



GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

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Executive Director

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, October 2, 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 employee:**
 - Richard Davis, Network Engineer (20 years)
- ➔ **Presentation by George Marley**
Labor Market Information Consultant
Employment Development Department
- II. Consent Items**
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- E. Approval of Resolution Providing Signature Authority for the Executive Director to Sign all Documents, both Federal and State Governments, as well as Private Sources, Provide other and Additional Financial Assistance to Local Governments to Conduct Human Service Programs or Components of such Programs (Kathy Kossick) 11-12
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III. Action Items

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- 2. Approval to Submit an Application to the Sacramento County Department of Human Assistance Under the Subsidized Employment Program and Authorize the Executive Director to Execute the Agreement and any Modification to the Agreement and Enter into Subcontracts with Collaborating Organizations (Robin Purdy) 15-16

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.
Community Services Block Grant: None.

One Stop Services

- 1. Concurrence on the Submission of a Project Slingshot Proposal to Grow Jobs and Supportive Economic Mobility By Creating the Conditions for Entrepreneurs and Start-Up Companies to Thrive in the Sacramento Region (Robin Purdy) 17-24
- 2. Concurrence on Local Workforce Investment Area Performance Goals, PY 2014-15 (Robin Purdy) 25-27

C. CHILDREN AND FAMILY SERVICES: None.

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VI.	<u>Adjournment</u>	

DISTRIBUTION DATE: THURSDAY, SEPTEMBER 25, 2014

ITEM II-A - CONSENT

MINUTES OF THE SEPTEMBER 4, 2014 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the September 4, 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, September 4, 2014
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Councilmember Allen Warren called the meeting to order at 10:00 a.m.

Members Present:

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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

- Recognition of long-term employees:
- ♦ **Brigette Sullivan**, Workforce Development Professional III: Mr. Mario Montes thanked Ms. Sullivan for her 20 years of service to SETA.
 - ♦ **Sylvia Vera**, Head Start Teacher: Ms. Dana McVey spoke of Ms. Vera's years in the classroom and how much of an impact she has had on the children over her 20 years at SETA/Head Start.

II. Consent Items

- A. Minutes of the August 7, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Resolution Providing Signature Authority for the Executive Director for Office of Head Start, Administration for Children and Families Program Documents

The consent items were reviewed; no questions or comments.

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

- A. Approve the minutes of the August 7, 2014 meeting.
- B. Approve the claims and warrants for the period 7/31/14 through 8/28/14.
- C. Approve a resolution providing signatory authority to the SETA Executive Director for Office of Head Start, Administration for Children and Families program documents.

Roll call vote:

Aye: 4 (Nottoli, Scherman, Yee, Warren)
Nay: 0
Abstention: 0
Absent: 1 (Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2015

Ms. Kossick stated that this is an annual staff report brought before the board to consider whether to continue the medical insurance subsidy for retirees.

Moved/Yee, second/ Scherman, to approve Option A, maintain the current subsidy in the amount of \$25,920 for 22 individuals, for the next calendar year effective January 1, 2015.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Yee, Warren)
Nay: 0
Abstention: 0
Absent: 1 (Schenirer)

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

Ms. Kossick stated that Mr. Roy Kim will be transferring over to Ms. Robin Purdy's position when she retires. The job classification being recommended for modification has been reinstated from years ago. It is a position lower than Deputy Director. This classification was utilized many years ago. It has been revised to comply with ADA requirements.

Mr. Warren opened a public hearing; no comments.

Moved/Nottoli, second/Scherman, to close the public hearing, and approve the job classification of Personnel/Human Resources Department Chief.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Yee, Warren)
Nay: 0
Abstention: 0
Absent: 1 (Schenirer)

3. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency

Mr. Thatch stated that the new job classification would be required to file the Form 730 every year. This will go on to the Board of Supervisors for approval with the new job classification included.

The job will be open to the public soon and it is anticipated that a person will be in place by December.

Moved/Scherman, second/Yee, to 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.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

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

Mr. William Walker reported that SETA received three proposals and only one was responsive to the RFQ. The current space SETA is renting was non-responsive because of the bathroom.

Mr. Walker stated that the proposal submitted is offering a location on West Stockton Blvd. and Elk Grove Blvd.

Mr. Nottoli expressed disappointment that the current landlord is not being more accommodating. SETA has been at this center for a number of years and people know us at that location. It says a lot of the attitudes of the people submitting proposals that they will not improve the office to accommodate our needs.

Mr. Thatch stated that over the years, he has never seen a more difficult real estate search. Secondly, if the item is approved today, the board is only approving the ability to negotiate a lease. The board will need to make a sole source finding when the lease is brought forward for approval. The owner of the site is the John and Nancy Zender Family Partnership.

Mr. Yee stated that the rent is \$5,000 a month higher. A lot of renovation can be done at the current location and the restroom could be fixed. Florin Road and Franklin is a neighborhood in need. He and Supervisor Nottoli have worked over the years to upgrade the area and staying in the neighborhood would have been ideal. Mr. Yee also expressed disappointment that the current landlord would not update the building to accommodate an excellent tenant.

Moved/Scherman, second/Nottoli, to authorize staff to enter into lease negotiations with representatives of the top ranked proposal. Upon successful

negotiations, staff will return to the board for action to approve a lease agreement.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

Mr. Nottoli stated that we have been at that location for 15 years. Mr. Nottoli suggested that as we depart, perhaps contact the property manager and inform them why we are leaving. It is insulting to the community that landlords take little or no interest in their property. Ms. Kossick was asked to draft a letter to the property manager and send a copy to the board.

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

Ms. Michelle O'Camb reviewed the funding recommendations for program year 2014-15. The proposals received were solicited under a recently released RFP.

Staff may be returning to the board to recommend funding for IRC in the event SETA gets a higher level of allocation and it is reasonable to operate the program.

Moved/Nottoli, second/Scherman, to 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 in the funding charts included in the board packet. 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.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

Community Services Block Grant: None.

One Stop Services: None.

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: Mr. William Walker received notification from Verizon that they will be moving their teleservice to Rancho Cordova.
- D. Unemployment Update/Press Release from the Employment Development Department: Ms. Kossick reminded board members that the author of these reports will be speaking at the October 2 meeting.
- E. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: Mr. Warren there will be a request for a status update for stake holders before the City Council in September. Mr. Warren requested a written report to be prepared.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Nottoli thanked Ms. Kossick and Mr. Bill Walker working on the realignment issues of ex-offenders. This is a difficult population to serve and he extended appreciation for SETA's support.
- F. Public: None.

VI. Adjournment: The meeting was adjourned at 11:14 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 8/29/14 through 9/25/14, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 8/29/14 through 9/25/14.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL OF TEMPORARY RECLASSIFICATION FOR
POSITION OF EARLY HEAD START EDUCATOR

BACKGROUND:

Staff is requesting approval to temporarily reclassify Ms. Malia Xiong as an Early Head Start Educator. Ms. Xiong is currently a Head Start Teacher.

The reclassification of Ms. Xiong is to perform Early Head Start Educator duties in the Home Visitor area to cover the case load of an employee who is on maternity leave through November 6, 2014.

The Executive Director has the authority to temporarily reclassify staff not to exceed three (3) months pursuant to the Terms and Conditions of Employment, Article 1.1b(3).

Classification:	Early Head Start Educator
Unit:	Children and Family Services
Requested Date of Assignment:	October 7, 2014 - November 7, 2014

Staff will be available to answer questions.

RECOMMENDATION:

Extend the temporary reclassification as outlined above.

STAFF PRESENTER: Bonnie Bilger

ITEM II-D - CONSENT

APPROVAL OF STAFF RECOMMENDATION FOR THE ADULT
VENDOR SERVICES (VS) LIST

BACKGROUND:

In November, 2013 the SETA Governing Board approved release of the *Revised Vendor Services (VS) Request for Qualifications (RFQ)*. Vendor services are off-the-shelf, vendorized activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment and business development and process improvement services for employers.

All vendors recommended for inclusion on SETA's VS Lists have demonstrated that the services proposed are justified and will integrate with one-stop services, adult, and/or youth programs.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation for the Adult VS List.

STAFF PRESENTER: Robin Purdy

Adult Vendor Services (VS) List

Staff Recommendation

Applicant: SACTO
Location: 400 Capitol Mall
Sacramento, CA 95814

Applicant's Background:

Founded in 1975, the Sacramento Area Commerce and Trade Organization's (SACTO) mission is to recruit and grow high-value jobs and investment for the Sacramento Region. A private, non-profit, and member-supported economic development corporation, SACTO serves six counties – El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba Counties, and 23 cities. SACTO brings together the organizations, information, and resources in the pursuit of jobs, talent, and investment needed to ensure regional prosperity and global competitiveness.

In an effort to stem closures and layoffs and proactively grow the number of jobs in the Sacramento Region, SACTO is proposing a proactive Business Outreach Program that will prevent business layoffs. Well-trained, professional staff will contact employers at risk of layoff or business closure and identify company-specific opportunities and challenges, including potential layoffs, expansion planning, and workforce needs. Where applicable, opportunities for hiring and training incentives will be discussed with companies along with other programs and incentives available from state and local sources (e.g. permit assistance and fee deferrals, basic business planning, export assistance, hiring and equipment tax credits, and regulatory compliance.) An internal action plan will be developed for each case where intervention is needed to guide the response. Where appropriate, staff will collaborate with service providers and partners to develop the responsive action plans. Staff will continue to facilitate solutions and monitor service provider responses to the issues until the challenges are resolved or all viable options have been pursued

As an approved Vendor, SACTO proposes to provide Business Development and Process Improvement services.

SACTO	Hourly Rate	Maximum Service Level
Business Assessment, Business Development and Process Improvement	\$75.00 per hour	Up to 50 employers Average of 20 hours per employer

ITEM II-E - CONSENT

APPROVAL OF RESOLUTION PROVIDING SIGNATURE AUTHORITY FOR THE EXECUTIVE DIRECTOR TO SIGN ALL DOCUMENTS, BOTH FEDERAL AND STATE GOVERNMENTS, AS WELL AS PRIVATE SOURCES, PROVIDE OTHER AND ADDITIONAL FINANCIAL ASSISTANCE TO LOCAL GOVERNMENTS TO CONDUCT HUMAN SERVICE PROGRAMS OR COMPONENTS OF SUCH PROGRAMS

BACKGROUND:

The Sacramento Employment and Training Agency routinely applies for funding through a variety of source, both government and private. 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 provide signature authority for the SETA Executive Director to sign all documents, both federal and state governments, as well as private sources, provide other and additional financial assistance to local governments to conduct human service programs or components of such programs.

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 all documents, both federal and state governments, as well as private sources.

STAFF PRESENTER: Kathy Kossick

RESOLUTION NO.: 2014-7

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 Employment and Training Agency; and

WHEREAS, from time to time, both federal and state governments, as well as private sources, provide other and additional financial assistance to local governments to conduct human service programs or components of such programs; and

WHEREAS, a current resolution providing for signatory authority be submitted with any document submitted for funding consideration and 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 plans, adjustments, modifications, grant applications, subgrant agreements and any other documents required by federal and state governments, as well as private sources that provide other and additional financial assistance to local governments to conduct human service programs.

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 October 2, 2014.

Aye:

Nay:

Absent:

Chair, SETA Governing Board

Attested:

Clerk of the SETA Governing Board

ITEM II-F – CONSENT

APPROVAL OF REVISED FISCAL POLICIES AND PROCEDURES

BACKGROUND:

In response to the 2013-2014 Office of Head Start On-site Monitoring Review, the Fiscal Department has updated Fiscal in-kind Policies and Procedures to ensure in-kind valuations are reasonable and allowable. In addition, fiscal monitoring procedures have been updated to include additional reviews of in-kind costs, and allowability and timeliness of expenditures. Updated policies and procedures will be sent under separate cover prior to the board meeting.

Staff will be available to answer questions.

RECOMMENDATION:

That the Governing Board approve the revised fiscal Policies and Procedures.

STAFF PRESENTER: Loretta Su

ITEM III-A - 1 - ACTION

REAPPOINTMENT OF THE PUBLIC REPRESENTATIVE MEMBER
TO THE SETA GOVERNING BOARD

BACKGROUND:

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

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

RECOMMENDATION:

Approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2016 and forward this nomination for approval to the City Council and Board of Supervisors.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 2 - ACTION

APPROVAL TO SUBMIT AN APPLICATION TO THE SACRAMENTO COUNTY DEPARTMENT OF HUMAN ASSISTANCE UNDER THE SUBSIDIZED EMPLOYMENT PROGRAM AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT AND ANY MODIFICATION TO THE AGREEMENT, AND ENTER INTO SUBCONTRACTS WITH COLLABORATING ORGANIZATIONS

BACKGROUND:

In September, 2014, The Sacramento County Department of Human Assistance (DHA) announced the release of a Request for Proposals (RFP) for a Subsidized Employment Program funding opportunity. DHA is anticipating awarding \$4 million in contracts to organizations to provide subsidized employment and short-term vocational training to eligible CalWORKs recipients leading to placement into unsubsidized employment in high demand occupations.

