interested in pursuing a career in Early Childhood Education. Teachers also benefit by having additional adults in the classroom.

Parent Aides are responsible for receiving the food from the central kitchen, prepping the meals, and keeping the food workspace clean. Parent Aides learn the basics of food prep, food safety and sanitation and inventory. Parent Aide volunteers allow teachers to stay in the classroom with children and not have to worry about getting the meal tasks completed. Head Start really runs on parent volunteers!

Family Service Workers were incredibly busy ensuring that all of our slots stayed full and that parents were receiving services. We also were out in the community, making sure that families and community members know about Head Start and Early Head Start services.

Program Support Services

Quality Assurance and Monitoring Unit: SETA-Operated Program HS/EHS Home Base Program was monitored for the month of July. Report will be available by August 15, 2015 during the scheduled Exit Meeting with staff and supervisors. Exit Meeting for WCIC was held on July 23, 2014 at the agency's administrative office.

Program Support Services: Two teams from SETA-Operated Program and Delegate Agencies attended the Practice-Based Coaching (PBC) Leadership Academy held in Woodland, CA on July 16-18, 2014. This training opportunity was provided by National Center for Quality Teaching and Learning (NCQTL) and sponsored by the Office of Head Start (OHS) to support programs implement coaching as part of their professional development programs. Strategic plans that were developed during the Leadership Academy had been presented to the SOP and countywide executive leadership teams for planning and implementation.

Program Information Reports (PIR): Delegates have submitted their annual PIR Reports (HS/EHS) for review and approval by SETA. This report provides demographic information and description of services provided to all enrolled children and families for 2013-2014. A countywide report is due to Office of Head Start by August 31, 2014. A copy of this report will be made available to the public after August 31, 2014.

Early Head Start Partners Program Highlights and Success Stories

**EHS Partners: SCOE and ROCC
Program Highlights and Success Stories
July 2014**

In 2010, SETA partnered with Sacramento County Office of Education (SCOE) and River Oak Center for Children (ROCC) to expand Early Head Start Home-Based Services. Each agency brought in their special training and resources in early intervention and mental health arenas as well as outreach to vulnerable communities they traditionally serve, a transient population and families in foster care. SETA offers training and support and coordinates other services to ensure comprehensive services are provided to all enrolled families. For the past 5 years, this collaboration had made a difference to the lives of many children and their families. We are proud to highlight and share their successes.

**Sacramento County Office of Education
Funded Enrollment: (36)**

	Number Served	Percent of Total
Children participated in the program since January 2010	170	
Children with an IFSP	40	(24%)
Children homeless at enrollment	33	(19%)
Teen moms	17	(10%)
Enrolled as pregnant women (includes teens)	11	(6%)
Foster children	5	(3%)

River Oak Center for Children Early Head Start
Funded Enrollment: (60)

	<u>Number Served</u>	<u>Percent of Total</u>
Children participated in the program since January 2010	243	
Children with an IFSP	26	(10.7%)
Children homeless at enrollment	6	(2.47%)
Teen moms	5	(2.06%)
Enrolled as pregnant women (includes teens)	14	(5.76%)
Foster children	26	(10.7%)

