



**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

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

**KATHY KOSSICK**  
Executive Director

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

**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, December 3, 2015

**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](http://www.seta.net)

**AGENDA**

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**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

**CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Pursuant to Government Code Section 54956.8. The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Address: 925 Del Paso Boulevard, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment for Extension of Existing Lease

**VII. Adjournment**

**DISTRIBUTION DATE: TUESDAY, NOVEMBER 24, 2015**

ITEM II-A - CONSENT

MINUTES OF THE NOVEMBER 5, 2015 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the November 5, 2015 Governing Board meeting for your review.

RECOMMENDATION:

That your Board review, modify if necessary, and approve the attached minutes.

STAFF PRESENTER: Kathy Kossick

**REGULAR MEETING OF THE  
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
GOVERNING BOARD**

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)*

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

Thursday, November 5, 2015  
10:00 a.m.

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

Members Present:

Don Nottoli, Chair, Governing Board; Member, Board of Supervisors  
Sophia Scherman, Vice Chair, Governing Board; Public Representative  
Patrick Kennedy, Member, Board of Supervisors

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento  
Allen Warren, Councilmember, City of Sacramento

- ➔ Recognition of long-term employee: **William Walker**, Workforce Development Manager: Mr. Roy Kim recognized Mr. Walker for 30 years of service to SETA.

II. **Consent Items**

- A. Minutes of the October 1, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Approval to Modify California Employers Association's (CEA) Vendor Services Contract
- E. Approval to Add K Consulting to SETA's Vendor Services (VS) List

The consent items were reviewed; no questions or corrections.

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

- A. Approve the October 1, 2015 minutes
- B. Approve the claims and warrants for the period 9/25/15 through 10/28/15.
- C. Approve the modifications to the Policy Council bylaws.
- D. Approve the recommendation modification to California Employers Association

- E. Approve the recommendation to add K Consulting to SETA's VS list.  
Roll call vote:  
Aye: 3 (Kennedy, Nottoli, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Schenirer & Warren)

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

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

Ms. Kossick reviewed the process by which officers are chosen for the SETA Governing Board.

Moved/Kennedy, second/Scherman, to elect Ms. Sophia Scherman as Chair and Mr. Jay Schenirer as Vice Chair for a one-year term to begin November 6, 2015.

Roll call vote:  
Aye: 3 (Kennedy, Nottoli, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Schenirer & Warren)

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

Ms. Loretta Su introduced Mr. Ken Urrutia of Arthur J. Gallagher. Mr. Urrutia stated that last year, there was a 25% reduction in premiums. The proposed premiums for next year are less than what was paid four to five years ago.

Mr. Urrutia reviewed the quotes and stated that auto insurance went up because four new vehicles were added. The Directors and Officers insurance quote was marketed aggressively. One of the challenges he faced with the market was that SETA had 13 employment claims over the past ten years; four claims made against the agency in this year. This affects the premium. Some companies declined to quote due to the high number of claims. He was expecting an increase in the flood insurance but the premiums quoted were higher than expected. Some of the Head Start centers are in a flood plain. Overall, he is very happy with the quotes received.

In December, the Workers' Compensation Insurance premiums will be brought to the board for consideration.

Moved/Scherman, second/Kennedy, to delegate authority to the Executive Director to purchase the various coverages fundamentally consistent with the presentation.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revised Job Specifications for Associate Teacher (Tier I, II and III) and Head Start Substitute Child Care Teacher

Mr. Nottoli opened a public hearing.

Mr. John Allen reviewed this item which will allow the agency to better recruit teaching staff. This item was reviewed and approved by the Head Start Policy Council.

No speakers before the board.

Moved/Kennedy, second/Scherman, to close the public hearing and approve the revisions for the Associate Teacher and Head Start Substitute Child Care Teacher job specifications as outlined in the board packet.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

4. Approval to Extend Marketing, Advertising, Graphic Design and Website Maintenance Services Agreement and Authorize the Executive Director to Approve Additional Extensions

Ms. Terri Carpenter reported that last November, the Governing Board approved a one-year contract with EMRL to do graphic design. Included in the action was the ability to extend the contract for two more years. Staff is pleased with EMRL's services and is requesting a one-year extension from November, 2015 through November 9, 2016, not to exceed \$60,000.

Moved/Scherman, second/Kennedy, to approve the extension of the agreement with EMRL, Inc. for marketing, advertising, graphic design and

website maintenance services for the term November 10, 2015 through November 9, 2016 for a not to exceed amount of \$60,000 and authorize the Executive Director to sign the agreement and approve additional extensions.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant:

1. Approval to Ratify the Deobligation of 2015 Community Services Block Grant (CSBG) Funding from the Greater Sacramento Urban League, and the Augmentation of 2015 CSBG Funding to the Salvation Army

Ms. Julie Davis-Jaffe reported that the Greater Sacramento Urban League notified SETA on September 21 of their intent to terminate their contract for Safety Net Services. The Salvation Army continues to provide services in the North Sacramento area and will be able to reprogram these funds with no problem.

Mr. Kennedy suggested that when organizations come to us for funding in the future, take their past performance into consideration.

Moved/Scherman, second/Kennedy, to approve the deobligation of \$24,200 in 2015 CSBG funds from the GSUL and the augmentation of \$10,000 in 2015 CSBG funds to The Salvation Army to provide Safety-Net services in the North Sacramento Area through December 31, 2015.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

2. Consideration of Non-Responsive Proposals and Approval to Waive the Electronic Submission Requirements for the PY 2016 CSBG Request for Proposals

Ms. Julie Davis-Jaffe reported that three proposals came in without the electronic version of their proposal (Sacramento County Department of



Health and Human Services, Volunteers of America and Elk Grove Food Bank Services).

However, all three submitted their hard copy of the proposal, not their electronic version. The RFP included a requirement that written and electronic proposals be submitted by the deadline

The review team determined that failure to meet the electronic proposal deadline by these three respondents would not prevent an evaluation team member from accurately evaluating the written proposals. Therefore, staff recommends the approval of Option #1.

Ms. Scherman stated she is uncomfortable approving this waiver but she will agree to it; in the future, she will not approve waivers.

Mr. Thatch stated that the issue of timely submission of proposals has haunted the agency for years and the board has heard many excuses. The board has fundamentally held firm on submission dates, but when submission dates have been waived, it has caused issues. This board has the right to waive the issue. In past years, there was a requirement for proposers to submit eight to ten copies of their proposal; this board item recognizes how technology has improved with the requirement of electronic submissions. However, Mr. Thatch stated that he thinks this is a slippery slope.

Moved/ Kennedy, second/Scherman, to approve the waiver of the electronic submission requirements for the PY2016 CSBG Request for Proposals, provided that electronic proposals are submitted no later than November 6, 2015.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

**C. CHILDREN AND FAMILY SERVICES: None.**

**IV. Information Items**

A. Report on American Express Corporate Account Rewards Points Program, FY2015: No questions.

B. Fiscal Monitoring Reports: Mr. Kennedy requested clarification of the fiscal monitoring process and how issues are resolved, specifically with the Hmong Women's Heritage Association. Ms. Loretta Su replied that after the monitor found the issues, the service provider wrote a reimbursement check to SETA. There is no further action needed. If a

finding is determined to require additional information submitted, service providers have 45 days to provide documentation to SETA. Staff does follow up if they do not comply within an additional 10 days.

- C. Employer Success Stories and Activity Report: Mr. Walker reported that Voxpro will be setting up a call center in Folsom. It is expected that they will ultimately employ over 700 people.
- D. Dislocated Worker Update: No comments.
- E. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- F. Head Start Reports

Ms. Denise Lee stated that recently, the Children and Family Services Department had an opportunity to expand their management staff. Ms. Lee introduced two new managers, Ms. Robyn Caruso and Ms. Martha Cisneros.

Ms. Robyn Caruso has worked with SETA as a Program Officer providing support to delegate agencies including the grant. She's now in charge of the Quality Assurance team, EHS child care program, and other programs.