The activities included in this RFP are on-the-job-training/subsidized employment (OJT/SE) and short term vocational training. SETA has provided subsidized employment and short term vocational training to eligible CalWORKs recipients in partnership with DHA for the past five years and is seeking approval to submit an application as the lead applicant for a collaborative of SETA procured program providers. The RFP allows proposers to collaborate with other agencies, with one agency taking the lead in applying for the funds and submitting the proposal. SETA has conducted procurements to select providers for On-the-job-training/Subsidized Employment as part of the Sacramento Works Job and Training Center system, has a local Training Provider List of providers of short term vocational training and is well positioned to leverage WIA and CalWORKs funding to ensure the success of this effort. The agencies included in the collaborative will include:

Agency	#	Augmentation
Asian Resources, Inc.	30	\$165,000
Bach Viet Associates	30	\$165,000
Crossroads Diversified Services, Inc.	20	\$110,000
Folsom Cordova Community Partnership	30	\$165,000
Greater Sacramento Urban League	20	\$110,000
La Familia Counseling Center, Inc.	30	\$165,000
Lao Family Community Development, Inc.	30	\$165,000
North State Building Industry Foundation	30	\$165,000

The eight agencies included in the collaborative are current OJT/SE providers secured pursuant to a formal RFP process in June, 2011.

STAFF PRESENTER: Robin Purdy

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

The term of the contract is six months for the first year, with two additional one year extensions. The SETA collaborative is proposing to serve 250 CalWORKs recipients in the first six months of the program for a cost of \$1,726,709.

The due date for the proposal is October 3, 2014.

RECOMMENDATION:

Approve submission of the Subsidized Employment/Short Term Vocational Training proposal to the Sacramento County Department of Human Assistance. Authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source, and enter into subcontracts with collaborating organizations.

STAFF PRESENTER: Robin Purdy

ITEM III-B - 1 - ACTION

CONCURRENCE ON THE SUBMISSION OF A PROJECT SLINGSHOT PROPOSAL TO GROW JOBS AND SUPPORTIVE ECONOMIC MOBILITY BY CREATING THE CONDITIONS FOR ENTREPRENEURS AND START-UP COMPANIES TO THRIVE IN THE SACRAMENTO REGION

BACKGROUND:

In November, 2013 the California Workforce Investment Board (CWIB) approved the adoption of the SlingShot Strategy to encourage and support regional partnerships to engage in new collective actions that can “move the needle” on workforce challenges facing their regions. In February, 2014, the CWIB announced the opportunity for local Workforce Investment Boards to access \$20,000 in seed funding for “Slingshot projects”, defined as collaborative research and development efforts by workforce, economic development, and education stakeholders to identify and then work to solve employment challenges that slow California’s economic engine.

Sacramento Works, Inc., Golden Sierra Workforce Investment Board, North Central Counties Workforce Investment Board and Yolo County Workforce Investment Board entered into a collaborative partnership to identify a SlingShot Challenge for the Capital Region. The local boards engaged Valley Vision to facilitate meetings with regional experts and stakeholders to explore options for the Slingshot funding and to refine a set of three leading opportunity areas for the Regional Workforce Investment Boards to review:

- 1. Create and retain jobs in the region by supporting start-ups and entrepreneurs**
- 2. Move the needle on youth employment**
- 3. Invest in and build the skills of the workforce**

Attached is the two-page summary for each of the Opportunity Area Convenings. These summaries have been reviewed by a team representing the four Workforce Investment Boards in the region and evaluated using the following criteria included in the SlingShot proposal:

- Operate regionally – impact urban/rural/suburban parts of the region
- Demonstrate “big thinking” on a workforce/employment issue
- Combine proven and experimental approaches – includes prototyping new ideas and taking some risks
- Address income inequality and access to economic mobility
- Use funding to cover activities not already supported by WIBs
- Produce measureable results looking at the full population
- Enable adaptation to respond to results on the ground

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

While all three opportunity area summaries operate regionally and demonstrate “big thinking, address income inequality and access to economic mobility, and produce measureable results, only one “Entrepreneurs and Start-Ups” is an activity not already supported by WIBs with WIA funding. The Career Pathways Trust funds and Workforce Investment Act Youth funds can be used to move the Youth Employment Opportunity Area forward and multiple programs and funding sources are available for adult skill building. In addition, SETA recently submitted and received a Workforce Accelerator grant on behalf of the region that included many of the ideas generated at the Adult Skill Building Convening.

The Sacramento Works board reviewed and approved this item at their September 24 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Concur with the Sacramento Works Board to submit a SlingShot proposal to **Support Entrepreneurs and Start-ups.**

STAFF PRESENTER: Robin Purdy

Slingshot Opportunity Area Summary: Entrepreneurs and Start-ups

Idea: Grow jobs and support economic mobility by creating the conditions for entrepreneurs and start-up companies to thrive in the Sacramento region.

The approach would identify regional entrepreneurial services and supports, recruit entrepreneurs, engage youth, veterans, and long-term unemployed job seekers interested in starting their own business, and connect entrepreneurs to resources by:

- Identifying regional entrepreneurial services and supports.
- Recruiting new entrepreneurs, including re-engaging people who have dropped out of the workforce system as entrepreneurs and using flexible approaches that help job seekers to have a new sense of hope and entrepreneurial skills, better strategies for income generation, and increased access to a broader base of mentors and available opportunities to build “employment equity.”

The approach will combine strategies:

- (1) Create a standard approach to:
 - Identify prospective entrepreneurs → outreach initiative
 - Educate them → framework such as a standard 101 classes
 - Support them → online mentor clearinghouse; fellowships
 - Grow businesses → seed funds to facilitate
 - Expand their network → chamber of entrepreneurs, meet-ups, workshops
- (2) Ensure the work is regional by:
 - Build a network of services (mentoring clearinghouse)
 - Use technology to expand the audience
 - Train others in deploying the offerings
 - Rely on “pop-up” events and satellite locations in more rural areas
 - Create a North State Network
- (3) Business Incubation and Mentoring: Programs that improve the speed and likelihood that the region’s entrepreneurs and small company leaders will translate viable ideas into business outcomes, like revenue and job generation, and connect early stage companies (both tech and non-tech companies) to regional services.
 - Match entrepreneurs with other entrepreneurs or mentors within the region (peer-to-peer)
 - Teach best business practices
 - Encourage successful business leaders to “pay it” forward

- Create CEO apprenticeships to support emerging entrepreneurs (50/50 two-way partnership between established and emerging business leaders)
 - Identify seed funding for fellowships or start-up grants
- (4) Recognize the importance of technology skills and launching next generation of training programs:
- View programming/coding like a trade that can give rapid access to wage growth
 - Utilize MakerSpace, incubators, and pop-up educational strategies.
 - Identify stackable curriculum and certificates. Connect classroom training to work-based learning in sectors in which a skills gap has been identified (ICT and Advanced Manufacturing).

Why Will This Strategy Work?

- (1) Industry Clusters: Focus on specific industry clusters that are growing in the region that offer employment and entrepreneurial opportunities that fit the skills/talents of the people who have dropped out of the system
- (2) Expanding Talent Pool: Create and expand training and access to mentorships so that employees can progress to better jobs and the region builds a talent pool for growing industries
- (3) Broaden the definition of mentors to include more people from workforce training, educational institutions and local employers, and increase the amount of “hand holding” offered to clients. Provide incentives (like wage subsidies) for mentors who participate in job-site mentoring and create a virtual mentoring program (Ask Me Anything) where employers could commit to mentoring using social media tools.
- (4) Increase ‘Job Equity’ - Increase the amount of subsidized on-the-job training programs, apprenticeship (Earn and Learn), and entrepreneurial opportunities available for long-term unemployed to provide them with ‘job equity’ (You get “job equity” when you are working and that makes it easier to get your next job -- because the best time to look for a job is when you are already working i.e., proven job success)
- (5) Retain existing talent - Make connections between local talent and the ecosystem of employers

What Will Be Different?

- Long-term unemployed individuals become successful entrepreneurs
- Small Businesses are created that, over time, will hire employees through the Job Center system
- Establishment of Entrepreneurial Academies and Incubators to support start-ups

Slingshot Opportunity Area Summary: Move the Needle on Youth Employment

Idea: Engage the Sacramento region’s disconnected youth in career pathways programs to improve graduation and employment outcomes, while leveraging the sizable new investments in these initiatives across the region.

The approach would focus on students who are not currently being served by career pathway programs but need extra support to get back on a positive track towards graduation and employment. The target population has been initially identified as students who are progressing out of alternative education programs and moving back into the comprehensive high schools. They would be offered extra support as they are integrated into an available career pathway program, to maximize their likelihood of success and the impacts of the career-relevant experiences.

The slingshot funding would help to:

- (1) Expand access to career pathways and the associated earn-and-learn opportunities to alternative education youth:
 - a. Slingshot funding will augment the number of “career specialists” serving the region, with a specific focus on reaching the target population described above. There will be a higher density of career specialists serving schools with the greatest level of need.
 - b. Disconnected youth will require extra support as they learn employability skills and prepare for real-world work experiences, so “career specialists” will have additional strategies in place to meet their unique needs. Likewise, area employers may need special outreach and training for engaging youth in meaningful and productive ways.

- (2) Create a financial incentive for businesses to host summer internships and apprenticeships:
 - a. While the majority of the funding should be directed towards supporting disconnected youth as they make the transition to career pathways programs, a portion of the funds will be dedicated to subsidizing their summer internship experiences to catalyze employer involvement in the program.
 - b. Internship and apprenticeship programs should lead to industry-recognized certifications whenever possible.

Slingshot Opportunity Area Summary: Adult Skill Building

Idea: Help regional employers become more aware of the community's employment issues and ways to help solve them, while re-engaging people who have dropped out of the workforce development system to support the needs of specific industries.

In order to better understand the how to solve the region's employment challenges, develop a next-generation community needs assessment to create a detailed understanding of the most pressing employment issues and best-fit solutions, including understanding employment issues and needs from the perspective of the out of work population. Use this process to engage employers as information providers, but also to celebrate their positive workforce development programs and to build up their willingness to hire the long-term unemployed. This information will support the design of new ways to re-engage people who have dropped out of the workforce development system. Programs will focus on using flexible approaches that help clients to have a new sense of hope, improved career navigation skills, better strategies for work readiness, increased access to a broader base of mentors and available opportunities to build "employment equity."

The slingshot funding would help to:

- (1) Raise employer awareness of community employment needs and how to help meet them. This could be done by:
 - Using predictive analytics and other cutting edge research tools to complete a community needs assessment that prioritizes regional employment issues, and involves job seekers and employers in identifying gaps in the education and workforce services systems and in developing ways to address them
 - Supporting internal reviews of diversity practices and local hiring efforts at area employers
 - Building employers' willingness to hire the long-term unemployed through education and awareness efforts
 - Celebrating employers that are "doing it right" and have programs in place to support career mobility
 - Committing to keeping employers—from urban, suburban and rural areas—engaged throughout the planning process, while recognizing there may be value in focusing on a specific set of industries to create a more targeted impact

- (2) Re-engage people who have "dropped out" of the workforce development system. This could be done by:

- Meeting the specialized needs of clients using flexible approaches that address career preparation while also addressing clients' emotional needs (help them create hope for the future)
- Developing assessment and career planning tools aimed at assisting the long-term unemployed identify and market transferable skills.
- Focusing on specific industry clusters that are growing in the region and offer employment opportunities that fit the skills/talents of the people who have dropped out of the system
- Increasing the amount of subsidized on-the-job training programs and apprenticeship opportunities available for long-term unemployed to provide them with 'job equity" (You get "job equity" when you are working and that makes it easier to get your next job -- because the best time to look for a job is when you are already working.)
- Broadening the definition of mentors to include more people from workforce training, educational institutions and local employers, and increasing the amount of "hand holding" offered to clients. Provide incentives (like wage subsidies) for mentors who participate in job-site mentoring and create a virtual mentoring program (Ask Me Anything) where employers could commit to mentoring using social media tools.
- Allowing career navigation support to happen in a variety of approaches, ranging from one-on-one guidance to classroom-style assistance
- Designing a system of "career articulation", where employers provide incumbent worker training to allow entry-level workers to move up in the organization and back fill the vacancies with new hires referred by America's Job Centers.

Evaluation Criteria	Start-Ups and Entrepreneurs	Youth Employment	Adult Skill Building
Operate regionally – impact urban/rural/ suburban parts of the region	✓	✓	✓
Demonstrate “big thinking” on a workforce/employment issue	✓	✓	✓
Combine proven and experimental approaches – includes prototyping new ideas and taking some risks	✓	✓	✓
Address income inequality and access to economic mobility	✓	✓	✓
Uses funding to cover activities not already supported by WIBs	✓		
Produces measureable results looking at the full population	✓	✓	✓
Enables adaptation to respond to results on the ground	✓	✓	✓

ITEM III-B - 2 – ACTION

CONCURRENCE ON LOCAL WORKFORCE INVESTMENT
AREA PERFORMANCE GOALS PY 2014-15

BACKGROUND:

On July 30, 2014 the State of California, Employment Development Department (EDD) and the California Workforce Investment Board (CWIB) released a Directive reflecting the Program Year 2014-15 State Proposed Local Workforce Investment Area (LWIA) Adult, Dislocated Worker, and Youth Performance Goals. The Directive informed LWIAs of the option to negotiate local performance goal levels, and included the process for doing so. LWIAs interested in negotiating performance goal were required to submit a local performance proposal including a rationale for negotiating based on past program performance data; the unemployment rate; labor market statistics; and program participant data.