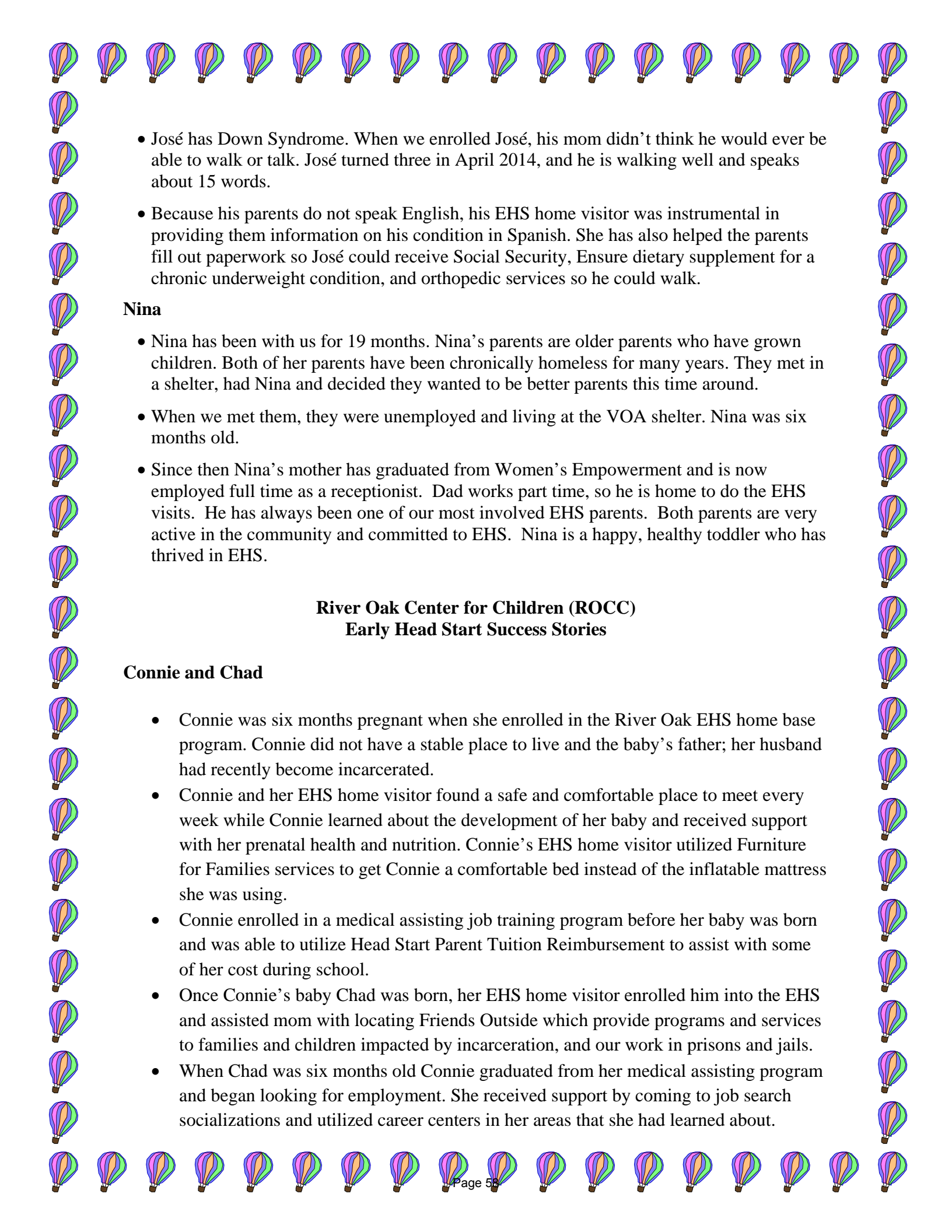
Sacramento County Office of Education (SCOE)
Early Head Start Success Stories

Macayla & Michael

- Macayla enrolled in SCOE EHS in 2011. At that time her mom was pregnant and had just been released from jail, and her father was addicted to meth. They had an open CPS case. We had Macayla for 18 months until she turned three and then we enrolled her baby brother, Michael.
- The first year we worked with them, this family lost their home and went to a homeless shelter. They also struggled with drugs and domestic abuse and were separated for several months. They were very close to losing custody of their children.
- Throughout it all, they have stayed enrolled in EHS. Our EHS Home Educator stayed in communication with their CPS worker throughout their case. Their CPS case is now closed.
- Both parents completed drug rehabilitation classes and are now clean. They have found permanent housing. Mom is working full time and Dad is looking for work.
- Macayla transferred to Northview Head Start when she turned three. Michael will remain with us until November 2014, and then will transfer to Head Start.

José

- We met José when he was three months old at an EHS socialization event. Our SCOE EHS home visitor who was bilingual in English and Spanish was the only person at the event who spoke Spanish so she spent the morning with the family, and subsequently enrolled José in EHS.