Ms. Martha Cisneros has extensive experience in health, nutrition, and safe environments. Head Start is a very large network and she has heard great things about SETA.

The new structure will strengthen the services in the county. All managers will take a county-wide approach with the SETA-operated and delegate centers.

**V. Reports to the Board**

- A. Chair: None.
- B. Executive Director: Ms. Kossick thanked Mr. Nottoli for his work as Chair over the past year. Ms. Kossick wished Supervisor Kennedy an early Happy Birthday and congratulated Mr. Thatch for his 37<sup>th</sup> anniversary with SETA on November 1.
- C. Deputy Directors: None.
- D. Counsel: None.
- E. Members of the Board: Ms. Scherman reported that Elk Grove will be hosting their 15<sup>th</sup> Annual Veterans Day parade.
- F. Public: No comments.

At 11:13 a.m., the board recessed to take action on the Helping Others, Inc. annual meeting.

At 11:17 a.m., the SETA Governing Board reconvened.

The board adjourned into closed session at 11:18 a.m. Mr. Thatch stated that the first Closed Session item would be dropped from the agenda. In addition, there will not be a report out of closed session.

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR:**

*Dropped from the agenda.*

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

**CLOSED SESSION: CONFERENCE WITH REAL PROPERTY**

**NEGOTIATOR** Pursuant to Government Code Section 54956.8. The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Address: 925 Del Paso Boulevard, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment for Extension of Existing Lease

**VII. Adjournment:** The meeting was adjourned at 11:35 a.m. with no report out of closed session.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/29/15 through 11/24/15, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 10/29/15 through 11/24/15.

STAFF PRESENTER: Kathy Kossick

ITEM II-C – CONSENT

APPROVAL OF RESOLUTION TO ACCEPT COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDS DURING THE NEXT FIVE-YEAR PERIOD AND AUTHORIZE THE EXECUTVE DIRECTOR TO SIGN THE AGREEMENTS AND ANY NECESSARY DOCUMENTS PERTAINING TO THE AGREEMENTS

BACKGROUND:

SETA has been issued a new CSBG contract for the 2016 program year by the State Department of Community Services and Development (CSD). The contract term is from January 1, 2016 through December 2016. SETA has received an initial Notice of Grant Award for the first quarter of the Federal Fiscal Year 2016 for federal Community Service Block Grant (CSBG) funds in the amount of \$440,925.

CSD requires a resolution from the SETA Governing Board prior to executing a contract for the 2016 CSBG funding. For administrative efficiency, staff is also seeking approval to accept future grant funds and take other necessary action required by the funding source for the subsequent four (4) program years.

Staff will be available to answer questions.

RECOMMENDATION:

Review and approve the attached resolution, and authorize the Executive Director to sign the agreements and any necessary documents pertaining to the funding source.

STAFF PRESENTER: Julie Davis-Jaffe

RESOLUTION No: 2015-04

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

**WHEREAS**, the Sacramento Employment and Training Agency has received a grant award for Program Year 2016 Community Services Block Grant funds;

**WHEREAS**, the State Department of Community Services and Development requires a resolution from the Governing Board in order to execute a contract for Program Year 2016 Community Services Block Grant funds.

**BE IT RESOLVED THAT**, the Governing Board of the Sacramento Employment and Training Agency hereby adopts this resolution accepting Program Year 2016 Community Services Block Grant funds and future funding awards through 2020;

**BE IT FURTHER RESOLVED THAT**, the Executive Director of the Sacramento Employment and Training Agency shall sign Contract No. 16-F-5033 and other necessary grant documents, including contract amendments, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

Attest:

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Chair of the Governing Board

Date: December 3, 2015

ITEM II-D - CONSENT

APPROVAL TO HIRE A SETA RETIRED ANNUITANT  
AS A TEMPORARY CONSULTANT

BACKGROUND:

The Agency has operated a California Department of Corrections and Rehabilitation (CDCR) Transition Grant Program since 2012, which has utilized the services of two (2) Consultants to assist with providing services under the grant. Due to the recent unavailability of one (1) of the Consultants, the Agency has determined a need for a temporary, part-time SETA Consultant is planning to hire a retired annuitant employee, Mr. Warren Murphy, who is experienced in providing services to ex-offenders and will assist with the grant's deliverables, including facilitating job search pre-release workshops at the Folsom Women's Facility.

Mr. Murphy has not been a regular full time employee on the Agency's payroll since February of 2015. It is anticipated that Mr. Murphy's services will be needed through the month of December for approximately 35 hours per week. After December, Mr. Murphy, along with other qualified individuals, will be placed on a list of CDCR approved Consultants, so in the future if a consultant becomes unavailable we will have a list of established substitutes.

RECOMMENDATION:

Approve the hiring of Mr. Murphy a SETA retired annuitant, as a temporary SETA Consultant.

STAFF PRESENTER: William Walker

ITEM II-E - CONSENT

APPROVAL TO ADD TBENTERPRISES TO SETA'S VENDOR  
SERVICES (VS) LIST

BACKGROUND:

On December 5, 2005, the SETA Governing Board approved the release of the Vendor Services (VS) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide services to eligible adults and youth in an effort to prepare them for participation in the labor force and to expand SETA's VS List. Since that time, the SETA Governing Board has approved several amended releases of the RFQ to expand the selection of Adult and Youth Workforce Development Services and Child Development (ages 0-5) and Family Services. Vendor services are fee-for-service activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

All vendors recommended for inclusion on SETA's VS List have demonstrated that the services proposed are justified and align with SETA's programs.

Staff is seeking approval of the attached recommendations.

RECOMMENDATION:

Approve the attached recommendation to add TBenterprises to SETA's VS List.

STAFF PRESENTER: Marianne Sphar



## Vendor Services (VS) List

### Staff Recommendation

**Applicant:** TBenterprises

**Location:** 2033 Ceres Way  
Sacramento, CA 95864

**Applicant's Background:**

TBenterprises was formed in 1998 as a woman-owned sole proprietorship for the purpose of providing consulting and training to public and private sector clients. TBenterprises has provided services for city, county, public and private sector organizations throughout the Sacramento region and the state. Training services focus on improving employee engagement and performance, communication and decision making, and effective change management.

As an approved vendor, TBenterprises will provide In-Service Training to SETA and partner staff to enhance their skills and abilities in serving customers of the Sacramento Works Job Center (SWJC) system and the Head Start program.

Activity	Workshop Rate
<p><b>In-Service Training* –</b></p> <ul style="list-style-type: none"> <li>• Effective Change Management</li> <li>• Developing &amp; Motivating Productive Teams</li> <li>• Customer Service in the Public Sector</li> <li>• Emerging Leaders</li> <li>• Coaching Skills</li> <li>• Time Management</li> </ul>	<p><b>2 Hour Workshop:</b> 8 – 30 participants @ \$250 per hour, or \$500</p> <p><b>4 Hour Workshop:</b> 8 – 30 participants @ \$250 per hour, or \$1,000</p> <p><b>8 Hour Workshop</b> 8 – 30 participants @ \$250 per hour, or \$2,000</p>

\*Services subject to prior management approval.

ITEM III-A- 1 - ACTION

REVIEW AND APPROVAL OF ANNUAL AUDITOR'S REPORT AND FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2015

BACKGROUND:

Gilbert Associates, Inc. recently completed the annual audit of the Sacramento Employment and Training Agency for the fiscal year ended June 30, 2015. Staff will be available to answer questions regarding the audit.

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

RECOMMENDATION:

Review and approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2015.

STAFF PRESENTER: Loretta Su

ITEM III-A – 2 - ACTION

APPROVAL OF PROCUREMENT OF WORKERS' COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Workers Compensation expires December 31, 2015. SETA's broker, Arthur J. Gallagher, is in the process of obtaining quotations for coverage and will present an oral report at the meeting.

If final quotes are not available at the December 3 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director to procure Workers Compensation coverage for the calendar year 2016.