WIA Requirement at Section 136(c)	SETA/SWI Negotiated PY 2013-14 Goals	SETA/SWI Proposed PY 2014-15 Goals
Adults		
Entered Employment Rate	51%	54.5%
Employment Retention Rate	78%	79%
Average Earnings	12,177	13,450
Dislocated Workers		
Entered Employment Rate	57.6%	62.5%
Employment Retention Rate	79.7%	83%
Average Earnings	\$15,500	17,800
Youth (ages 14-21)		
Placement in Employment or Education	64.3%	65%
Attainment of a Degree or Certificate	60.5%	64%
Literacy and Numeracy Gains	55%	59.5%

STAFF PRESENTER: Robin Purdy

ITEM III-B - 2 – ACTION (continued)
Page 2

Staff has reviewed the second quarter performance data published by EDD and believes that the recommended performance measures for FY 2014-2015 are achievable. If, when third and fourth quarter data is available, performance is not as high as predicted, staff will analyze the data and return to the Planning/Oversight Committee with a recommendation to re-negotiate the measures.

RECOMMENDATION:

Concur with the Sacramento Works Board on the proposed performance goals for Workforce Investment Act (WIA) Adult, Dislocated Worker, and Youth programs for PY 2014-15.

STAFF PRESENTER: Robin Purdy

**WORKFORCE INVESTMENT ACT
COMMON PERFORMANCE MEASURES**

ADULT MEASURES	YOUTH MEASURES
<p>Entered Employment</p> <p>The number of adult participants who are employed in the first quarter after exit quarter</p>	<p>Placement in Employment or Education</p> <p>The number of youth participants who are in employment or enrolled in post-secondary education and/or advanced training/ occupational skills training in the first quarter after the exit quarter.</p>
<p>Employment Retention</p> <p>The number of adult participants who are employed in <u>both</u> the second and third quarters after exit quarter</p>	<p>Attainment of a Degree or Certificate</p> <p>The number of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter</p>
<p>Average Earnings</p> <p>The total earnings in the second plus total earnings in the third quarters after the exit quarter</p>	<p>Literacy and Numeracy Gains</p> <p>The number of youth participants who increase one or more educational functioning levels.</p>

ITEM IV- A - INFORMATION

MEDIA COVERAGE SUMMARY FOR PERIOD JANUARY 1, 2014 – JUNE 30, 2014

BACKGROUND:

The following chart provides details of the media coverage SETA and Sacramento Works received for the first six months of 2014.

Media Entity	Title	Date
The Sacramento Business Journal	Local Science Jobs Now Require Tech, Business Skills	Thursday, February 27, 2014
The Sacramento Bee Our Region – Job front	Young People still struggle to find work	Monday, March 17, 2014
The Sacramento Bee Business	Call Center Hiring May Be On Upswing In Area	Wednesday, March 26, 2014
The Sacramento Bee California Forum	Laid-Off Workers Seek New Hope In Training	Sunday, April 13, 2014
The Sacramento Business Journal	Database of Farm Industry Training Programs	Tuesday, April 8, 2014
The Sacramento Bee – Our Region	Workers In Need Eyed For Arena Project	Thursday, April 24, 2014
KCRA News	Sacramento Kings Announce Community Workforce Pipeline to Promote Job Opportunities At New Arena	Thursday, April 24, 2014
Fox 40 News	Kings Kick-off Apprentice Program for Arena Construction	Thursday, April 24, 2014
The Sacramento Business Journal	Report: Labor Demand Grows For Local Manufacturers	Monday, May 5, 2014
CBS 13	Does Sacramento Have Enough Qualified Workers For Downtown Arena Project?	Monday, May 19, 2014

ITEM IV-B - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

MEMORANDUM

TO: Mr. Mark Snaer

DATE: August 26, 2014

FROM: Mayxay Xiong, SETA Fiscal Monitor

**RE: On-Site Fiscal Monitoring of
County of Sacramento Department of Health and Human Services**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self Sufficiency	\$27,500	1/1/13-12/31/13	7/1/13-12/31/13
CSBG	Family Self Sufficiency	\$27,500	1/1/14-12/31/14	1/1/14-6/30/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 8/19/14

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

Program Operator: County of Sacramento Department of Health and Human Services

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Theresa Matista, Associate Vice Chancellor, Finance
DATE: August 15, 2014
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Los Rios Community College District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	Utility Line Worker & Pipe Line Worker Programs	\$242,000	7/1/12-3/31/14	6/1/13-3/31/14

Monitoring Purpose: Initial _____ Follow-up _____ Special _____ Final X
Date of review: 8/11/14

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

Program Operator: Los Rios Community College District

Findings and General Observations:

1. The total costs as reported to SETA from June 1, 2013 to March 31, 2014 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Dr. Wanda Roundtree **DATE:** August 26, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

PROGRAM	ACTIVITY	FUNDING PERIOD	CONTRACT COVERED	PERIOD
Head Start	Basic	\$ 7,935,460	8/1/13-7/31/14	8/1/13-4/30/14
Head Start	T & TA	\$ 20,000	8/1/13-7/31/14	8/1/13-4/30/14
Early HS	Basic	\$ 1,437,354	8/1/13-7/31/14	8/1/13-4/30/14
Early HS	T & TA	\$ 27,564	8/1/13-7/31/14	8/1/13-4/30/14

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: May 19 – 23, 2014

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from August 1, 2013 to April 30, 2014 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There was a finding during the triennial (4.21.14) federal review.

“A review of a timesheet and Labor Distribution report for SCUSC found a payroll expense of \$2,599.99 from June 2013 was charged to the subsequent program year. In an interview, the delegate's fiscal child development program technician confirmed the payroll expense was posted to the wrong grant year.”

The individual transaction found during the review was reversed and all supporting documentation of the reversal was submitted to the federal review team and SETA. During the course of this review, no other expenditures were found to have been improperly charged.

Recommendations for Corrective Action:

Please submit a written corrective action plan documenting the internal controls that have been put into place to ensure that only costs resulting from obligations of the funding period are charged to that funding period.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Dr. Sara Haycox **DATE:** August 26, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,291,599	8/1/13-7/31/14	8/1/13-3/31/14
Head Start	T & TA	\$ 7,500	8/1/13-7/31/14	8/1/13-3/31/14

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: May 12 - 16 and Aug. 21, 2014

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-C - 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	JOBS	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	JOBS	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-D – 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-E – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month August was 7.0%.

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)**

Leisure and hospitality led month-over job decline with 1,400-job cutback

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 7.0 percent in August 2014, down from a revised 7.4 percent in July 2014, and below the year-ago estimate of 8.5 percent. This compares with an unadjusted unemployment rate of 7.4 percent for California and 6.3 percent for the nation during the same period. The unemployment rate was 6.6 percent in El Dorado County, 6.1 percent in Placer County, 7.3 percent in Sacramento County, and 6.8 percent in Yolo County.

Between July 2014 and August 2014, combined employment located in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 1,100 to total 891,300 jobs.

- Leisure and hospitality led the month-over decrease with a 1,400-job decline. Food services and drinking places accounted for a bulk of the cutbacks, dropping 900 jobs. Arts, entertainment, and recreation slowed down by 400 jobs.
- Construction dipped by 1,000 jobs, counter to typical growth experienced in this industry between July and August. Residual construction accounted for a majority of the losses with a drop of 800 jobs. Specialty trade contractors edged down 300 jobs.
- Trade, transportation, and utilities dipped by 500 jobs. Retail trade trimmed 600 jobs, while transportation, warehousing, and utilities increased by 100 jobs.
- Manufacturing was the top industry gainer for the month, adding 900 jobs. Food manufacturing accounted for a large portion of the gains, increasing by 900 jobs.

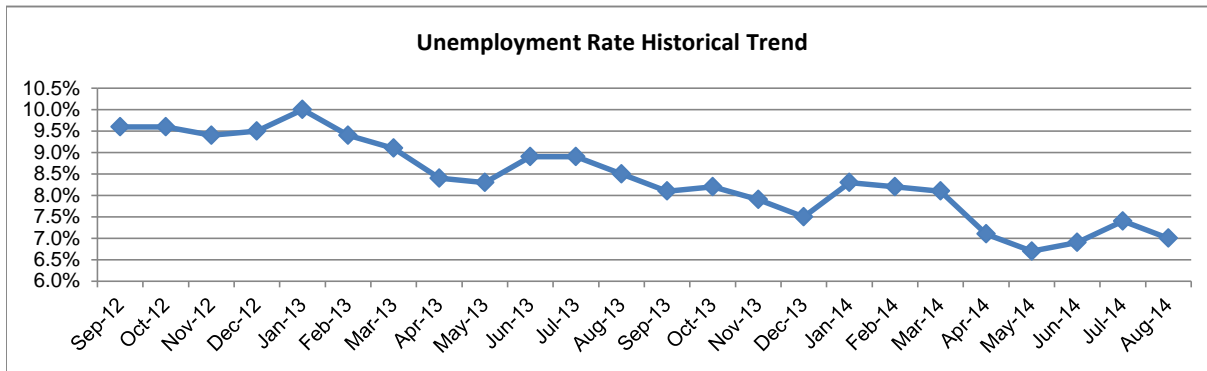
Between August 2013 and August 2014, total jobs in the region increased by 17,000 or 1.9 percent.

- Professional and business services grew by 7,200 jobs year over. Professional, scientific, and technical services expanded by 3,400 jobs. Administrative and support and waste services also added 3,400 jobs for the year. Management of companies and enterprises increased by 400 jobs.
- Educational and health services improved by 6,000 jobs. Health care and social assistance grew by 5,100 jobs. Private education picked up 900 jobs year over.
- Manufacturing expanded by 1,600 jobs for the year. Durable goods manufacturing advanced by 1,200 jobs. Non-Durable goods added 400 jobs with 300 of these jobs coming from food manufacturing.
- Three industries saw job declines for the year. Information and leisure and hospitality each dipped by 600 jobs. Other services declined by 200 jobs.

IMMEDIATE RELEASE

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

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 7.0 percent in August 2014, down from a revised 7.4 percent in July 2014, and below the year-ago estimate of 8.5 percent. This compares with an unadjusted unemployment rate of 7.4 percent for California and 6.3 percent for the nation during the same period. The unemployment rate was 6.6 percent in El Dorado County, 6.1 percent in Placer County, 7.3 percent in Sacramento County, and 6.8 percent in Yolo County.



Industry	Jul-2014	Aug-2014	Change		Aug-2013	Aug-2014	Change
	Revised	Prelim				Prelim	
Total, All Industries	892,400	891,300	(1,100)		874,300	891,300	17,000
Total Farm	10,600	10,400	(200)		10,300	10,400	100
Total Nonfarm	881,800	880,900	(900)		864,000	880,900	16,900
Mining and Logging	500	500	0		500	500	0
Construction	48,700	47,700	(1,000)		46,300	47,700	1,400
Manufacturing	35,500	36,400	900		34,800	36,400	1,600
Trade, Transportation & Utilities	143,300	142,800	(500)		141,900	142,800	900
Information	14,500	14,400	(100)		15,000	14,400	(600)
Financial Activities	49,800	50,200	400		50,200	50,200	0
Professional & Business Services	121,800	122,400	600		115,200	122,400	7,200
Educational & Health Services	132,500	132,200	(300)		126,200	132,200	6,000
Leisure & Hospitality	90,500	89,100	(1,400)		89,700	89,100	(600)
Other Services	28,800	29,000	200		29,200	29,000	(200)
Government	215,900	216,200	300		215,000	216,200	1,200

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,761,200	17,365,500	1,395,700	7.4%
ALAMEDA	12	792,700	744,500	48,200	6.1%
ALPINE	51	400	360	40	10.5%
AMADOR	30	15,990	14,760	1,230	7.7%
BUTTE	31	103,700	95,300	8,400	8.1%
CALAVERAS	32	19,460	17,860	1,600	8.2%
COLUSA	57	11,520	10,140	1,380	12.0%
CONTRA COSTA	10	545,400	512,500	32,900	6.0%
DEL NORTE	46	10,860	9,820	1,040	9.6%
EL DORADO	17	89,200	83,400	5,900	6.6%
FRESNO	48	451,700	406,300	45,400	10.1%
GLENN	47	13,150	11,850	1,300	9.9%
HUMBOLDT	26	57,100	53,000	4,100	7.2%
IMPERIAL	58	79,200	59,400	19,900	25.1%
INYO	19	9,080	8,470	610	6.7%
KERN	45	399,400	361,600	37,800	9.5%
KINGS	53	59,500	53,200	6,300	10.6%
LAKE	40	27,500	25,050	2,450	8.9%
LASSEN	38	12,120	11,080	1,040	8.6%
LOS ANGELES	37	5,019,900	4,593,900	425,900	8.5%
MADERA	41	69,700	63,500	6,300	9.0%
MARIN	1	145,900	139,700	6,100	4.2%
MARIPOSA	10	10,030	9,430	610	6.0%
MENDOCINO	12	43,490	40,830	2,660	6.1%
MERCED	54	112,400	99,700	12,700	11.3%
MODOC	32	3,720	3,410	310	8.2%
MONO	17	8,190	7,650	540	6.6%
MONTEREY	24	228,200	212,400	15,800	6.9%
NAPA	4	79,900	76,100	3,800	4.8%
NEVADA	12	49,540	46,500	3,040	6.1%
ORANGE	5	1,614,600	1,527,100	87,400	5.4%
PLACER	12	179,900	168,900	11,000	6.1%
PLUMAS	28	10,140	9,380	770	7.5%
RIVERSIDE	42	959,500	871,400	88,100	9.2%
SACRAMENTO	27	682,400	632,600	49,800	7.3%
SAN BENITO	24	26,300	24,500	1,800	6.9%
SAN BERNARDINO	32	863,600	792,700	71,000	8.2%
SAN DIEGO	16	1,607,900	1,508,000	99,800	6.2%
SAN FRANCISCO	3	499,700	476,300	23,400	4.7%
SAN JOAQUIN	50	298,500	267,900	30,700	10.3%
SAN LUIS OBISPO	9	139,500	131,400	8,100	5.8%
SAN MATEO	2	413,800	395,900	18,000	4.3%
SANTA BARBARA	8	223,900	211,300	12,600	5.6%
SANTA CLARA	7	945,000	892,900	52,100	5.5%
SANTA CRUZ	19	153,300	143,100	10,200	6.7%
SHASTA	36	79,400	72,700	6,600	8.4%
SIERRA	35	1,490	1,360	120	8.3%
SISKIYOU	42	18,610	16,900	1,710	9.2%
SOLANO	21	218,800	204,000	14,800	6.8%
SONOMA	5	263,600	249,500	14,100	5.4%
STANISLAUS	49	239,100	214,600	24,500	10.2%
SUTTER	51	41,800	37,500	4,400	10.5%
TEHAMA	44	24,910	22,590	2,320	9.3%
TRINITY	39	5,020	4,580	440	8.7%
TULARE	55	202,400	178,600	23,800	11.8%
TUOLUMNE	28	24,230	22,420	1,810	7.5%
VENTURA	21	429,600	400,500	29,000	6.8%
YOLO	21	97,300	90,700	6,700	6.8%
YUBA	56	27,900	24,600	3,300	11.9%