- 
- José has Down Syndrome. When we enrolled José, his mom didn't think he would ever be able to walk or talk. José turned three in April 2014, and he is walking well and speaks about 15 words.
 - Because his parents do not speak English, his EHS home visitor was instrumental in providing them information on his condition in Spanish. She has also helped the parents fill out paperwork so José could receive Social Security, Ensure dietary supplement for a chronic underweight condition, and orthopedic services so he could walk.

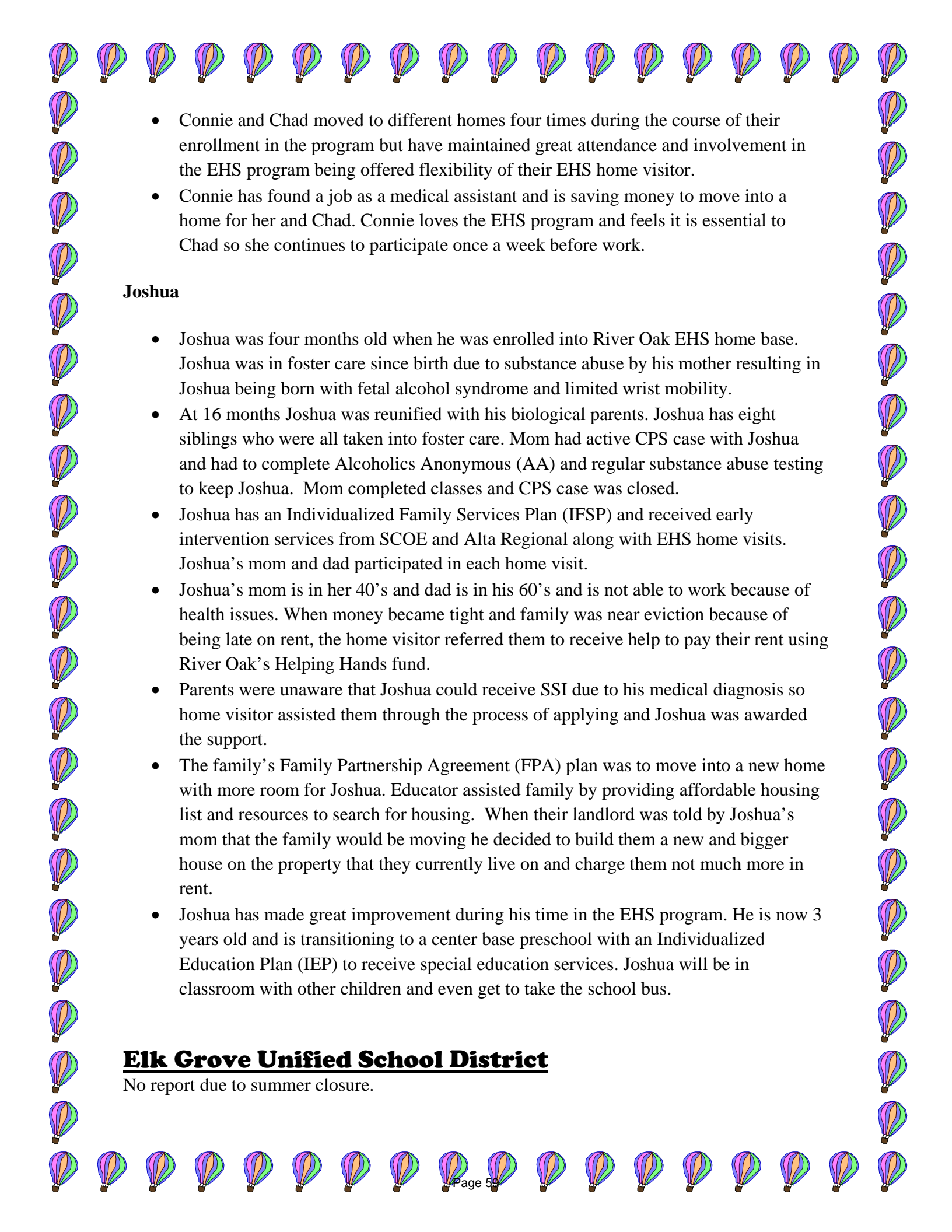
Nina

- Nina has been with us for 19 months. Nina's parents are older parents who have grown children. Both of her parents have been chronically homeless for many years. They met in a shelter, had Nina and decided they wanted to be better parents this time around.
- When we met them, they were unemployed and living at the VOA shelter. Nina was six months old.
- Since then Nina's mother has graduated from Women's Empowerment and is now employed full time as a receptionist. Dad works part time, so he is home to do the EHS visits. He has always been one of our most involved EHS parents. Both parents are very active in the community and committed to EHS. Nina is a happy, healthy toddler who has thrived in EHS.

River Oak Center for Children (ROCC) Early Head Start Success Stories

Connie and Chad

- Connie was six months pregnant when she enrolled in the River Oak EHS home base program. Connie did not have a stable place to live and the baby's father; her husband had recently become incarcerated.
- Connie and her EHS home visitor found a safe and comfortable place to meet every week while Connie learned about the development of her baby and received support with her prenatal health and nutrition. Connie's EHS home visitor utilized Furniture for Families services to get Connie a comfortable bed instead of the inflatable mattress she was using.
- Connie enrolled in a medical assisting job training program before her baby was born and was able to utilize Head Start Parent Tuition Reimbursement to assist with some of her cost during school.
- Once Connie's baby Chad was born, her EHS home visitor enrolled him into the EHS and assisted mom with locating Friends Outside which provide programs and services to families and children impacted by incarceration, and our work in prisons and jails.
- When Chad was six months old Connie graduated from her medical assisting program and began looking for employment. She received support by coming to job search socializations and utilized career centers in her areas that she had learned about.