STAFF PRESENTER: Loretta Su

## ITEM III-B – 1 –ACTION

### CONCURRENCE WITH THE SACRAMENTO WORKS, INC. BOARD TO APPROVE THE REQUEST FOR PROPOSALS FOR WIOA YOUTH PROGRAM SERVICES FUNDED BY TITLE I FUNDS FOR THE FISCAL YEAR BEGINNING JULY 1, 2016

#### BACKGROUND:

The Sacramento Works Youth Committee began the public planning process for the procurement of the WIOA Youth Program Services in the fall of 2015. Two Public Input Meetings were held on September 9, 2015 and October 14, 2015 to gain input from the community on the types of services needed to better serve the economically disadvantaged and disconnected youth in Sacramento County. Based on community input and several discussions on the new requirements of the Workforce Innovation and Opportunity Act (WIOA) of 2014, the following Request for Proposals has been developed to focus on the following:

- Significantly increased services to out-of-school youth 16-24 (75% of WIOA youth funds must be expended on providing intensive services for out-of-school youth)
- Paid or unpaid work based learning activities that include both an academic and occupation education component for both in-school and out-of-school youth (at least 20% of WIOA youth funds must be expended on work experience activities)
- High school dropout recovery
- Achievement of recognized post-secondary credentials
- Career pathways and work-based learning tied to a systematic approach that offers youth a comprehensive set of service strategies
- Required connection between WIOA-funded youth programs and the One-stop Center System providing information on the full array of appropriate services that are available to youth

On November 12, the Sacramento Works Youth Committee approved the Request for Proposals for the WIOA Youth Program Services for the fiscal year beginning July 1, 2016. The Sacramento Works, Inc. board approved this item at their November 18, 2015 meeting. A copy of the Request for Proposals will be sent under separate cover.

#### RECOMMENDATION:

Concur with the Sacramento Works, Inc. board to approve the Request for Proposals for the WIOA Youth Program Services for the fiscal year beginning July 1, 2016.

STAFF PRESENTER: Terri Carpenter

## ITEM III-B - 2- ACTION

### APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING RECOMMENDATIONS FOR PROGRAM YEAR 2016

#### BACKGROUND:

On September 4, 2015, SETA released a Request for Proposals (RFP) for the CSBG program for program year 2016. The RFP solicited services under Safety-Net, Youth and Senior Support and Family Self-Sufficiency categories as identified in the 2016-2017 CSBG Community Action Plan. The amount of funding available for program services was estimated to be \$800,000, of which 40% was allocated to Safety-Net or short term emergency services, 40% allocated to case-managed Family Self-Sufficiency services, and 20% allocated to Youth and Senior Support Services. The deadline for receipt of proposals was October 8, 2015. Twenty-nine (29) proposals were received by the 4:30 p.m. deadline, requesting a total of \$1,736,103. All Twenty-nine (29) proposals were evaluated.

#### Evaluation Process:

All proposals received through this solicitation went through a review process to provide funding recommendations to the Community Action Board. Staff recommendations were developed through the deliberation of a team of ten (10) readers representing SETA's Workforce Development Department, and Contracts and Fiscal units, in addition to one member of the Community Action Board. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Proposals were ranked into four categories:

**Rank 1:** Proposals responses exceeded all the RFP criteria; the proposer has experience in the proposed activity, has leveraged funding and collaborative partners, and has demonstrated that a clear need for the service exists.

**Rank 2:** Proposal responses met all the RFP criteria and meet a community need identified in the Community Action Plan.

**Rank 3:** Proposal responded adequately to the RFP criteria and meet a community need identified in the Community Action Plan. Proposal is eligible for funding as resources permit.

**Rank 4:** Proposal responses do not meet the RFP criteria and were not recommended for funding.

STAFF PRESENTER: Julie Davis-Jaffe

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

Page 2

The top ranked proposals achieved their scores based on the following criteria:

- The proposing agency had a history of successfully operating the proposed program or a similar program, had sufficient leveraged funding, and demonstrated the establishment of collaborative partnerships.
- The proposing agency adhered to the service priorities set forth in SETA's 2016-2017 Community Action Plan.
- The proposing agency succeeded in achieving planned, contracted goals, or, if not previously funded by CSBG, the agency demonstrated a potential for success.
- The proposing agency demonstrated a need exists for the service.
- If applying for the Family Self-Sufficiency category, the proposing agency had a clear description of a case-management system and had a connection with the system of Sacramento Works America's Job Centers.

Staff also considered that all identified high-risk and underserved neighborhoods would have access to services and ensured that all identified target groups would be served. Due to limited availability of CSBG funding, only twenty-two proposals are recommended for funding.

Two new agencies, Lao Family Community Development and Saint John's Program for Real Change (both ranked #2), are recommended for funding.

Daren Maeda, Director of Linkage to Education, provides services designed to redirect the lives of high-risk youth who are being released from juvenile institutions, and emancipated foster youth, to prepare and place them into local colleges. Staff recommends that his position be continued as a SETA Consultant for an additional year for \$30,000.

Attached are the resulting proposal rankings and staff funding recommendations. Proposal summaries and funding rationale will be submitted under separate cover. The Community Action Board met and approved the funding recommendations at their November 18, 2015 meeting. Staff will be available to answer questions.

### RECOMMENDATION:

1. Approve staff funding recommendations for the Program Year 2016 Community Services Block Grant.
2. Approve the continued funding of Daren Maeda as a SETA Consultant for an additional year in the amount of \$30,000.

STAFF PRESENTER: Julie Davis-Jaffe

**2016 COMMUNITY SERVICES BLOCK GRANT  
STAFF FUNDING RECOMMENDATIONS**

<b>Safety-Net Services</b>									
<b>Prop #</b>	<b>Rank</b>	<b>Agency</b>	<b>Target Group</b>	<b>Target Area *</b>	<b>Current Funding</b>	<b>Funding Request</b>	<b>Cost per/ # Served</b>	<b>Staff Recomm.</b>	<b>Page #</b>
1	3	South County Services	Low Income Families	South Sacramento County and River Delta Area	\$65,000 + \$22,491 carryover + \$119,314 DHA 1-Stop Share of Cost	\$186,114	\$115 1,615 Households	\$27,700	5
2	2	Voluntary Legal Services of Northern CA	Persons w/ Criminal Convictions or Suspended Driver's Licenses	Sacramento County	\$28,000	\$28,750	\$75 384 Individuals	\$28,000	5
3	2	Legal Services of Northern CA	Seniors	Sacramento County	\$20,000	\$20,000	\$28 725 Households	\$20,000	6
5	2	Francis House of Sacramento	Homeless Families	Sacramento County	\$70,400	\$89,271	\$429 208 Households	\$70,400	7
6	2	The Salvation Army	Low Income Families	Sacramento County	\$60,500	\$95,000	\$199 478 Households	\$60,500	7
7	2	Lao Family Community Development	Low Income Families	N. Sacramento, Florin, North Highlands, Arden Arcade, Carmichael, Citrus Heights	\$0	\$67,350	\$127 530 Households	\$20,000	8
9	2	Next Move	Homeless Families	Arden Arcade, Carmichael, Citrus Heights, Elk Grove, Galt, Florin, Rancho Cordova	\$10,200	\$42,295	\$223 230 Households	\$15,200	8
13	2	River City Food Bank	Low Income Families	Sacramento County	\$20,500	\$30,000	\$0.94 32,000 Households	\$20,500	10
22	2	Folsom Cordova Community Partnership	Low Income Families	Rancho Cordova and Parts of Folsom	\$24,000	\$56,110	\$62 899 Households	\$24,000	14
24	4	Elk Grove Food Bank Services	Low Income Families	Elk Grove and Zip Codes 95624, 95757, 95758, 95829, 95288, 95759	\$20,000	\$49,790	\$60 825 Households	\$0	15
25	2	My Sister's House	Domestic Violence Survivors	Central and South Sacramento, Elk Grove	\$34,000	\$49,024	\$860 57 Households	\$26,100	15
26	2	Volunteers of America	Homeless and Low Income Veterans	Sacramento County	\$7,519.02	\$26,950	\$99 272 Households	\$7,600	15
28	3	WIND Youth Services	Homeless Youth 12-24	Sacramento County	\$20,381	\$63,827	\$64 1,000 Households	\$0	16
<b>TOTAL SAFETY-NET RECOMMENDED:</b>								<b>\$320,000</b>	