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
August 2014 - Preliminary
Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,761,200	17,365,500	1,395,700	7.4%
BAKERSFIELD DELANO MSA (Kern Co.)	50	399,400	361,600	37,800	9.5%
CHICO MSA (Butte Co.)	35	103,700	95,300	8,400	8.1%
EL CENTRO MSA (Imperial Co.)	64	79,200	59,400	19,900	25.1%
FRESNO MSA (Fresno Co.)	53	451,700	406,300	45,400	10.1%
HANFORD CORCORAN MSA (Kings Co.)	58	59,500	53,200	6,300	10.6%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	41	5,019,900	4,593,900	425,900	8.5%
MADERA CHOWCHILLA MSA (Madera Co.)	46	69,700	63,500	6,300	9.0%
MERCED MSA (Merced Co.)	60	112,400	99,700	12,700	11.3%
MODESTO MSA (Stanislaus Co.)	54	239,100	214,600	24,500	10.2%
NAPA MSA (Napa Co.)	5	79,900	76,100	3,800	4.8%
OAKLAND FREMONT HAYWARD MD	14	1,338,200	1,257,000	81,100	6.1%
Alameda Co.	14	792,700	744,500	48,200	6.1%
Contra Costa Co.	12	545,400	512,500	32,900	6.0%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	24	429,600	400,500	29,000	6.8%
REDDING MSA (Shasta Co.)	40	79,400	72,700	6,600	8.4%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	43	1,823,100	1,664,000	159,100	8.7%
Riverside Co.	47	959,500	871,400	88,100	9.2%
San Bernardino Co.	36	863,600	792,700	71,000	8.2%
SACRAMENTO ARDEN ARCADE ROSEVILLE MSA	29	1,048,900	975,600	73,300	7.0%
El Dorado Co.	20	89,200	83,400	5,900	6.6%
Placer Co.	14	179,900	168,900	11,000	6.1%
Sacramento Co.	31	682,400	632,600	49,800	7.3%
Yolo Co.	24	97,300	90,700	6,700	6.8%
SALINAS MSA (Monterey Co.)	27	228,200	212,400	15,800	6.9%
SAN DIEGO CARLSBAD SAN MARCOS MSA (San Diego Co.)	19	1,607,900	1,508,000	99,800	6.2%
SAN FRANCISCO SAN MATEO REDWOOD CITY MD	3	1,059,400	1,011,900	47,500	4.5%
Marin Co.	1	145,900	139,700	6,100	4.2%
San Francisco Co.	4	499,700	476,300	23,400	4.7%
San Mateo Co.	2	413,800	395,900	18,000	4.3%
SAN JOSE SUNNYVALE SANTA CLARA MSA	8	971,300	917,400	53,900	5.5%
San Benito Co.	27	26,300	24,500	1,800	6.9%
Santa Clara Co.	8	945,000	892,900	52,100	5.5%
SAN LUIS OBISPO PASO ROBLES MSA (San Luis Obispo Co.)	11	139,500	131,400	8,100	5.8%
SANTA ANA ANAHEIM IRVINE MD (Orange Co.)	6	1,614,600	1,527,100	87,400	5.4%
SANTA BARBARA SANTA MARIA GOLETA MSA (Santa Barbara Co.)	10	223,900	211,300	12,600	5.6%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	22	153,300	143,100	10,200	6.7%
SANTA ROSA PETALUMA MSA (Sonoma Co.)	6	263,600	249,500	14,100	5.4%
STOCKTON MSA (San Joaquin Co.)	55	298,500	267,900	30,700	10.3%
VALLEJO FAIRFIELD MSA (Solano Co.)	24	218,800	204,000	14,800	6.8%
VISALIA PORTERVILLE MSA (Tulare Co.)	61	202,400	178,600	23,800	11.8%
YUBA CITY MSA	59	69,800	62,100	7,700	11.0%
Sutter Co.	56	41,800	37,500	4,400	10.5%
Yuba Co.	62	27,900	24,600	3,300	11.9%
Alpine Co.	56	400	360	40	10.5%
Amador Co.	34	15,990	14,760	1,230	7.7%
Calaveras Co.	36	19,460	17,860	1,600	8.2%
Colusa Co.	63	11,520	10,140	1,380	12.0%
Del Norte Co.	51	10,860	9,820	1,040	9.6%
Glenn Co.	52	13,150	11,850	1,300	9.9%
Humboldt Co.	30	57,100	53,000	4,100	7.2%
Inyo Co.	22	9,080	8,470	610	6.7%
Lake Co.	45	27,500	25,050	2,450	8.9%
Lassen Co.	42	12,120	11,080	1,040	8.6%
Mariposa Co.	12	10,030	9,430	610	6.0%
Mendocino Co.	14	43,490	40,830	2,660	6.1%
Modoc Co.	36	3,720	3,410	310	8.2%
Mono Co.	20	8,190	7,650	540	6.6%
Nevada Co.	14	49,540	46,500	3,040	6.1%
Plumas Co.	32	10,140	9,380	770	7.5%
Sierra Co.	39	1,490	1,360	120	8.3%
Siskiyou Co.	47	18,610	16,900	1,710	9.2%
Tehama Co.	49	24,910	22,590	2,320	9.3%
Trinity Co.	43	5,020	4,580	440	8.7%
Tuolumne Co.	32	24,230	22,420	1,810	7.5%

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.

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
El Dorado County	89,200	83,400	5,900	6.6%	1.000000	1.000000
Cameron Park CDP	8,800	8,400	400	4.6%	0.100610	0.068627
Diamond Springs CDP	2,300	2,100	200	8.7%	0.025356	0.034314
El Dorado Hills CDP	10,300	9,900	400	3.9%	0.118237	0.068627
Georgetown CDP	500	500	100	11.1%	0.005559	0.009804
Placerville city	5,200	4,700	500	9.9%	0.056407	0.088235
Pollock Pines CDP	2,400	2,200	200	7.8%	0.026576	0.031863
Shingle Springs CDP	1,500	1,500	100	4.7%	0.017492	0.012255
South Lake Tahoe city	14,900	13,500	1,400	9.1%	0.162034	0.230392

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

Notes:

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

Methodology:

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

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Placer County	179,900	168,900	11,000	6.1%	1.000000	1.000000
Auburn city	9,100	8,700	400	4.9%	0.051276	0.040598
Colfax city	1,100	1,000	100	8.8%	0.005744	0.008547
Dollar Point CDP	1,300	1,200	100	7.1%	0.007265	0.008547
Foresthill CDP	1,400	1,200	100	10.3%	0.007265	0.012821
Granite Bay CDP	13,300	12,800	600	4.2%	0.075688	0.051282
Kings Beach CDP	3,100	2,900	200	6.1%	0.017148	0.017094
Lincoln city	7,700	6,800	900	11.3%	0.040463	0.079060
Loomis town	4,600	4,500	200	3.6%	0.026356	0.014957
Meadow Vista CDP	2,300	2,200	100	6.1%	0.012756	0.012821
North Auburn CDP	7,500	7,000	500	7.2%	0.041308	0.049145
Rocklin city	27,600	26,400	1,200	4.3%	0.156192	0.108974
Roseville city	56,600	53,100	3,500	6.1%	0.314327	0.316239
Sunnyside Tahoe City CDP	2,000	1,800	100	7.1%	0.010897	0.012821
Tahoe Vista CDP	1,600	1,400	200	10.3%	0.008447	0.014957

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

Notes:

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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 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.

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Data Not Seasonally Adjusted

Area Name	Labor Force	Employ- ment	Unemployment Number	Rate	Census Ratios Emp	Unemp
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may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	682,400	632,600	49,800	7.3%	1.000000	1.000000
Arden Arcade CDP	56,800	52,700	4,100	7.2%	0.083249	0.082638
Carmichael CDP	29,600	28,000	1,700	5.6%	0.044196	0.033389
Citrus Heights city	51,200	48,600	2,600	5.1%	0.076838	0.052031
Elk Grove CDP	35,600	33,500	2,100	5.9%	0.052995	0.042014
Fair Oaks CDP	17,600	16,900	700	3.9%	0.026690	0.013634
Florin CDP	12,500	11,000	1,500	11.7%	0.017414	0.029215
Folsom city	27,800	26,900	900	3.2%	0.042525	0.018086
Foothill Farms CDP	9,600	8,600	1,000	10.1%	0.013648	0.019477
Galt city	10,600	9,400	1,300	12.1%	0.014787	0.025876
Gold River CDP	5,000	4,900	100	1.4%	0.007807	0.001391
Isleton city	400	400	0	9.9%	0.000606	0.000835
La Riviera CDP	7,100	6,800	300	4.3%	0.010764	0.006121
Laguna CDP	21,000	20,100	800	3.9%	0.031834	0.016416
Laguna West Lakeside CDP	5,400	5,100	300	5.1%	0.008082	0.005565
North Highlands CDP	22,100	19,600	2,600	11.6%	0.030952	0.051475
Orangevale CDP	16,100	15,300	800	4.9%	0.024229	0.015860
Parkway South Sacramento CD	15,600	13,500	2,000	13.1%	0.021400	0.041180
Rancho Cordova City	30,800	28,200	2,600	8.4%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,300	100	2.3%	0.003619	0.001113
Rio Linda CDP	5,700	5,000	700	11.7%	0.007917	0.013356
Rosemont CDP	14,100	13,200	900	6.1%	0.020867	0.017251
Sacramento city	215,000	196,500	18,500	8.6%	0.310678	0.371731
Vineyard CDP	6,000	5,800	200	3.7%	0.009185	0.004452
Walnut Grove CDP	400	400	100	18.7%	0.000569	0.001669
Wilton CDP	2,800	2,700	100	4.9%	0.004225	0.002782

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Notes:

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- 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