- 
- Connie and Chad moved to different homes four times during the course of their enrollment in the program but have maintained great attendance and involvement in the EHS program being offered flexibility of their EHS home visitor.
 - Connie has found a job as a medical assistant and is saving money to move into a home for her and Chad. Connie loves the EHS program and feels it is essential to Chad so she continues to participate once a week before work.

Joshua

- Joshua was four months old when he was enrolled into River Oak EHS home base. Joshua was in foster care since birth due to substance abuse by his mother resulting in Joshua being born with fetal alcohol syndrome and limited wrist mobility.
- At 16 months Joshua was reunified with his biological parents. Joshua has eight siblings who were all taken into foster care. Mom had active CPS case with Joshua and had to complete Alcoholics Anonymous (AA) and regular substance abuse testing to keep Joshua. Mom completed classes and CPS case was closed.
- Joshua has an Individualized Family Services Plan (IFSP) and received early intervention services from SCOE and Alta Regional along with EHS home visits. Joshua's mom and dad participated in each home visit.
- Joshua's mom is in her 40's and dad is in his 60's and is not able to work because of health issues. When money became tight and family was near eviction because of being late on rent, the home visitor referred them to receive help to pay their rent using River Oak's Helping Hands fund.
- Parents were unaware that Joshua could receive SSI due to his medical diagnosis so home visitor assisted them through the process of applying and Joshua was awarded the support.
- The family's Family Partnership Agreement (FPA) plan was to move into a new home with more room for Joshua. Educator assisted family by providing affordable housing list and resources to search for housing. When their landlord was told by Joshua's mom that the family would be moving he decided to build them a new and bigger house on the property that they currently live on and charge them not much more in rent.
- Joshua has made great improvement during his time in the EHS program. He is now 3 years old and is transitioning to a center base preschool with an Individualized Education Plan (IEP) to receive special education services. Joshua will be in classroom with other children and even get to take the school bus.

Elk Grove Unified School District

No report due to summer closure.