## Family Self-Sufficiency Services

Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
4	2	Saint John's Program for Real Change	Single Homeless Women w/ Children 0-5	Sacramento County but Targeting Florin	\$0	\$96,653	\$483 200 Households	\$70,000	6
10	3	Next Move	Homeless	Sacramento County	\$58,000	\$60,143	\$261 230 Households	\$60,000	9
11	3	Sacramento Self-Help Housing	Low Income and Homeless Families	North Highlands and Florin	\$20,000	\$49,764	\$311 160 Households	\$20,000	9
12	4	Center for Employment Training	Low Income Families	South Sacramento County, Florin, Lemon Hill	\$0	\$56,037	\$934 60 Households	\$0	10
18	3	La Familia Counseling Center	In-School, Gang and Pre-gang Youth	South Sacramento, Lemon Hill, Parkway, Florin, Galt	\$0	\$100,000	\$1,333 75 Households	\$0	12
21	2	Folsom Cordova Community Partnership	Single Parents w/ Children 0-5	Rancho Cordova and Portions of Folsom	\$0	\$75,229	\$2,508 30 Households	\$60,000	13
23	2	Waking the Village	Homeless Pregnant and Parenting Youth w/ Children	Sacramento County	\$42,500	\$50,000	\$3,125 16 Households	\$50,000	14
27	3	WIND	Homeless Youth 12-24	Sacramento County	\$0	\$75,989	\$1,520 50 Youth	\$60,000	16
<b>TOTAL FAMILY SELF-SUFFICIENCY RECOMMENDED:</b>								<b>\$320,000</b>	



## Youth and Senior Support

Prop#	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
8	2	Next Move	Seniors	Sacramento County but Targeting Lemon Hill, Florin, Rancho Cordova	\$0	\$28,859	\$1,312 22 Seniors	\$25,000	8
14	3	Visions Unlimited	Seniors	South Sacramento County	\$50,000	\$58,468	\$688 85 Seniors	\$35,000	10
15	3	Elk Grove Unified School District	Pregnant and Parenting Teens and their Children	City of Sacramento, Elk Grove, Florin, Valley Hi	\$0	\$30,888	\$309 100 Families	\$0	11
16	3	Hmong Women's Heritage Association	Seniors	Sacramento County	\$23,800	\$28,000	\$467 60 Seniors	\$0	11
17	2	Department of Health and Human Services	Seniors	Sacramento County	\$27,500	\$27,500	\$1,100 25 Seniors	\$16,500	11
19	2	La Familia Counseling Center	In-School, Gang and Pre-gang Youth	South Sacramento, Lemon Hill, Parkway, Florin, Galt	\$55,000	\$100,000	\$1,333 75 Youth	\$55,000	12
20	2	Children's Receiving Home	Foster Youth	Sacramento County	\$28,500	\$41,552	\$1,385 30 Youth	\$28,500	13
29	4	Transitional Living and Community Support	Seniors/ Disabled SRO Residents	Downtown Sacramento	\$0	\$40,805	\$680 60 Seniors	\$0	17
<b>TOTAL YOUTH AND SENIOR SUPPORT RECOMMENDED:</b>								<b>\$160,000</b>	

**TOTAL FOR ALL CSBG CATEGORIES RECOMMENDED:**

**\$800,000**

ITEM III-C - 1 – ACTION

APPROVAL OF THE SUBMISSION OF A CHANGE IN SCOPE FOR THE EARLY HEAD START-CHILD CARE PARTNERSHIP GRANT TO THE ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)

BACKGROUND:

In August, 2014 SETA applied for a nearly \$1.6 million discretionary grant to serve 84 children ages 0-3 in a new operating model within a 12-month period. SETA and its partner, the Sacramento County Office of Education (SCOE), had recruited and secured two child care providers within Sacramento County, Kinder World and the National Human Development Foundation (NHDF) to provide services under the newly funded Early Head Start-Child Care Partnership (EHS-CCP) project.

Due to other program funding priorities (state preschool expansion) along with significant changes in key personnel, the National Human Development Foundation has withdrawn from the project. NHDF was scheduled to serve eight infant/toddlers in the EHS-CCP project.

After significant efforts to identify and secure a replacement provider that meets all criteria of the project, SETA is seeking to re-program the enrollment slots. Specifically, SETA is requesting to convert four of the eight enrollment slots from the EHS-CCP Partnership to EHS-CCP Expansion and operate the slots within the grantee operated program. For the remaining four enrollment slots, SETA is requesting an enrollment reduction without a reduction in funding. Funds would be used to serve the four expansion enrollment slots within the grantee without available layered funding. Since SETA does not have alternate funds to layer and off-set costs for the project, four enrollment slots is the maximum SETA can operate within the cost structure. A detailed Program Narrative, Budget and Budget Narrative will be sent under separate cover.

Ms. Denise Lee, Deputy Director, will provide detailed information during her presentation.

RECOMMENDATION:

Approve the submission of the Early Head Start Child Care-Partnership Change of Scope to the Administration for Children and Families/Office of Head Start, resulting in a total funded enrollment of 80 infants/toddlers with a budget of \$2,516,160 for the project period of February 1, 2015 through July 31, 2016 (18-month project period).

STAFF PRESENTER: Denise Lee

ITEM IV-A - INFORMATION

PROGRAM OPERATOR MONTHLY REPORT THROUGH SEPTEMBER 2015

BACKGROUND:

Attached for your information is the CSBG program operator Monthly Report documenting services provided and the number of clients served by CSBG program operators for the period of January 1 through September 2015.

Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe

Community Action Board  
Monthly Report Through September, 2015

DELEGATE AGENCIES	EXPENDITURES			Family Self-Sufficiency % of Households Served	Emergency Safety-Net Services Provided (A Percentage of Projected Third Quarter Goals)							
	PY2015 BUDGET	Expenditures Reported	% of Budget Expended		Food	Housing Assistance	Shelter (Motel)	Utilities Assistance	Legal Assistance	Employ. Supports	Transportation	Clothing
Children's Receiving Home	\$ 28,500	\$ 21,375	75%	100%+								
Department of Health and Human Services	\$ 27,500	\$ 21,382	78%	100%+								
Elk Grove Food Bank Services	\$ 20,000	\$ 13,891	69%		100%+							
Folsom Cordova Community Partnership	\$ 24,000	\$ 20,933	87%		100%+	100%+	100%+	100%+		100%+	100%+	100%+
Francis House	\$ 70,400	\$ 46,748	66%		87%		88%				85%	
Greater Sacramento Urban League***	\$ 24,200	\$ -	0%			0%		0%			0%	
Hmong Women's Heritage Association	\$ 23,800	\$ 20,043	84%	80%								
La Familia Counseling Center	\$ 55,000	\$ 40,675	74%	100%+								
Legal Services of Northern California	\$ 20,000	\$ 16,312	82%						100%+			
My Sister's House	\$ 34,000	\$ 17,460	51%			100%+		100%				
River City Food Bank	\$ 20,500	\$ -	0%		100%+							
Roberts Family Development Center	\$ 20,000	\$ 15,369	77%	59%								
Next Move Sacramento	\$ 68,200	\$ 52,201	77%	77%		100%+	100%+	100%+		100%+	0%	