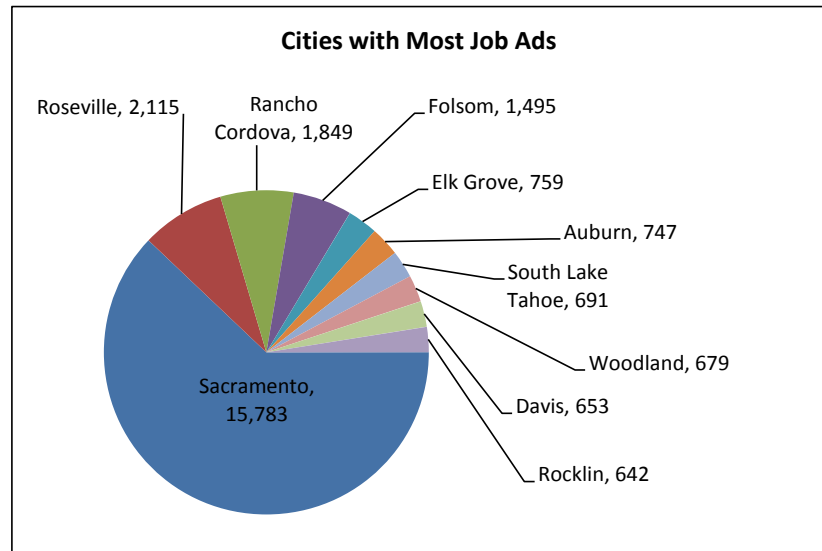
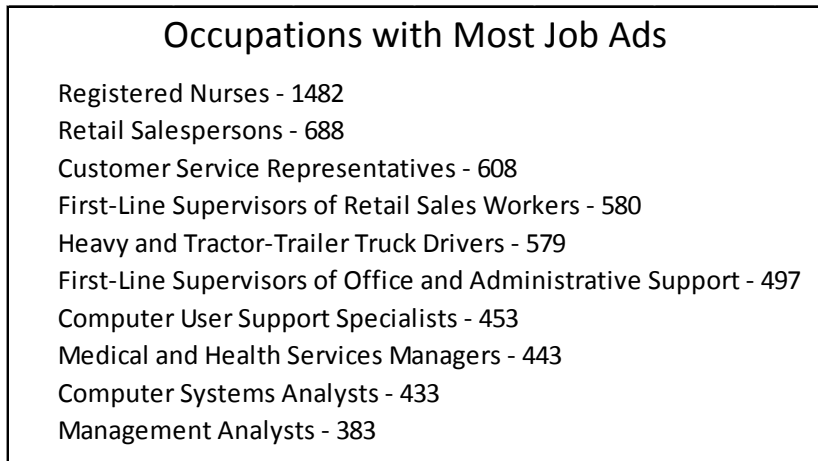
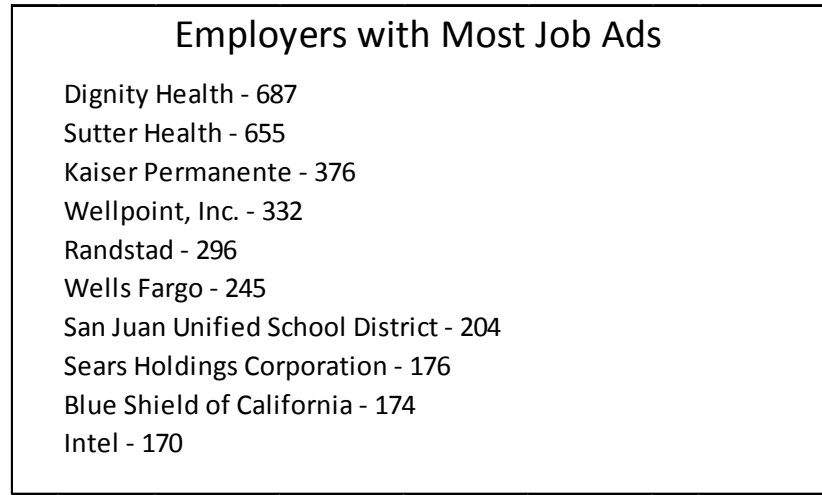
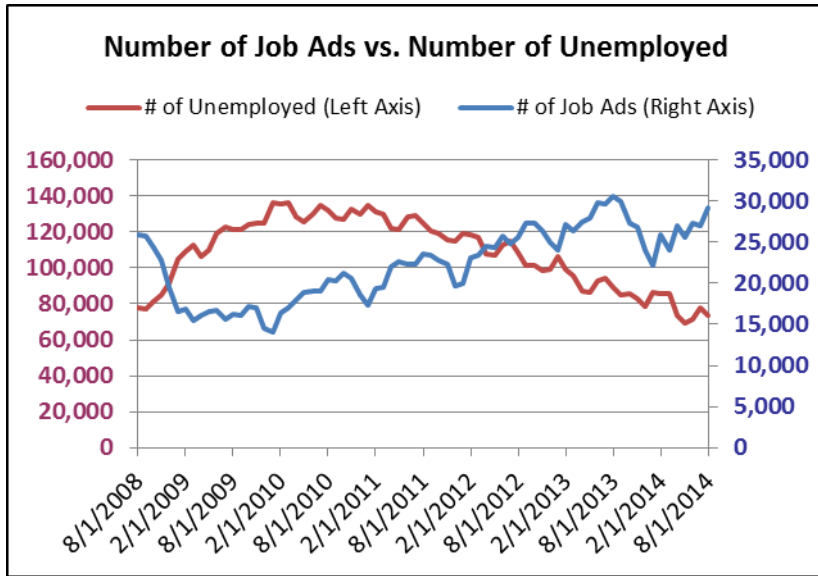
each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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Recent Job Ads for Sacramento Arden Arcade Roseville MSA

August 2014



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

Data Not Seasonally Adjusted

	Aug 13	Jun 14	Jul 14	Aug 14	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,045,100	1,045,100	1,049,000	1,048,900	0.0%	0.4%
Civilian Employment	956,000	973,500	971,400	975,600	0.4%	2.1%
Civilian Unemployment	89,200	71,600	77,600	73,300	-5.5%	-17.8%
Civilian Unemployment Rate	8.5%	6.9%	7.4%	7.0%		
(CA Unemployment Rate)	8.9%	7.3%	7.9%	7.4%		
(U.S. Unemployment Rate)	7.3%	6.3%	6.5%	6.3%		
Total, All Industries (2)	874,300	901,500	892,400	891,300	-0.1%	1.9%
Total Farm	10,300	9,800	10,600	10,400	-1.9%	1.0%
Total Nonfarm	864,000	891,700	881,800	880,900	-0.1%	2.0%
Total Private	649,000	662,500	665,900	664,700	-0.2%	2.4%
Goods Producing	81,600	81,800	84,700	84,600	-0.1%	3.7%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	46,300	46,500	48,700	47,700	-2.1%	3.0%
Construction of Buildings	10,000	9,500	10,100	10,200	1.0%	2.0%
Specialty Trade Contractors	30,700	31,600	32,300	32,000	-0.9%	4.2%
Building Foundation & Exterior Contractors	7,700	7,600	7,800	8,000	2.6%	3.9%
Building Equipment Contractors	11,800	12,300	12,500	12,100	-3.2%	2.5%
Building Finishing Contractors	7,000	7,600	7,800	8,000	2.6%	14.3%
Manufacturing	34,800	34,800	35,500	36,400	2.5%	4.6%
Durable Goods	23,700	24,500	24,800	24,900	0.4%	5.1%
Computer & Electronic Product Manufacturing	7,500	7,500	7,600	7,600	0.0%	1.3%
Nondurable Goods	11,100	10,300	10,700	11,500	7.5%	3.6%
Food Manufacturing	4,700	3,800	4,100	5,000	22.0%	6.4%
Service Providing	782,400	809,900	797,100	796,300	-0.1%	1.8%
Private Service Providing	567,400	580,700	581,200	580,100	-0.2%	2.2%
Trade, Transportation & Utilities	141,900	144,000	143,300	142,800	-0.3%	0.6%
Wholesale Trade	25,000	25,400	25,200	25,200	0.0%	0.8%
Merchant Wholesalers, Durable Goods	14,000	14,300	14,300	14,300	0.0%	2.1%
Merchant Wholesalers, Nondurable Goods	8,400	8,300	8,200	8,200	0.0%	-2.4%
Retail Trade	93,600	95,500	95,100	94,500	-0.6%	1.0%
Motor Vehicle & Parts Dealer	12,600	12,800	12,900	13,000	0.8%	3.2%
Building Material & Garden Equipment Stores	7,900	8,400	8,300	8,100	-2.4%	2.5%
Grocery Stores	17,600	17,700	17,900	17,900	0.0%	1.7%
Health & Personal Care Stores	5,300	5,100	5,200	5,100	-1.9%	-3.8%
Clothing & Clothing Accessories Stores	7,000	7,200	7,200	7,200	0.0%	2.9%
Sporting Goods, Hobby, Book & Music Stores	4,200	3,900	3,900	3,900	0.0%	-7.1%
General Merchandise Stores	19,500	19,500	19,700	19,600	-0.5%	0.5%
Transportation, Warehousing & Utilities	23,300	23,100	23,000	23,100	0.4%	-0.9%
Information	15,000	14,500	14,500	14,400	-0.7%	-4.0%
Publishing Industries (except Internet)	2,600	2,400	2,400	2,400	0.0%	-7.7%
Telecommunications	7,700	7,700	7,700	7,700	0.0%	0.0%
Financial Activities	50,200	50,200	49,800	50,200	0.8%	0.0%
Finance & Insurance	36,800	36,400	36,100	36,400	0.8%	-1.1%
Credit Intermediation & Related Activities	13,200	12,700	12,600	12,700	0.8%	-3.8%
Depository Credit Intermediation	8,000	7,900	7,800	7,800	0.0%	-2.5%
Nondepository Credit Intermediation	2,600	2,500	2,500	2,500	0.0%	-3.8%
Insurance Carriers & Related	19,300	19,600	19,300	19,300	0.0%	0.0%
Real Estate & Rental & Leasing	13,400	13,800	13,700	13,800	0.7%	3.0%
Real Estate	10,200	10,600	10,400	10,400	0.0%	2.0%
Professional & Business Services	115,200	119,300	121,800	122,400	0.5%	6.3%
Professional, Scientific & Technical Services	52,200	54,200	55,200	55,600	0.7%	6.5%
Architectural, Engineering & Related Services	8,900	9,500	9,900	10,100	2.0%	13.5%
Management of Companies & Enterprises	10,200	10,500	10,600	10,600	0.0%	3.9%
Administrative & Support & Waste Services	52,800	54,600	56,000	56,200	0.4%	6.4%
Administrative & Support Services	50,100	52,100	53,200	53,300	0.2%	6.4%
Employment Services	20,800	22,800	23,100	23,500	1.7%	13.0%
Services to Buildings & Dwellings	11,100	11,100	11,100	11,200	0.9%	0.9%

Data Not Seasonally Adjusted

	Aug 13	Jun 14	Jul 14	Aug 14	Percent Change	
			Revised	Prelim	Month	Year
Educational & Health Services	126,200	132,700	132,500	132,200	-0.2%	4.8%
Education Services	12,200	13,800	13,000	13,100	0.8%	7.4%
Health Care & Social Assistance	114,000	118,900	119,500	119,100	-0.3%	4.5%
Ambulatory Health Care Services	41,600	43,700	43,700	43,900	0.5%	5.5%
Hospitals	23,800	24,100	24,100	24,100	0.0%	1.3%
Nursing & Residential Care Facilities	15,600	15,800	15,800	15,800	0.0%	1.3%
Leisure & Hospitality	89,700	90,700	90,500	89,100	-1.5%	-0.7%
Arts, Entertainment & Recreation	15,000	14,300	14,300	13,900	-2.8%	-7.3%
Accommodation & Food Services	74,700	76,400	76,200	75,200	-1.3%	0.7%
Accommodation	8,600	8,400	8,500	8,400	-1.2%	-2.3%
Food Services & Drinking Places	66,100	68,000	67,700	66,800	-1.3%	1.1%
Full-Service Restaurants	31,100	30,400	30,500	30,000	-1.6%	-3.5%
Limited-Service Eating Places	31,900	32,600	32,300	32,000	-0.9%	0.3%
Other Services	29,200	29,300	28,800	29,000	0.7%	-0.7%
Repair & Maintenance	8,600	8,500	8,400	8,500	1.2%	-1.2%
Government	215,000	229,200	215,900	216,200	0.1%	0.6%
Federal Government	13,500	13,400	13,500	13,500	0.0%	0.0%
Department of Defense	1,600	1,600	1,600	1,600	0.0%	0.0%
State & Local Government	201,500	215,800	202,400	202,700	0.1%	0.6%
State Government	108,500	114,400	110,400	110,600	0.2%	1.9%
State Government Education	25,900	29,000	25,200	25,300	0.4%	-2.3%
State Government Excluding Education	82,600	85,400	85,200	85,300	0.1%	3.3%
Local Government	93,000	101,400	92,000	92,100	0.1%	-1.0%
Local Government Education	49,400	57,300	47,900	48,300	0.8%	-2.2%
Local Government Excluding Education	43,600	44,100	44,100	43,800	-0.7%	0.5%
County	18,000	18,400	18,400	18,300	-0.5%	1.7%
City	10,200	10,400	10,400	10,200	-1.9%	0.0%
Special Districts plus Indian Tribes	15,400	15,300	15,300	15,300	0.0%	-0.6%

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)
 August 2014 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Yolo County	97,300	90,700	6,700	6.8%	1.000000	1.000000
Davis city	38,800	37,100	1,700	4.3%	0.409375	0.251572
Esparto CDP	900	900	100	7.4%	0.009693	0.010482
West Sacramento city	16,000	14,300	1,700	10.8%	0.157748	0.259958
Winters city	3,600	3,300	300	7.8%	0.036250	0.041929
Woodland city	28,400	26,100	2,300	8.1%	0.287346	0.345912

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

Notes:

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

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

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

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

ITEM IV-F – INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, August 26, 2014
9:00 a.m.

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

Ms. Lynda Williams called the meeting to order at 9:12 a.m.; Ms. Linda Litka read the thought of the day. Mr. Steven Wormley called the roll.

Members Present:

Lynda Williams, San Juan Unified School District
Steven Wormley, Sacramento City Unified School District
Linda Litka, San Juan Unified School District
Kristyn Ingram, Twin Rivers Unified School District
Richina Siackasorn, WCIC/Playmate Child Development Center
Kenneth Tate, SETA-Operated Program
Colleen Fietzek, Home Base Representative
Kenny Williams, Men's Activities Affecting Children Committee
Jenna Kline, Community Representative, KVIE Public Television
Yajaira Martinez, alternate, Sacramento Food Bank & Family Services

Members Absent:

Toni Espinoza, Elk Grove Unified School District (unexcused)
Jill Julian, Sacramento City Unified School District (unexcused)
LaTasha Windham, SETA-Operated Program (unexcused)
Annette Duran, Past Parent Representative (unexcused)
Lenda Wheeler, SETA-Operated Program (unexcused)
Genevieve Levy, Sacramento Food Bank & Family Services (alternate present)

II. Consent Item

A. Approval of the Minutes of the July 29, 2014 Special Meeting

Minutes were reviewed; no questions or corrections.