Sacramento City Unified School District

Health and Nutrition

Child Development (CHDV) is pleased to welcome Lori Hemmingson-Suza, Children's Center Nurse, to the team. Lori's base will be the Hiram Johnson registration office. The summer months are a very busy time for Children's Center nurses. Nurses expend a great deal of time conducting required screenings on children, i.e., hearing, vision and blood pressure as well as reviewing all files to determine if all pertinent health data are included in children's files. Nurses confer regularly with doctors to secure physicals; they devise Emergency Care Plans for designated students; work in conjunction with parents to retrieve pertinent health information on children such as food allergies, medical conditions, and medications; nurses work closely with Sacramento City Unified School District's Nutrition Services Department to share information regarding children's special diets; and nurses play a significant role in providing training for teachers so that they are better able to support children's and their families' overall health.

Education

CHDV leadership has been very busy devising and confirming a rich professional learning experience for teachers during the 2014-2015 school year. Professional learning offerings will entail a range of presentations related to Balanced Literacy; "Common Core Like" Math Activities for Preschoolers; CSEFEL/Emotional Literacy, Collaborative Teaching, Atypically Developing Children; Child Process Portfolios and other topics required by SETA and based on Child Development's Quality Assurance Monitoring Results. With regard to the department's literacy and numeracy initiatives, CHDV has retained two outstanding consultants who are well-versed in these areas. Please note that the district's web site includes a comprehensive professional learning catalog, which includes great descriptions of the professional learning offerings. Also, CHDV is happy to announce that SCUSD has included at least two days in the teachers' contract for the purposes of Orientation and Pre-service training, which will occur during the month of August.

CHDV is also happy to announce staff's participation in the Cohort 4 CSEFEL through a partnership with SCOE. Teachers of full-inclusion classrooms have been singularly focused on CSEFEL training and one SCUSD full-inclusion classroom has been highlighted as a model CSEFEL classroom. CHDV continues to look forward to this special collaborative opportunity involving SCUSD's Special Education Department and SCOE. CHDV's ultimate goal is to ensure that all classrooms utilize CSEFEL practices, which have already proven to be quite instrumental in ensuring greater outcomes for all children in the areas of self-regulation and autonomy.

Disabilities

CHDV is pleased to announce that enrollment numbers for full-inclusion sites are at about 90% at this point in time. There are 19 children and 60 children with mild to significant disabilities enrolled in SCUSD's Early Head Start and Head Start program options, respectively. SCUSD continues to enroll children during the course of the summer months and, as usual, the district typically surpasses its required enrollment number of children with mild to significant disabilities.



San Juan Unified School District

Education Services Update

Classroom teachers are off contract until August 20. There are a handful of 12 month resource teachers working during July to prepare for the upcoming academic year. A few of the many education-related tasks undertaken during July are the Staff Calendar and Education Binder resources, which go to print during the summer. Materials to begin the year are gathered and sent to printing (including the Start Up Box for the year), the first three professional development days are in the beginning stages of planning, and classroom resources are ordered.

Disabilities Services Update

During the month of July, the Disabilities Specialist reconciled, archived and prepared the aged-out IEPs for storage. The IEPs for preschoolers enrolling for the 2014-2015 school year have been entered into Child Plus and filed, and will be given to the teachers when they return from summer break. There are already 65 children with IEPs that have been accepted for the 2014-2015 school year, which nearly meets the 10% requirement. Developmental screening continues as children are registered for school and necessary referrals are written and prepared for parent signatures when school begins. Screener Tracking Records and Special Education Update forms have been updated, copied and readied for the teacher start up boxes.

Mental Health Services Update

The Mental Health Therapist provided ongoing support to families/children with identified mental health needs as parents began the screening process for fall enrollment. Children with elevated ASQ-SE assessment scores will receive ongoing follow-up mental health services as needed as the year progresses.

Nutrition Services Update

For the first time, San Juan Unified School District Food Services has requested feedback from preschool regarding the school menus! Juice has been removed from the breakfast menu paralleling the long existing ECE juice policy. This is yet another indicator that the district is moving forward with the new USDA nutrition guidelines for school lunches.