Community Action Board  
Monthly Report Through September, 2015

DELEGATE AGENCIES	EXPENDITURES			Family Self-Sufficiency % of Households Served	Emergency Safety-Net Services Provided (A Percentage of Projected Third Quarter Goals)								
	PY2015 BUDGET	Expenditures Reported	% of Budget Expended		Food	Housing Assistance	Shelter (Motel)	Utilities Assistance	Legal Assistance	Employ. Supports	Transportation	Clothing	
Sacramento Self-Help Housing	\$ 20,000	\$ 16,470	82%	100%+									
South County Services	\$ 206,805	\$ 176,061	85%		91%	89%		89%			16%		
The Salvation Army	\$ 60,500	\$ 58,500	97%			100%+	100%+	100%+					
Travelers Aid Emergency Assistance Agency	\$ 70,000	\$ 55,582	79%		N/A****	51%	100%+	100%+					
Visions Unlimited	\$ 50,000	\$ 37,325	75%	100%+									
Voluntary Legal Services Program	\$ 28,000	\$ 19,969	71%						98%				
Volunteers of America	\$ 7,519	\$ 5,700	76%			100%+		88%					
Waking the Village	\$ 42,500	\$ 16,810	40%	100%+									
Wind Youth Services	\$ 20,381	\$ 15,282	75%		100%+						100%+		

\*\*\* On November 5, 2015, the SETA Governing Board granted the Greater Sacramento Urban League's request to terminate its CSBG contract with SETA, under which no services were provided.

\*\*\*\*Travelers Aid projects all annual food services into the 4th Quarter, which have not yet been reported.

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. Robert Roe DATE: November 4, 2015**

**FROM: Mayxay Xiong, SETA Fiscal Monitor**

**RE: On-Site Fiscal Monitoring of Elk Grove Unified School District**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$3,125,314	08/1/14-7/31/15	08/1/14-7/31/15
Head Start	T & TA	\$9,000	08/1/14-7/31/15	08/1/14-7/31/15

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: September 14-15, 2015

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

**Program Operator:** Elk Grove Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2014 to July 31, 2015 for the Head Start program have been traced to the delegate agency records. The records were verified and appeared to be in order.

**Recommendations for Corrective Action:**

- 1) None

cc: Kathy Kossick  
Governing Board  
Policy Council



**MEMORANDUM**

**TO:** Ms. Karen Malkiewicz **DATE:** November 4, 2015

**FROM:** Mayxay Xiong, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of  
EGUSD Adult & Community Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	Out-of-School Youth	\$190,000	7/1/14-6/30/15	1/1/15-6/30/15
WIA	Universal Services Youth	\$71,500	7/1/14-6/30/15	1/1/15-6/30/15
WIA	25% DW	\$150,000	7/1/14-9/30/15	1/1/15-6/30/15
WIA	SWTC	\$369,447	7/1/14-6/30/15	1/1/15-6/30/15

**Monitoring Purpose:** Initial  Follow-up Special Final

**Date of review:** 9/30-10/1/15

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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	X			
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

**Program Operator:** EGUSD Adult & Community Education

**Findings and General Observations:**

1) None.

**Recommendations for Corrective Action:**

1) None.

cc: Kathy Kossick  
Governing Board

MEMORANDUM

TO: Ms. Cassandra Jennings DATE: October 30, 2015

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	AD IT	\$ 15,000	7/1/14-6/30/15	3/1/15-6/30/15
WIA	US	\$ 61,000	7/1/14-6/30/15	9/1/14-6/30/15
WIA	DW 25%	\$ 120,000	7/1/14-6/30/15	9/1/14-6/30/15
CSBG	Safety Net	\$ 24,200	1/1/15-12/31/15	1/1/15-7/31/15 (closed)
CalWorks	TC/GED	\$ 54,900	7/1/14-6/30/15	9/1/14-6/30/15
CalWorks	ESE2/OJT	\$ 63,715	3/1/15-6/30/15	3/1/15-6/30/15

Monitoring Purpose: Initial  Follow-Up  Special  Final

Date of review: August 17-20, 2015

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

**Program Operator:** Greater Sacramento Urban League

**Findings and General Observations:**

The total costs as reported to SETA for WIA and CSBG programs have been reviewed and traced to the subgrantee's fiscal records. Although there are no disallowed costs, the following is a finding and concern that requires corrective action.

GSUL is not in compliance with federal regulations. The agency has expended more than \$500,000 in federal grant funds during the fiscal years reviewed and is therefore subject to the A-133 audit requirements. The last audit completed was for the fiscal year ended June 30, 2012. Although an audit has been conducted for the fiscal years ending June 30, 2013 and June 30, 2014, SETA is in possession of draft versions dated September 10, 2015. GSUL has not provided finalized audit reports for the fiscal years ending 2013 and 2014.

**Recommendations for Corrective Action:**

Immediately upon completion, submit to SETA an A-133 compliant audit for fiscal years ending June 30, 2013 and June 30, 2014.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Lisa Welze **DATE:** October 14, 2015  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of International Rescue Committee

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$72,967	12/1/14-9/30/15	12/1/14-6/30/15

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** 9/28/15

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

**Program Operator: International Rescue Committee**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from December 1, 2014 to June 30, 2015 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 18, 2015  
**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	\$180,000	7/1/13-3/31/15	3/1/14-3/31/15
WIA	RICO	\$50,000	7/1/14-6/30/15	7/1/14-6/30/15

**Monitoring Purpose:** Initial \_\_\_\_\_ Follow-up \_\_\_\_\_ Special \_\_\_\_\_ Final X  
**Date of review:** 8/3/15

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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 for the VEAP and RICO programs from March 1, 2014 to March 31, 2015 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:** Mr. Leo McFarland **DATE:** October 30, 2015  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Volunteers of America

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u>	<u>PERIOD</u>	<u>COVERED</u>
				<u>PERIOD</u>		<u>COVERED</u>
CSBG	SN	\$ 7,519	1/1/14-12/31/14	1/1/14-12/31/14		

**Monitoring Purpose:** Initial \_\_\_ Follow-Up \_\_\_ Special \_\_\_ Final X  
**Date of review:** March 2015 desk audit with follow-up

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

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Volunteers of America

**Findings and General Observations:**

The total costs as reported to SETA CSBG programs have been traced to the subgrantee'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

ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Training Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering; 3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
A1 Heating & Air	3	HVAC Technician	1
	3	Journeyman Plumber	1
Advanced Call Center Technologies	1	Customer Service Representatives	50
Allstate Insurance-Alain Ionescu Office	1	Insurance Sales Representative	1
Amerigas	1	Customer Care Agent	24
Amware Pallet Services	3	Pallet Repairman	4
Barnes & Noble	1	Assistant Store Manager	1
	1	Barista/Cafe Server	2
	1	Bookseller	2
	1	Community Business Development Manager	1
	1	Head Cashier	1
	1	Merchandise Manager	1
BBC Services, Inc.	3	Carpenter	10
Big Brothers Big Sisters of Greater Sacramento	1	Match Support Specialist	1
Boys & Girls Clubs of Greater Sacramento	1	Program Assistant	10
Bozzuto Insurance Agency	1	Insurance Sales Agent	1
Brashers Sacramento Auto Actn	9	Auction Driver	1
	1	Auto Body Condition Report Writer	1
	7	Auto Mechanic	1
	1	Dealer Registration Clerk-Front Counter Customer Service	1
	1	Transportation Billing/Data Entry Clerk	1
Castle House Distributors	1	Driver/Service Tech	1
CBS13/CW31	1	Administrative Assistant	1
Child Action	5	Assessment Unit Clerk (Bilingual)	1
	1	Human Resources Analyst	1
Children's Law Center of California	1	Scanning Clerk	1
	1	Secretary	1
City of Sacramento	1	Out of School Time Leader	29
Cokeva, Inc.	9	Logistic Operator	5
	10	Sales Executive	1
	3	Technician II	1
Comcast	10	Individual Direct Sales	1
	1	Xfinity Sales Associates	9
Comfort Systems Construction	7	Apartment Renovator	2
Core Commercial	1	Marketing/Graphic Design/Office	1
Corporate Care	1	Technician	2
Craig Cares	4	Caregiver/Home Health Aide/CNA	1
Crossroads Facility Services	1	Senior Accountant	1
	1	Youth Specialist	1
Culinary Staffing America	1	Food Service Workers	40
Dayles Diesel & Genrtr Repair	7	Generator Mechanic	1
E3 CA INC	1	Administrative Assistant	1
Electrofreeze of Northern California	1	Office Administrator	1
eVerifile	1	Team Manager	4
Faneuil/InSync Consulting Services LLC	1	Customer Service Representative	500
Fish Window Cleaning	10	Window Cleaner	2
First Security Services	1	Security Officer	10
Frito-Lay	10	Detailer	1
	10	Merchandiser	1
	9	Route Sales Representative - General	1
Greater Sacramento Urban League	1	Youth Specialist	1
GRID Alternatives North Valley	1	Outreach Coordinator	1
	3	SolarCorps Construction Fellows	2
	1	SolarCorps Outreach Fellow	1
H&R Block	1	Office Manager/Lead	20
	1	Tax Professional	20
Headway Workforce Solutions	1	Seasonal Assistant Manager	1
Horizon Personnel Services	9	Order Puller	10
Hunter Douglas Fabrication	7	Production Associate/Assembler	9
J. Powers Recruiting Inc.	1	Account Executive	1
Kair In-Home Social Svc	1	Foster Family Agency Administrator, Social	1
Leukemia & Lymphoma Society	1	Part Time Outreach Assistant	15