Moved/Tate, second/K. Williams, to approve the minutes of the July 29, 2014 special meeting

Show of hands vote:

Aye: 9 (Fietzek, Ingram, Kline, Litka, Martinez, Siackasorn, Tate, K. Williams, Wormley)

Nay: 0

Abstentions: 1

III. Action Item

- A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Modification of the Agency Classification Plan to Establish the New Classification of Personnel/Human Resources Department Chief

Mr. Roy Kim reviewed this new classification. Mr. Kim will be moving to the Workforce Deputy Director when Robin Purdy retires in December. The agency is going to recruit for a department head for the Personnel/Human Resources department.

Ms. Williams opened a public hearing; no testimony was heard.

Moved/Fietzek, second/Litka, to close the public hearing, and approve the job classification of Personnel/Human Resources Department Chief.

Show of hands vote:

Aye: 9 (Fietzek, Ingram, Kline, Litka, Martinez, Siackasorn, Tate, K. Williams, Wormley)

Nay: 0

Abstentions: 1 (L. Williams)

IV. Information Items

- A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Williams reviewed the calendar of events.
- PC/PAC End-of-Year Appreciation: Ms. Williams urged board members to sign up and RSVP for this event. Payment for guests should be in the form of cash or money order. Ms. Hawkins distributed a sign-up sheet.
- Parent/Family Support Unit Events and Activities: No additional report.
- Parent/Staff Recognition: None.
- Community Resources-Parents/Staff: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed the fiscal report as of July 31. These reports do not include final information for the delegates; the final numbers will be due at the end of August. The Agency has exceeded the in-kind requirement and the administrative costs are far below the maximum allowed. Unexpended funds returned by the delegates can be utilized for grantee expenses. It is expected that all of the funds will be used for this fiscal year. The final report is due in to ACF by October 31.

Ms. Patterson stated that the Budget meetings have been changed to 1:00 p.m. There were board members from Elk Grove that were unable to attend the Budget meetings due to conflicting times for the Elk Grove delegate meetings.

- B. Governing Board Minutes of July 17, 2014: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Williams reviewed the critique of the last meeting.
- B. Budget/Planning Committee: Mr. Tate reviewed the most recent meeting.
- C. Personnel/Bylaws Committee: Mr. Tate reported the committee is looking to add more community representatives to the bylaws. Other changes are being considered for both the PAC and PC bylaws.
- D. Social/Hospitality Committee: Ms. Richina Siackasorn reported on the August 6 meeting. Committee members reviewed details for the end-of-year event. Entertainment is being sought for this event; please contact Ms. Desha if you are willing to provide entertainment.
- E. Parent Ambassador Committee: Ms. Williams reported that the members discussed the \$2 Per Child Campaign; Ms. Wendy Tanner provided information on having children's artwork on letterhead. The \$2 Per Child Campaign began August 13 and will continue to October. Ms. Williams and her family attended an event at UC Davis to raise money for the campaign. Their daughter Chloe raised \$106.00 for the campaign by selling the Head Start Spirit Bracelets. Many doctors and medical staff do not carry cash in their scrubs and asked for a website to make a donation to the \$2.00 per Child campaign. There is a need for additional Parent Ambassadors to attend community events to educate the public on Head Start and Early Head Start.
- F. Men's Activities Affecting Children Committee: Mr. Kenny Williams reported that there will be a MAACC BBQ at McKinley Park on September 17, 5-8 p.m. Mr. Williams reported that he recently spoke to several men and urged them to become involved in the MAACC. Ms. Williams asked for board member assistance to distribute information to all delegates.
- G. Maternal, Child and Adolescent Health Advisory Board: No report.
- H. Sacramento Medi-Cal Dental Advisory Committee: No report.
- I. Community Agency Reports: Ms. Jenna Kline spoke of the various apps available through KVIE for use on I-pads and smartphones, tablets. The list can be found at www.PBSkids.org/apps. Ms. Kline will bring some free app codes to the next Policy Council meeting.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: Ms. Alma Hawkins reported on behalf of Ms. Lee; Ms. Lee is meeting with region staff. A Children's Book Festival will be held September 27-28, 10 a.m. - 4 p.m. at Fairytale Town featuring Francie Dillon. Ms. Hawkins distributed flyers for this event.
- C. Head Start Managers' Reports: All three managers are also with Ms. Lee with the region staff. Ms. Hawkins reminded board members of the end-of-year Parent Appreciation Dinner. Board members will have their meals covered by the Agency but any guests attending must pay for their own meals. Ms. Hawkins stated that the Social/Hospitality Committee is doing an awesome job working on this event. Ms. Hawkins extended a heartfelt thank you to Ms. Richina

Siackasorn who volunteered to work on Head Start recruitment flyers. She was the only board member that showed up to help.

D. Chair's Report: No report. Ms. Williams urged board members to show up at committee meetings.

E. Open Discussion and Comments: Ms. Fietzek asked why bus advertisements do not mention Early Head Start. Ms. Williams explained that Early Head Start may be advertised on other buses.

F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:13 a.m.



Head Start Monthly Report

SETA Operated Program

Family Engagement Unit

August was the beginning of our new program year. The Head Start and Early Head Start program started the first day of school fully enrolled. This has been an extremely busy time for all of the staff, helping children become comfortable in a new environment, helping families be settled dropping their children off to people they are just meeting, and helping staff get to know a whole group of new children.

Family Service Workers have been very busy ensuring that all the health screening is done on children within 45 days. This process allows children, who may have an unidentified health concern, to get early intervention if necessary. Getting children to the dentist is the biggest struggle. Staff work diligently to educate parents about the importance of preventive dental care, and if there are dental issues, to get those issues cared for before they lead into a bigger health issue.

Every weekend, staff is out at community events to make sure that families and the community are aware of the wonderful services Head Start has to offer. We have been partnering with our Parent Ambassador group to have current and past parents working these events to give first hand testimonials about the quality of services and care they have received from the Head Start and Early Head Start program.

Program Support Services

Quality Assurance Monitoring Unit: QA Exit Meeting for the SETA-Operated Program HS/EHS Home Based Program was held on Friday, August 15, 2014. Review was conducted in the month of July. Unannounced safety and supervision visits at SOP centers were started in August. This is an additional monitoring activity to enhance child safety and to ensure compliance with appropriate ratio and supervision.

Training and Technical Assistance: Child file reviews and desk audit of Child Plus reports were conducted in relation to Program Information Report (PIR) that was due to Office of Head Start on August 31. During this month, delegates were also provided assistance in developing enhanced systems for safety and supervision and in tracking 45/90-day screening requirements.

Program Operations

In August, all center based teaching staff, Family Service Workers and support staff attended SUPERvision Training. This training session not only reviewed existing Supervision Policies and Procedures but also provided new strategies and tools to effectively provide safe classrooms and centers. SUPERvision includes the steps taken to ensure transitions are completed in a systematic manner.

S- Stop

U- Unite and Gather

P- Perform a Sweep

E- Exact Count

R- Roll Call & Re-Count

In addition, the agency is taking an all staff approach to ensure that safety and supervision awareness is of the highest importance and priority. This includes:

Training/ Meetings: Supervision Policy & Procedure Review (2x a year), Supervision Training with S.U.P.E.Rvision transition approach (all units), coaching available for supervision concerns, increased training on supervision for substitutes, continued meetings & communication between Union/Management;

Facilities: Facility modifications when possible, updated center/classroom safety plans, new work order follow up procedures;

Raising Awareness: Awareness of discipline/consequences related to supervision/ratio lapses, parent awareness through parent meetings & enrollment, child awareness with new PAWS safety book and activities, increased sign in/out awareness with staff and parents (Adult to adult transfer, greeting, health check);

Monitoring: Unannounced monitoring visits, new safety & supervision visit report (to be completed by multiple classifications); and

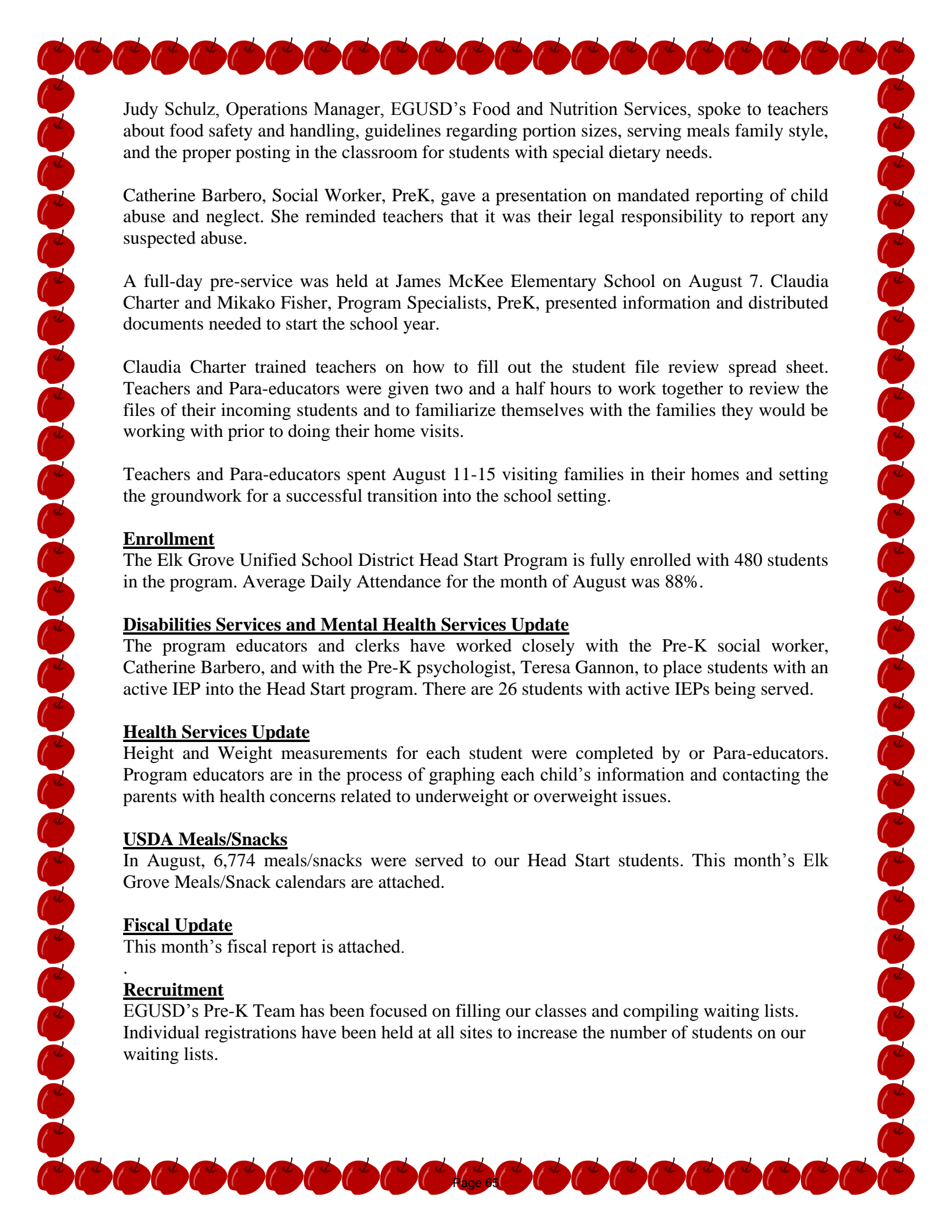
Tools/ Resources: Transition sheet modifications, ratio/staffing charts.

Elk Grove Unified School District

Education Services Update

A half-day pre-service was held in the Board Room at the Trigg Center on August 6. Dr. Sheri Pruitt, Director, Behavioral Science Integration at Kaiser Permanente, delivered a presentation titled "Increasing Parental Engagement to Support Children's Success: Five Easy Steps." She outlined five strategic questions that can be used to motivate and guide parents to engage in activities that support their children's health and educational needs. Staff feedback regarding her presentation was positive with many teachers and para-educators commenting they were pleased to have a method for conducting motivating conversations with the parents of the children in their classroom.

Connie Jacobs, school nurse for EGUSD, presented information regarding how to use an Epi-pen, how to handle bee stings, and the proper use of an inhaler. She explained the importance of having the EGUSD Medication form filled out before administering any medications to students.



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

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

A full-day pre-service was held at James McKee Elementary School on August 7. Claudia Charter and Mikako Fisher, Program Specialists, PreK, presented information and distributed documents needed to start the school year.

Claudia Charter trained teachers on how to fill out the student file review spread sheet. Teachers and Para-educators were given two and a half hours to work together to review the files of their incoming students and to familiarize themselves with the families they would be working with prior to doing their home visits.

Teachers and Para-educators spent August 11-15 visiting families in their homes and setting the groundwork for a successful transition into the school setting.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 480 students in the program. Average Daily Attendance for the month of August was 88%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the Pre-K social worker, Catherine Barbero, and with the Pre-K psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 26 students with active IEPs being served.

Health Services Update

Height and Weight measurements for each student were completed by or Para-educators. Program educators are in the process of graphing each child's information and contacting the parents with health concerns related to underweight or overweight issues.

USDA Meals/Snacks

In August, 6,774 meals/snacks were served to our Head Start students. This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's fiscal report is attached.

Recruitment

EGUSD's Pre-K Team has been focused on filling our classes and compiling waiting lists. Individual registrations have been held at all sites to increase the number of students on our waiting lists.