Health Services Update

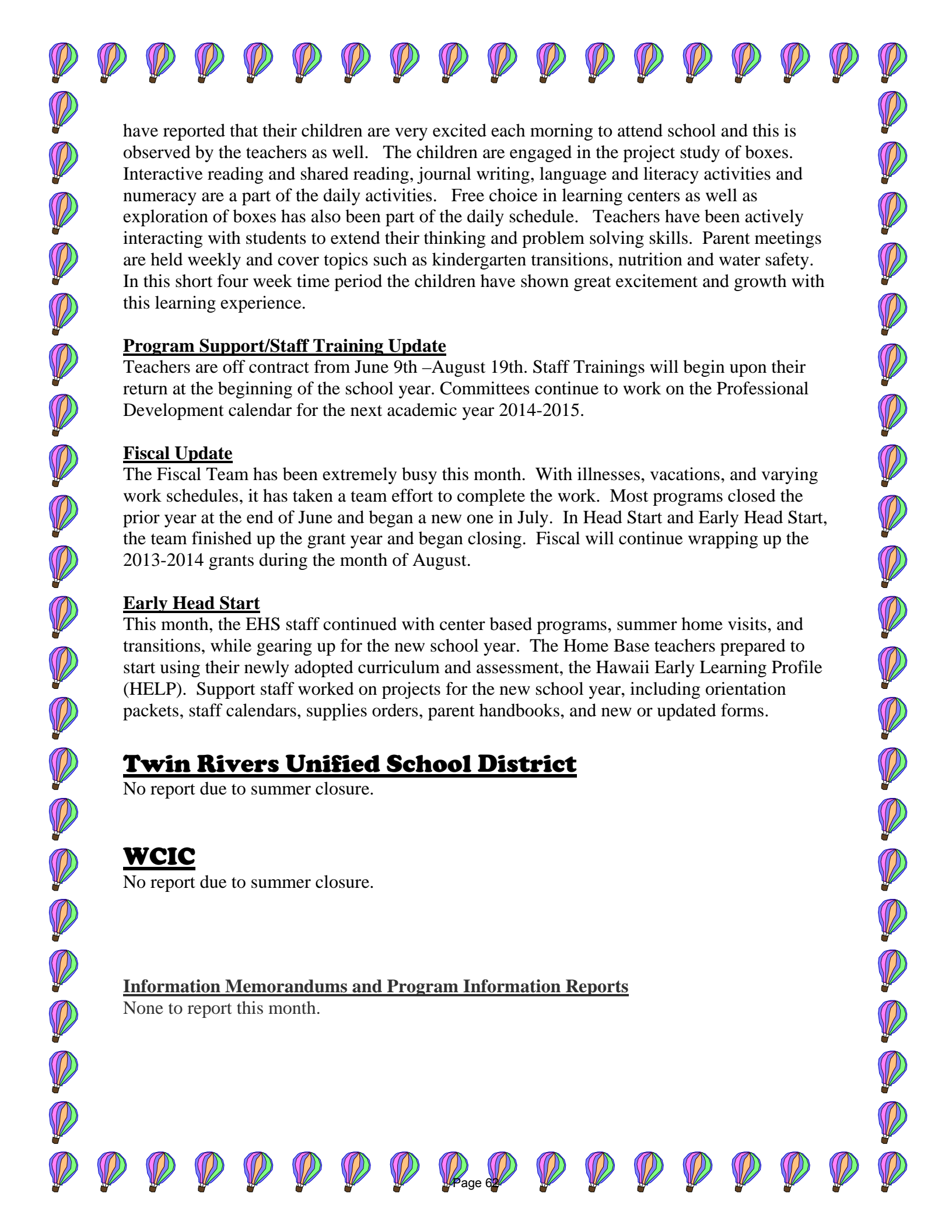
The Health Team is screening throughout the summer for the 2014-2015 school year in the centralized screening room, which was just moved to Room 5 at the Marvin Marshall site. Health is reviewing students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns.

Family and Community Partnerships Update

The Parent Involvement Lead Teacher wrapped up the 2013-2014 school year in June. July is quiet regarding the Family and Community Partnerships. Preparation for the 2014-2015 school year will begin on August 1st.