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering; 3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
LG Electronics	7	Field Service Technician - Appliances and HVAC	1
Liberty Tax Service #8097	1	Tax Preparer	1
Lofings Lighting Inc	9	Warehouse and Delivery	1
Los Rios Community College District	1	Account Clerk I	1
	1	Account Clerk II	1
	1	Accounting Adjunct Assistant Professor	1
	1	Accounting Specialist	1
	1	Administrative Assistant I	1
	1	Administrative Secretary I	1
	1	Admissions/Records Clerk II	2
	1	Associate Vice President of Student Services	1
	1	Campus Operations Director - Sutter County Center	1
	1	Clerical Assistant	1
	1	Clerk II	1
	1	Clerk III	2
	1	Confidential Executive Assistant	1
	1	Control Center Technician	1
	1	Counseling Clerk II	1
	1	Counselor/Articulation Officer	1
	1	Counselor/Coordinator -Workability III Program	1
	1	Custodian	2
	1	Deaf Culture and American Sign Language (ASL) Studies Assistant Professor	1
	1	Dean of Communication, Visual and Performing Arts	1
	1	Dean of Distance Education, Virtual Education Center	1
	1	Dean of Fine and Applied Arts	1
	1	Dean, Kinesiology and Athletics	1
	1	Diagnostic Medical Sonography (DMS) Assistant Professor / Program Coordinator	1
	1	Distance Education Coordinator Adjunct Pool	1
	1	Facilities Planning and Engineering Specialist	1
	1	Faculty Diversity Internship Program Pool	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	1
	1	Horticulture Assistant Professor	1
	1	Hospitality Management/Culinary Arts Assistant Professor	1
	1	Human Resources Assistant III	1
	6	Information Technology Application Systems Supervisor(Student Administration Systems)	1
	1	Instructional Assistant-Aeronautics	1
	6	Information Technology Systems/Database Administrator Analyst II	1
	1	Instructional Assistant - Foreign Language	1
	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Phlebotomy Laboratory	1
	1	Instructional Assistant - Photography	1
	1	Instructional Assistant - Sign Language Studies	1
	1	Instructional Assistant - Writing/English/Reading	1
1	Instructional Assistant- Costuming and Makeup	1	
1	Instructional Science Laboratory Supervisor	1	
1	Instructional Services Assistant I	1	
6	IT Specialist II - Microcomputer Support	1	
1	Laboratory Technician - Science	1	
1	Lead Custodian	1	
1	Library/Media Technical Assistant	1	
7	Locksmith/Glazier	1	
7	Operations Technician	1	
1	Outreach Clerk	1	
1	Philosophy Instructor	1	
1	Physical Education/Athletic Attendant	1	

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering; 3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
	1	Police Communication Dispatcher	1
	1	Police Officer	1
	1	Psychology Assistant Professor	1
	1	Public Relations Technician	1
	1	Public Services Librarian	1
	4	Registered Nurse	1
	6	Senior Information Technology Systems/Database Administrator Analyst	1
	6	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	6	Senior IT Technician - Lab/Area Microcomputer Support	1
	1	Special Project - Student Personnel Assistant - Health and Wellness Services	1
	1	Special Projects- Inmate Education Specialist	1
	1	Special Projects- Laboratory Technical Support Assistant - Health and Education Labs	1
	1	Special Projects- Work-based Learning Specialist	1
	1	Student Personnel Assistant - Assessment/Testing	1
	1	Student Personnel Assistant - Career & Job Opportunity Services	1
	1	Student Personnel Assistant - Outreach Services	1
	1	Student Personnel Assistant - Student Life	1
	1	Student Personnel Assistant - Student Services	1
	1	Student Personnel Assistant - TANF	1
	1	Student Personnel Assistant- Student Services	1
	1	Student Success and Support Program (SSSP) Faculty Coordinator	3
	1	Vice President of Student Services	1
Markstein Beverage Co.	9	Category Space Technician	1
	1	Merchandiser	1
	9	Night Warehouse Associate	1
MAXIMUS	1	Enrollment Service Representative	1
Merryhill School	1	Preschool Teacher	2
Modis IT Staffing	6	Group Level Processor	20
National Audubon Society	1	Contracts and Government Grants Manager	1
Northcentral Pizza, LLC. dba Domino's Pizza	1	Assistant Manager	1
Northern Sheets LLC	9	Production Workers	3
Pacific Health & Home	3	Masonry Installer	2
	3	Skilled Tradesman/Craftsman	2
Pacific Protection INC	1	Unarmed Security Officer	10
Pacific Staffing	1	Call Center Manager - Bilingual Spanish	1
Package One	9	Class A Truck Driver	1
Pep Boys	7	Technicians and Mechanics	10
Pilkington North America Inc.	1	Service Center Administrator	1
Pirtek Power Inn	7	Field Service Technician	1
PowerSchool Group LLC	1	Accountant	1
	2	Associate Performance Test Engineer	1
	2	Associate QA Test Engineer	1
	6	Associate Software Engineer	1
	1	Associate Systems Administrator	1
	1	Billing Associate	1
	1	Collections Associate	1
	6	Compliance Application Software Engineer	1
	6	Compliance Database Software Engineer	1
	1	Contracts Administrator	1
	1	Corporate Trainer	1
	1	Customer Support Representative (Tier 1)	1