Sacramento City Unified School District

Health and Nutrition

Sacramento City Unified School District's (SCUSD) Child Development (CHDV) Department is currently fully staffed in the area of nursing personnel! The newest staffer (nurse) comes with a strong background in nursing and technology skills and has been a very positive contribution to the program. She has also completed the School Audiology Training course for Health Care Professionals at Chico State University and has received State Certification as a School Audiometrist.

Recently, she developed a flow chart to track health forms that the parents need to submit in order to complete the registration process for their child. This document has been instrumental in assisting the nurses with expediting the registration process for children with medical needs.

A team of nurses presented the "Blood Borne Pathogens" training to Child Development staff at staff orientation/pre-service training this past month. Additionally, nurses have expended a great deal of time revising and completing the *Diaper Policy and Procedures document*, which was written in draft form last spring by assigned committee members.

Nurses continue to work, relentlessly, screening newly enrolled and prospective preschoolers for the Head Start and state program options. Both nurses worked diligently to review the class files for health concerns in order to meet the preschoolers' health needs prior to enrollment. All three nurses have been writing Emergency and Health Care Plans, preparing medication boxes for the preschool teachers and performing medication training for the teachers and instructional aides.

In an effort to ensure a safe classroom environment for preschoolers with health concerns, the lead nurse has developed an *Instruction for Substitute Teachers* cover letter and an *Evidence of Staff Medication Training* page for the Substitute Teacher binder. These new forms and their purpose were presented to the teachers and support staff during staff orientation/ pre-service. The purpose of the forms is to alert the substitute teachers of any health concerns, medication needs or special diets among enrolled preschoolers. The *Health Alert* page also serves as an active health problem(s) listing for the regular (non-substitute) preschool teacher.

Additionally, SCUSD-CHDV's lead nurse offered an online Medication training for Child Development teaching and support staff as an alternate choice to the theory portion of medication training for non-nursing personnel. Several teachers thus far have utilized this method of "e-training", available through the Health Services Department, using the district's intranet connection. The three online courses offered were "Medication Administration", "Asthma" and "Food Allergies and Anaphylaxis" and included several brief training videos. The teachers and support staff met with the nurses after the completion of the online training to discuss any questions, if any, and also to re-introduce and demonstrate processes for oral medication administration, inhaler (and spacer) use and Epi-pen administration. The teachers expressed positive feedback to the nurses regarding the options discussed during the staff medication training.



Mental Health

Training was provided to all staff on establishing Teaching Pyramid expectations in the classroom and methods/suggestions for sharing that information with parents so they may support those child behavioral expectations at home.

A meeting was held with the Family Development Credential Training Coordinator at the California Office of Head Start to begin the implementation of the training with designated staff. Social workers clearly laid out requirements and expectations for participant students. Cohort I will consist of twelve staffers that will be working towards achieving their Family Development Credential academic work. Cohort classes will begin in September and will continue through August 2015.

Family and Community Partnerships

Training was provided to all staff at during pre-service/orientation on how to make effective connections with parents. The training included a review of the Family Community Partnership process, which included reviewing the Family Worksheet with families at the first home visit/parent conference. Additionally, Child Abuse Reporting and Prevention training was provided to all staff.

Family Health and Family Engagement

Early Head Start home based staff received training on the process of providing social emotional support for pregnant and post-delivery women, including how to administer the Postpartum Depression Screener. Additionally, Early Head Start home-based staff received training on the revised family partnership agreement process, which included an introduction to the newly revised FPA forms.

The Early Head Start home visitors and the resource teachers were invited to be a part of the upcoming Teaching Pyramid Training for home visitors offered by WestEd. Social Workers will be a part of this leadership team. Some designated home visitors will also be a part of the Cohort I Family Development Credentialing Program.

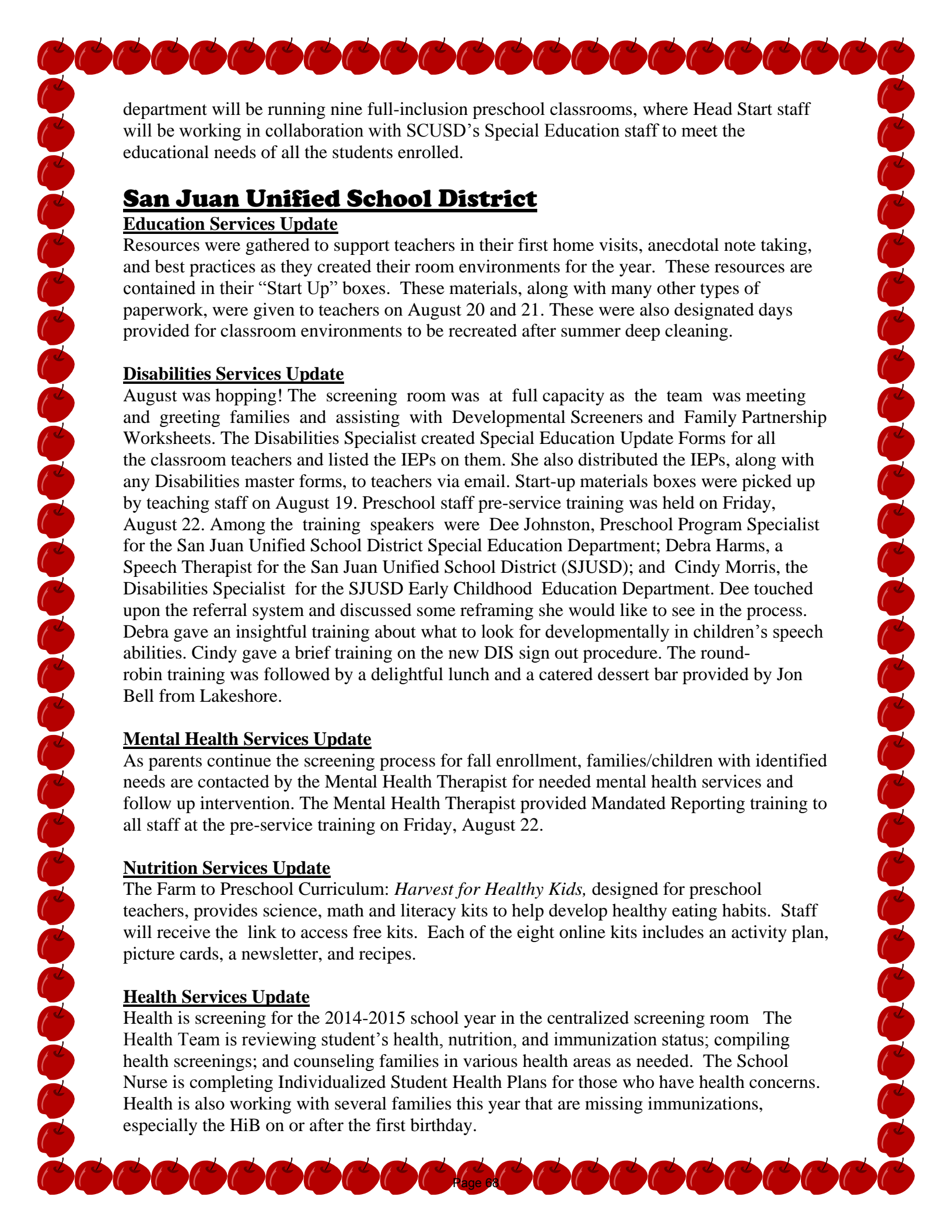
Education

During the month of August, CHDV had two days of professional learning and staff orientation trainings on August 27 & 28. Topics over the course of the two days included the new Individual Development Process, Supervision and Maintaining Adult/Child Ratios Policy, CSEFEL refresher, pedestrian safety instruction reminders, blood borne pathogens, new Diapering Policy, and child abuse reporting procedures. A one-time grant of \$9,800, through RIF (Reading is Fundamental), was awarded and was used to purchase 5,000 books to be distributed to the children and families enrolled in Early Head Start/Head Start program.

Balanced Literacy Cohorts I and II convened on August 27th, for the Balanced Literacy 2014-2015 kick-off training. Consultant Andy Hess led the training and provided resources and materials to help support the Balanced Literacy curriculum.

Special Education

CHDV is excited to begin the school year serving children with mild to significant special needs. As of August, enrollment included ten children with IFSPs in the Early Head Start Program option, and eleven children in the Head Start preschool program option. The



department will be running nine full-inclusion preschool classrooms, where Head Start staff will be working in collaboration with SCUSD's Special Education staff to meet the educational needs of all the students enrolled.

San Juan Unified School District

Education Services Update

Resources were gathered to support teachers in their first home visits, anecdotal note taking, and best practices as they created their room environments for the year. These resources are contained in their "Start Up" boxes. These materials, along with many other types of paperwork, were given to teachers on August 20 and 21. These were also designated days provided for classroom environments to be recreated after summer deep cleaning.

Disabilities Services Update

August was hopping! The screening room was at full capacity as the team was meeting and greeting families and assisting with Developmental Screeners and Family Partnership Worksheets. The Disabilities Specialist created Special Education Update Forms for all the classroom teachers and listed the IEPs on them. She also distributed the IEPs, along with any Disabilities master forms, to teachers via email. Start-up materials boxes were picked up by teaching staff on August 19. Preschool staff pre-service training was held on Friday, August 22. Among the training speakers were Dee Johnston, Preschool Program Specialist for the San Juan Unified School District Special Education Department; Debra Harms, a Speech Therapist for the San Juan Unified School District (SJUSD); and Cindy Morris, the Disabilities Specialist for the SJUSD Early Childhood Education Department. Dee touched upon the referral system and discussed some reframing she would like to see in the process. Debra gave an insightful training about what to look for developmentally in children's speech abilities. Cindy gave a brief training on the new DIS sign out procedure. The round-robin training was followed by a delightful lunch and a catered dessert bar provided by Jon Bell from Lakeshore.

Mental Health Services Update

As parents continue the screening process for fall enrollment, families/children with identified needs are contacted by the Mental Health Therapist for needed mental health services and follow up intervention. The Mental Health Therapist provided Mandated Reporting training to all staff at the pre-service training on Friday, August 22.

Nutrition Services Update

The Farm to Preschool Curriculum: *Harvest for Healthy Kids*, designed for preschool teachers, provides science, math and literacy kits to help develop healthy eating habits. Staff will receive the link to access free kits. Each of the eight online kits includes an activity plan, picture cards, a newsletter, and recipes.

Health Services Update

Health is screening for the 2014-2015 school year in the centralized screening room. The Health Team is reviewing student's health, nutrition, and immunization status; compiling 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. Health is also working with several families this year that are missing immunizations, especially the HiB on or after the first birthday.



Family and Community Partnerships Update

The Policy committee met on August 12 to conduct some business to help get ready for the upcoming school year. The representatives heard the results of the Federal Review, as well as the approval of new staff. Representatives were also given information about a Male Involvement Program being formed at SETA and a need for volunteers for this group. The September meeting will finish up the 2013-2014 school year, and representatives who may have children leaving the preschool program for kindergarten were encouraged to attend this final meeting.

Transition Services Update

The school year started with the staff completing home visits. It has been a great experience for both students and families. At the end of the 2013-2014 program year, articulation cards were delivered to the kindergarten sites that last year's students are now attending. This is a great tool for kindergarten teachers to learn about the students before they even meet them. Both of these transition strategies are a great way for students to be successful.

Program Support/Staff Training Update

August 22 was the Pre-Service Training Day for preschool staff. Teachers were trained in the process of special education referrals, universal precautions, blood borne pathogens, hand washing and health conditions, the supervision policy/procedure/monitoring, and mandated reporting. Additionally, the general education resources provided in the "Start Up" boxes were discussed. One resource which was highlighted was the *Tips for Parents* resource in English and Spanish. This resource covers different strategies for parents in regard to oral language and literacy in the home. The other education focus was the Staff Calendar, which contains a pacing guide for the implementation of the integrated curricula of *Houghton Mifflin* themes and *Creative Curriculum Studies, Second Step* (social emotional curriculum), and *Math*. Added research highlights align teachers' work with the Preschool Learning Foundations and Curriculum Frameworks volume 1-3. There are also new Literacy Resources reflecting the new School Readiness focus in the Three Year Goals for 2015-2017.