Transition Services Update

Summer Camp Academy, a preschool program designed for children entering kindergarten who have had either limited preschool experience or none at all, is in full swing. The parents



have reported that their children are very excited each morning to attend school and this is observed by the teachers as well. The children are engaged in the project study of boxes. Interactive reading and shared reading, journal writing, language and literacy activities and numeracy are a part of the daily activities. Free choice in learning centers as well as exploration of boxes has also been part of the daily schedule. Teachers have been actively interacting with students to extend their thinking and problem solving skills. Parent meetings are held weekly and cover topics such as kindergarten transitions, nutrition and water safety. In this short four week time period the children have shown great excitement and growth with this learning experience.

Program Support/Staff Training Update

Teachers are off contract from June 9th –August 19th. Staff Trainings will begin upon their return at the beginning of the school year. Committees continue to work on the Professional Development calendar for the next academic year 2014-2015.

Fiscal Update

The Fiscal Team has been extremely busy this month. With illnesses, vacations, and varying work schedules, it has taken a team effort to complete the work. Most programs closed the prior year at the end of June and began a new one in July. In Head Start and Early Head Start, the team finished up the grant year and began closing. Fiscal will continue wrapping up the 2013-2014 grants during the month of August.

Early Head Start

This month, the EHS staff continued with center based programs, summer home visits, and transitions, while gearing up for the new school year. The Home Base teachers prepared to start using their newly adopted curriculum and assessment, the Hawaii Early Learning Profile (HELP). Support staff worked on projects for the new school year, including orientation packets, staff calendars, supplies orders, parent handbooks, and new or updated forms.

Twin Rivers Unified School District

No report due to summer closure.

WCIC

No report due to summer closure.

Information Memorandums and Program Information Reports

None to report this month.

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
July 2014**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Elk Grove USD	420 (0)	0*	Not in Session	0*	Not in Session
Sacramento City USD	1,292 (103)	103*	100	72*	70
SETA	1,974 (1,619)	1,678*	104	917*	57
San Juan USD	693 (0)	0*	Not in Session	0*	Not in Session
Twin Rivers USD	211 (0)	0*	Not in Session	0*	Not in Session
WCIC/Playmate	120 (0)	0*	Not in Session	0*	Not in Session

*Some programs closed or reduced enrollment during the month of June.

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Sacramento City USD	147	147	100	73	50
SETA	328	345	105	248	76
San Juan USD	161	161	100	121	75

(a) Includes children who have dropped during the month and whose slot be filled within the 30 days allowable period.

(b) If enrollment is less than 100%, agency includes corrective plan of action.

(c) Attendance on the last day of month.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 7/31/14)

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)	21 (10 %)	N/A
Elk Grove USD (420)	71 (17%)	N/A
Sacramento City USD (1292)(147)	192 (15%)	19 (13%)
San Juan USD (693) (161)	109 (16%)	22 (14%)
WCIC (120)	13 (11%)	N/A
SETA (1974) (345)	223 (11%)	57 (16%)
County (4710)* (653)**	629 (13%)	98 (15%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *July 2014

July 1st - Elkhorn afternoon class closed due to a broken air conditioner.

July 3rd - Preschool Part-Day (B) Classes Closed, Minimum Day Preschool & EHS Full Day (C) Classes.

July 4th - Holiday.

July 11th - Fruitridge & LaVerne closed for pest management services.

July 17th & July 18th - Freedom Park closed due to flood from adjacent office suite.

July 18th - Elkhorn closed for pest management services.

Meetings:

The Food Service Staff attended a meeting at the WCIC Kitchen on July 1st.

Total Number of Meals and Snacks Prepared for All Kitchens				
	Lunch	PM Snack	Breakfast	Field Trips
	33,800	20,806	22,636	1936
Total Amount of Meals and Snacks Prepared				79,178

Purchases:

Food	\$68,307.64
Non - Food	\$10,809.29

Building Maintenance and Repair:	\$1,178.54
Janitor & Restroom Supplies	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair :	\$269.21
Vehicle Gas / Fuel:	\$2,209.52
Normal Delivery Days	22

ITEM VI - 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.