EMPLOYER	CRITICAL CLUSTERS	JOB	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering; 3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
PowerSchool Group LLC	6	Desktop Technician	1
	1	Entry Level Accounts Payable Specialist	1
	1	Entry Level Corporate Development Analyst	1
	1	Entry Level Pricing Analyst	1
	1	Entry-Level Project Manager	1
	1	Financial Analyst	1
	1	Inside Sales Account Representative	1
	1	Marketing Campaign Coordinator	1
	1	Product Manager-Consumer	1
	1	Product Marketing and Competitive Intelligence Manager	1
	1	Product Marketing Manager	1
	1	Recruiting Manager	1
	1	Renewals Associate	1
	1	Salesforce Administrator	1
	1	Senior Corporate Recruiter	1
	1	Senior Manager of Human Resources	1
	1	Senior Project Manager	1
	6	Senior UI Interface Designer	1
	6	Sr Network Engineer	1
6	Sr Systems Engineer	1	
6	Systems Engineer II	1	
1	Vice President of Customer Operations- School Systems Group	1	
PrideStaff	3	Machine Operator and Woodworking Craftsman	10
	9	Production and Manufacturing Technician	10
Quality Driver Solutions	9	Class A Driver	15
Restoration Hardware	9	Commercial Truck Drivers	20
	1	Client Service Center Supervisor	2
Sacramento Employment and Training Agency	1	Project Leader	2
	1	CFS Education Program Officer	1
	1	Early Head Start Educator	1
Sacramento Metro Chamber-Commerce	1	Family Services Worker Range III	1
	1	Head Start Education Coordinator	1
	1	Site Supervisor	1
Sacramento Regional Transit District	1	Accounting Clerk	1
Sacramento Regional Transit District	1	Assistant General Manager - Administration	1
	7	Maintenance Supervisor - Wayside	1
	1	Community Bus Services (CBS) Dispatcher/Supervisor	1
	1	Marketing and Communications Specialist	1
	7	Mechanic A	1
	3	Network Operations Engineer	1
	1	Safety Specialist II	1
	1	Senior Human Resources Analyst	1
Security Tech Protective Services	1	Armed Security Officer	10
Serenity Respite	4	Respite Care Provider	10
Slingshot Connections	10	Outside Sales	5
Smartguard	1	Security Officer/Patrol Officer	6
Softsol Technologies Inc.	1	Business Analyst	1
	1	Document Prep/Scan Technician	8
SolarCity	1	Call Center Concierge	20
	3	Electrician	20
	7	PV Installer	20
Southeast Asian Assistance Center	1	Executive Director	1
South Side Art Center	1	Ceramic Lead Artist Instructor	1
Staff Management	1	Area Manager	30
Starbucks Corporation	1	Barista	7
Stations	9	Installer	4
Stericycle	1	Customer Service Representative	6
Strategies To Empower People STEP	1	Direct Support Professional	20
SVS GroupP, Inc.	1	Event Staff & Security Guards	30

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
<b>Critical Occupational Clusters Key: 1=Administrative &amp; Support Services; 2=Architecture &amp; Engineering; 3=Construction; 4=Healthcare &amp; Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance &amp; Repair; 8=Tourism/Hospitality; 9=Transportation &amp; Production; 10=Non-Critical Occupations</b>			
Teledyne Microwave Solutions	9	Assembler 1	2
	7	Calibration Lab Technician	1
	1	Contracts/Pricing Manager 4	1
	3	Electrical Engineer 4	1
	3	Electronic Engineer 2	1
	7	Electronic Technician	1
	7	Machinist 4	1
	1	Senior Contracts Administrator	1
	7	Technician 1	1
	1	Trade Compliance Support Administrator 1	1
	9	Warehouse Loader	4
The Firehouse Restaurant	1	Fine Dining Line Cook	1
Therapeutic Pathways	4	Behavior Technician	20
Thoughtful Food Inc.	10	Dishwasher	2
Timco Construction Inc	3	General Construction Estimator	1
Trinity Fresh	9	Class B Truck Driver	4
	9	Warehouse Loader	2
True Transport Inc	9	CDL A Truck Driver	4
Villara Building Systems	9	Class A and Class C Driver	1
	9	Driver	1
	7	Duct Blaster	1
	7	Fire Sprinkler Installer	1
Villara Building Systems	1	Human Resources Bilingual Receptionist	1
	7	HVAC Apartments Installer	1
	7	HVAC Commercial Installer	1
	7	HVAC Retro-Fit Lead	1
	7	HVAC Sheet Metal Installer	1
	7	HVAC Start-Up Technician	1
	7	HVAC Warranty and Paid Service Technician	1
	9	Inventory Control Clerk	1
	1	Manufacturing Administrative Assistant	1
	7	Plumbing Finish/Service	1
	7	Plumbing Installer	1
	7	Quality Control Load Master/Inspector	2
Visiting Angels Senior Home Care	4	Caregiver	10
Western States Fire Protection	7	Alarm & Detection Technician	1
	7	Fire Alarm/Fire Sprinkler Inspector	1
	7	Fire Sprinkler Designer	3
	1	Service Administrator	
	9	Shop Foreman	1
Westlake Charter School	1	Instructional Aide - Substitute	5
Woodmack Products, Inc.	9	Entry-Level Production Machine Operator	1
	9	Entry Level Production Welder	1
	9	Janitor & Machine Operator	1
Yuba Community College District	1	Accounting Assistant	1
	1	Adjunct Instructors	1
	1	Cashier	1
	1	Custodial Maintenance Worker	1
	1	Custodian	1
	1	Director of Financial Aid	1
	1	Director of TRiO Programs	1
	1	Financial Aid Technician	1
	1	Interim - Human Resources Analyst/Academic)	1
	1	Interim Chief of Police	1
	1	Library Technical Assistant	1
	1	Nursing Instructor	1
	1	Philosophy Instructor	1
	1	Site Supervisor - Child Development Center	1
	1	Site Supervisor - Child Development Center	1
	1	Testing Technician	1
	1	X-Ray Technology Instructor	1
	<b>Total</b>		



ITEM IV-C – INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is a copy of the most current dislocated worker updates. Staff will be available to answer questions.

STAFF PRESENTER: William Walker

## Dislocated Worker Information PY 2015/2016

The following is an update of information as of November 16, 2015 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	5/8/2015	<b>Sutter Medical Foundation</b> 8170 Laguna Blvd Elk Grove, CA 95758	7/1/2015	15	6/25/2015
Unofficial	6/4/2015	<b>Bank of America</b> 10850 White Rock Rd. Rancho Cordova, CA 95670	10/30/2015	35	9/30/2015
Official	6/11/2015	<b>Intel</b> 1900 Prairie City Rd. Folsom, CA 95630	7/15/2015	152	Declined
Official	6/26/2015	<b>Raley's</b> 4551 Mack Road Sacramento, CA 95823	9/12/2015	60	Declined
Official	6/15/2015	<b>Insync</b> 3712 Douglas Blvd. Roseville, CA 95661	9/30/2015	148	7/1/2015 8/14/15
Official	7/27/2015	<b>Hank Fisher Properties, Inc.</b> 610 Fulton Avenue Suite 100 Sacramento, CA 95825	9/30/2015	243	10//15/15
Official	10/27/2015	<b>Isola USA Corporation</b> 3233 Dwight Rd. Elk Grove, CA 95758	12/28/2015	72	Pending
Unofficial	11/9/2015	<b>L3 Narda</b> 107 Woodmere Folsom, CA 95630	11/18/2015	20	11/18/2015
Unofficial	11/16/2015	<b>Cegment</b> 9738 Lincoln Village Dr Sacramento, CA 95827	12/31/2015	25	Pending
			<b>Total # of Affected Workers</b>	770	

ITEM IV-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of October was 5.5%.

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: Roy Kim

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA  
(MSA)  
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)  
School employment led month-over job gains**

The unemployment rate in the Sacramento-Roseville-Arden Arcade MSA was 5.5 percent in October 2015, up from a revised 5.1 percent in September 2015, and below the year-ago estimate of 6.6 percent. This compares with an unadjusted unemployment rate of 5.7 percent for California and 4.8 percent for the nation during the same period. The unemployment rate was 5.2 percent in El Dorado County, 4.8 percent in Placer County, 5.7 percent in Sacramento County, and 6.0 percent in Yolo County.

**Between September 2015 and October 2015**, combined employment located in the counties of El Dorado, Placer, Sacramento, and Yolo grew by 3,400 to reach 929,600.

- Government added 4,700 jobs from last month. The bulk of the increase was seen in local government educational services, which added 3,000 jobs.
- Private education and health services gained 1,200 jobs from September. Health care and social assistance accounted for over half of the job gains for the industry, adding 700 jobs.
- Financial activities; trade, transportation, and utilities; and construction each grew by 600 jobs over the month.
- Five industries experienced a month-over decrease in jobs. Leisure and hospitality shed 1,700 jobs; manufacturing cut back 1,000 jobs; total farm lost 700 jobs; other services declined by 600 jobs; and professional and business services dipped by 400 jobs.