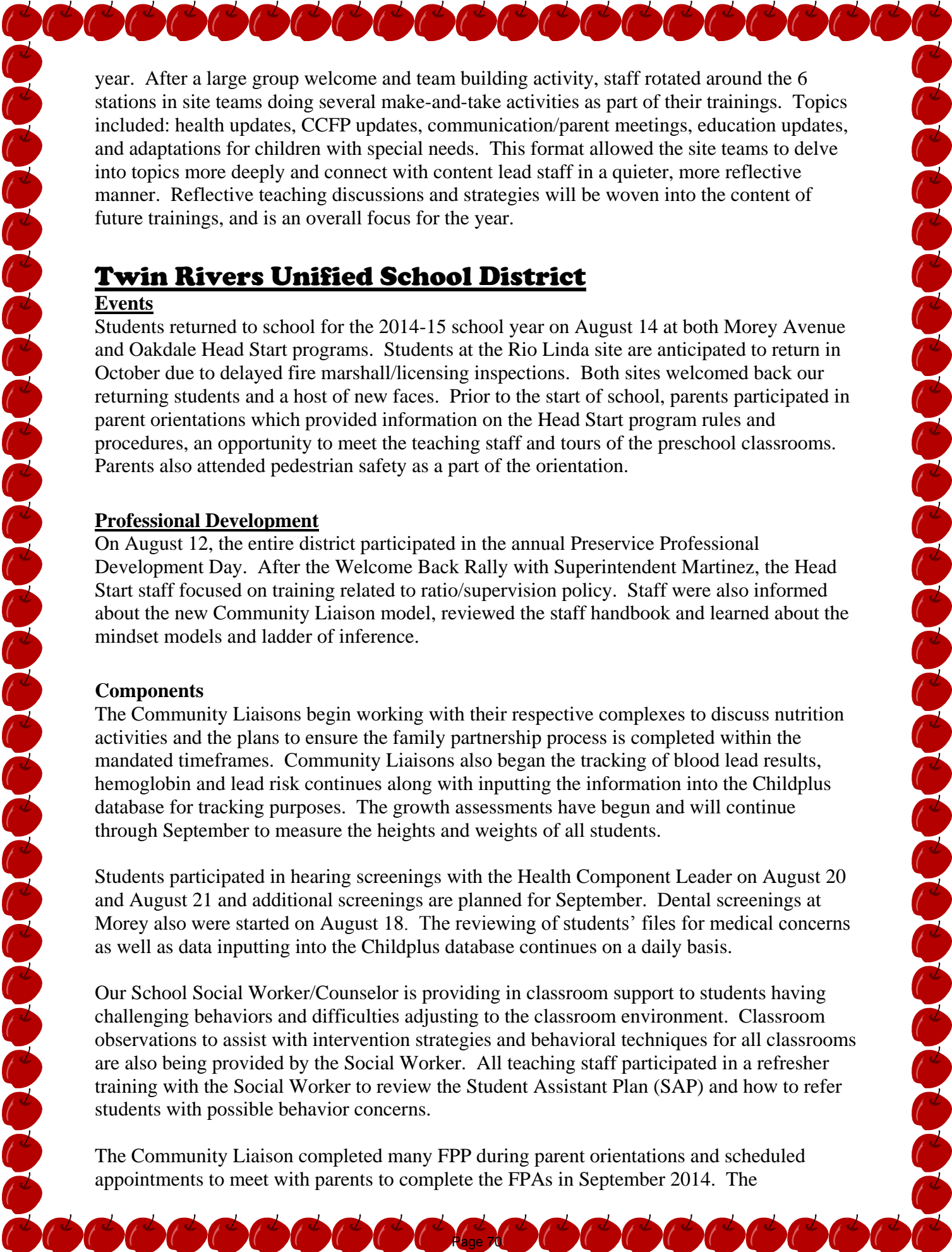
Fiscal Update

The month of August represents two occasions for the fiscal staff: the closing of the prior fiscal year, and the preparation for the beginning of the current fiscal year. It has been a busy month as both the June Final Report/Invoice and the July Final Closeout for Head Start and Early Head Start report is due to SETA. Closing the prior fiscal year is not just for Head Start and Early Head Start, however, but also includes all of the Child Development Programs that are operated under Fund 12. Preparing for the new year is also a challenge as preparation is made for purchasing needed items for the new year and preparing the required 45 day Budget Revision for the District.

Early Head Start

This month, the children who were home visiting during the summer had a fun Socialization at Swanston Park before either returning to their classroom program mid-month or moving on to a preschool program. The new combo class started mid-month as well, with children and their teacher settling into the new two-days-a-week routine.

All the EHS staff participated in the "Passport to Infant Toddler" training on August 13th, with stations representing different countries and covering all the topics needed for the new school



year. After a large group welcome and team building activity, staff rotated around the 6 stations in site teams doing several make-and-take activities as part of their trainings. Topics included: health updates, CCFP updates, communication/parent meetings, education updates, and adaptations for children with special needs. This format allowed the site teams to delve into topics more deeply and connect with content lead staff in a quieter, more reflective manner. Reflective teaching discussions and strategies will be woven into the content of future trainings, and is an overall focus for the year.

Twin Rivers Unified School District

Events

Students returned to school for the 2014-15 school year on August 14 at both Morey Avenue and Oakdale Head Start programs. Students at the Rio Linda site are anticipated to return in October due to delayed fire marshall/licensing inspections. Both sites welcomed back our returning students and a host of new faces. Prior to the start of school, parents participated in parent orientations which provided information on the Head Start program rules and procedures, an opportunity to meet the teaching staff and tours of the preschool classrooms. Parents also attended pedestrian safety as a part of the orientation.

Professional Development

On August 12, the entire district participated in the annual Preservice Professional Development Day. After the Welcome Back Rally with Superintendent Martinez, the Head Start staff focused on training related to ratio/supervision policy. Staff were also informed about the new Community Liaison model, reviewed the staff handbook and learned about the mindset models and ladder of inference.

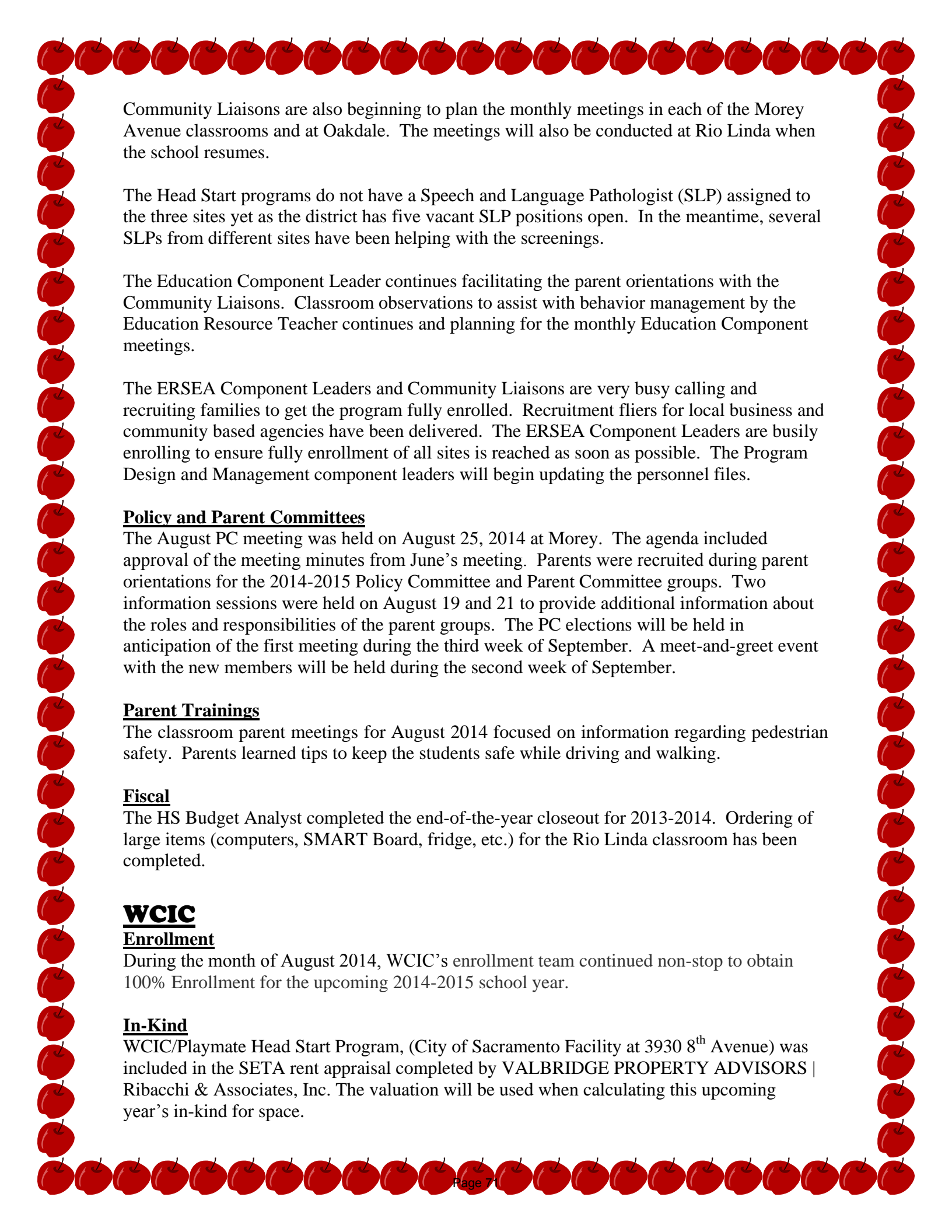
Components

The Community Liaisons begin working with their respective complexes to discuss nutrition activities and the plans to ensure the family partnership process is completed within the mandated timeframes. Community Liaisons also began the tracking of blood lead results, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. The growth assessments have begun and will continue through September to measure the heights and weights of all students.

Students participated in hearing screenings with the Health Component Leader on August 20 and August 21 and additional screenings are planned for September. Dental screenings at Morey also were started on August 18. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis.

Our School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. All teaching staff participated in a refresher training with the Social Worker to review the Student Assistant Plan (SAP) and how to refer students with possible behavior concerns.

The Community Liaison completed many FPP during parent orientations and scheduled appointments to meet with parents to complete the FPAs in September 2014. The



Community Liaisons are also beginning to plan the monthly meetings in each of the Morey Avenue classrooms and at Oakdale. The meetings will also be conducted at Rio Linda when the school resumes.

The Head Start programs do not have a Speech and Language Pathologist (SLP) assigned to the three sites yet as the district has five vacant SLP positions open. In the meantime, several SLPs from different sites have been helping with the screenings.

The Education Component Leader continues facilitating the parent orientations with the Community Liaisons. Classroom observations to assist with behavior management by the Education Resource Teacher continues and planning for the monthly Education Component meetings.

The ERSEA Component Leaders and Community Liaisons are very busy calling and recruiting families to get the program fully enrolled. Recruitment fliers for local business and community based agencies have been delivered. The ERSEA Component Leaders are busily enrolling to ensure fully enrollment of all sites is reached as soon as possible. The Program Design and Management component leaders will begin updating the personnel files.

Policy and Parent Committees

The August PC meeting was held on August 25, 2014 at Morey. The agenda included approval of the meeting minutes from June's meeting. Parents were recruited during parent orientations for the 2014-2015 Policy Committee and Parent Committee groups. Two information sessions were held on August 19 and 21 to provide additional information about the roles and responsibilities of the parent groups. The PC elections will be held in anticipation of the first meeting during the third week of September. A meet-and-greet event with the new members will be held during the second week of September.

Parent Trainings

The classroom parent meetings for August 2014 focused on information regarding pedestrian safety. Parents learned tips to keep the students safe while driving and walking.

Fiscal

The HS Budget Analyst completed the end-of-the-year closeout for 2013-2014. Ordering of large items (computers, SMART Board, fridge, etc.) for the Rio Linda classroom has been completed.

WCIC

Enrollment

During the month of August 2014, WCIC's enrollment team continued non-stop to obtain 100% Enrollment for the upcoming 2014-2015 school year.

In-Kind

WCIC/Playmate Head Start Program, (City of Sacramento Facility at 3930 8th Avenue) was included in the SETA rent appraisal completed by VALBRIDGE PROPERTY ADVISORS | Ribacchi & Associates, Inc. The valuation will be used when calculating this upcoming year's in-kind for space.



Administration

Ms. Davis, Executive Director/Head Start, and Team continued WCIC's building clean up, personnel required updates, and reorganization, during the month of August 2014, which also included the following: New Hire Licensing Updates, Fire Inspections, Licensing Facility Roster Verifications, etc.

Information Memorandums and Program Information Reports

ACF-PI-HS-14-03 Electronic Grant Applications and Program Communications

ACF-IM-HS-14-04 Bus Transportation and Safety

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/29/14	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Elk Grove USD	480	465	97	420	88
Sacramento City USD	1,312 (112)	112*	100	73*	66
SETA	2,002	2,235	112	1,262	63
San Juan USD	700	0*	Not in Session	0*	Not in Session
Twin Rivers USD	243 (211)	197*	93	177*	84
WCIC/Playmate	120	0*	Not in Session	0*	Not in Session
Totals	4857 (2,805)	3,009			

*San Juan USD and WCIC/Playmate have not started their 2014-2015 program year.

*Sacramento City USD and Twin Rivers USD remain on reduced summer schedule.

All programs return to full operation schedules in September.

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/29/14	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Sacramento City USD	144	147	102	69	47
SETA	349	360	103	269	77
San Juan USD	160	165	103	137	86
Totals	653	672			

(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.



SETA Head Start Food Service Operations Monthly Report *August 2014

August 25th - Traditional Classes return from Summer Break.
Kennedy Estates Center closed due to no water.

August 29th - Phoenix Park Center afternoon classes closed due to no water.

Meetings:
None.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
35,398	21,600	24,360	0

Total Amount of Meals and Snacks Prepared 81,358

Purchases:

Food	\$67,853.01
Non - Food	\$15,295.08

Building Maintenance and Repair: \$2,190.48

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$3,523.66

Vehicle Maintenance and Repair : \$915.98

Vehicle Gas / Fuel: \$1,985.00
Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 08/30/14)

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 (243)	6 (2 %)	N/A
Elk Grove USD (480)	26 (5 %)	N/A
Sacramento City USD (1312)(144)	11 (0.8 %)	10 (7%)
San Juan USD (700) (160)	70 (10%)	9 (6 %)
WCIC (120)***	0 (%)	N/A
SETA (2002) (349)	118 (6 %)	44 (12%)
County (4857)* (653)**	231 (5%)	63 (10%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

***WCIC was not in operation for the month of August 2014

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.