**Between October 2014 and October 2015**, total jobs in the region increased by 21,000, or 2.3 percent.

- Leisure and hospitality surged in year-over job growth, adding 9,500 jobs from last October. Food services and drinking places accounted for the majority of the growth, adding 7,500 jobs.
- Trade, transportation, and utilities advanced by 4,600 jobs compared to last year. Retail trade accounted for the entire gain for the industry, adding 4,900 jobs. This gain offset a decline in transportation, warehousing, and utilities, which dipped by 300 jobs.
- Professional and business services rose by 2,600 jobs with most of the gain in professional, scientific, and technical services, which added 2,000 jobs.
- Two industries declined compared to October 2014. Manufacturing lost 300 jobs while information shed 200 jobs.

**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**October 2015 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,017,200</b>	<b>17,936,900</b>	<b>1,080,400</b>	<b>5.7%</b>
ALAMEDA	9	822,500	785,100	37,400	4.5%
ALPINE	49	470	430	40	8.9%
AMADOR	26	14,690	13,810	880	6.0%
BUTTE	31	103,700	97,300	6,500	6.2%
CALAVERAS	26	20,560	19,320	1,240	6.0%
COLUSA	56	11,410	10,180	1,230	10.8%
CONTRA COSTA	10	550,400	524,500	25,900	4.7%
DEL NORTE	44	9,960	9,190	770	7.7%
EL DORADO	17	89,200	84,500	4,700	5.2%
FRESNO	54	439,400	398,500	40,900	9.3%
GLENN	37	13,480	12,580	900	6.7%
HUMBOLDT	15	62,500	59,300	3,200	5.1%
IMPERIAL	58	79,600	62,300	17,300	21.8%
INYO	18	9,120	8,640	490	5.3%
KERN	49	399,700	364,300	35,400	8.9%
KINGS	55	56,600	51,100	5,500	9.7%
LAKE	39	30,540	28,440	2,090	6.9%
LASSEN	22	11,350	10,690	660	5.8%
LOS ANGELES	25	4,989,200	4,693,700	295,500	5.9%
MADERA	49	62,100	56,600	5,500	8.9%
MARIN	2	145,200	140,300	4,900	3.3%
MARIPOSA	26	7,980	7,500	480	6.0%
MENDOCINO	13	41,770	39,670	2,100	5.0%
MERCED	52	116,600	106,000	10,600	9.1%
MODOC	42	3,400	3,150	250	7.3%
MONO	41	7,390	6,870	520	7.0%
MONTEREY	22	226,100	212,900	13,200	5.8%
NAPA	5	76,800	73,600	3,200	4.2%
NEVADA	15	48,220	45,780	2,440	5.1%
ORANGE	7	1,605,800	1,536,500	69,300	4.3%
PLACER	11	177,900	169,500	8,500	4.8%
PLUMAS	43	8,340	7,700	630	7.6%
RIVERSIDE	35	1,028,200	961,100	67,000	6.5%
SACRAMENTO	21	686,700	647,500	39,200	5.7%
SAN BENITO	33	30,100	28,200	1,900	6.4%
SAN BERNARDINO	31	924,900	867,900	57,000	6.2%
SAN DIEGO	13	1,572,300	1,494,200	78,100	5.0%
SAN FRANCISCO	3	555,300	536,200	19,100	3.4%
SAN JOAQUIN	46	312,900	287,400	25,500	8.1%
SAN LUIS OBISPO	7	144,000	137,700	6,200	4.3%
SAN MATEO	1	449,100	434,700	14,400	3.2%
SANTA BARBARA	11	223,500	212,800	10,700	4.8%
SANTA CLARA	4	1,040,100	999,500	40,700	3.9%
SANTA CRUZ	22	143,500	135,300	8,300	5.8%
SHASTA	38	76,200	71,000	5,200	6.8%
SIERRA	26	1,550	1,450	90	6.0%
SISKIYOU	45	17,330	15,950	1,380	8.0%
SOLANO	20	207,500	195,900	11,700	5.6%
SONOMA	5	262,600	251,700	10,900	4.2%
STANISLAUS	48	241,900	221,400	20,500	8.5%
SUTTER	52	43,900	39,900	4,000	9.1%
TEHAMA	36	26,290	24,550	1,750	6.6%
TRINITY	39	5,000	4,660	340	6.9%
TULARE	56	195,900	174,700	21,200	10.8%
TUOLUMNE	33	21,640	20,250	1,390	6.4%
VENTURA	19	434,000	410,500	23,500	5.4%
YOLO	26	102,800	96,700	6,100	6.0%
YUBA	46	27,900	25,600	2,200	8.1%

**Notes**

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2014 benchmark and Census 2010 population controls at the state level.

**REPORT 400 M**  
**Monthly Labor Force Data for California**  
**Counties and Metropolitan Statistical Areas**  
**October 2015 - Preliminary**  
 Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	<b>---</b>	<b>19,017,200</b>	<b>17,936,900</b>	<b>1,080,400</b>	<b>5.7%</b>
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	9	1,605,800	1,536,500	69,300	4.3%
BAKERSFIELD MSA (Kern Co.)	55	399,700	364,300	35,400	8.9%
CHICO MSA (Butte Co.)	35	103,700	97,300	6,500	6.2%
EL CENTRO MSA (Imperial Co.)	64	79,600	62,300	17,300	21.8%
FRESNO MSA (Fresno Co.)	60	439,400	398,500	40,900	9.3%
HANFORD CORCORAN MSA (Kings Co.)	61	56,600	51,100	5,500	9.7%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	29	4,989,200	4,693,700	295,500	5.9%
MADERA MSA (Madera Co.)	55	62,100	56,600	5,500	8.9%
MERCED MSA (Merced Co.)	58	116,600	106,000	10,600	9.1%
MODESTO MSA (Stanislaus Co.)	53	241,900	221,400	20,500	8.5%
NAPA MSA (Napa Co.)	7	76,800	73,600	3,200	4.2%
OAKLAND HAYWARD BERKELEY MD	12	1,372,900	1,309,600	63,300	4.6%
Alameda Co.	11	822,500	785,100	37,400	4.5%
Contra Costa Co.	13	550,400	524,500	25,900	4.7%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	22	434,000	410,500	23,500	5.4%
REDDING MSA (Shasta Co.)	43	76,200	71,000	5,200	6.8%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	37	1,953,100	1,829,000	124,100	6.4%
Riverside Co.	40	1,028,200	961,100	67,000	6.5%
San Bernardino Co.	35	924,900	867,900	57,000	6.2%
SACRAMENTO ROSEVILLE ARDEN ARCADE MSA	23	1,056,700	998,200	58,500	5.5%
El Dorado Co.	20	89,200	84,500	4,700	5.2%
Placer Co.	14	177,900	169,500	8,500	4.8%
Sacramento Co.	25	686,700	647,500	39,200	5.7%
Yolo Co.	30	102,800	96,700	6,100	6.0%
SALINAS MSA (Monterey Co.)	26	226,100	212,900	13,200	5.8%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	16	1,572,300	1,494,200	78,100	5.0%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,004,400	970,900	33,500	3.3%
San Francisco Co.	4	555,300	536,200	19,100	3.4%
San Mateo Co.	1	449,100	434,700	14,400	3.2%
SAN JOSE SUNNYVALE SANTA CLARA MSA	6	1,070,200	1,027,700	42,600	4.0%
San Benito Co.	37	30,100	28,200	1,900	6.4%
Santa Clara Co.	5	1,040,100	999,500	40,700	3.9%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	9	144,000	137,700	6,200	4.3%
SAN RAFAEL MD (Marin Co.)	2	145,200	140,300	4,900	3.3%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	26	143,500	135,300	8,300	5.8%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	14	223,500	212,800	10,700	4.8%
SANTA ROSA MSA (Sonoma Co.)	7	262,600	251,700	10,900	4.2%
STOCKTON LODI MSA (San Joaquin Co.)	51	312,900	287,400	25,500	8.1%
VALLEJO FAIRFIELD MSA (Solano Co.)	24	207,500	195,900	11,700	5.6%
VISALIA PORTERVILLE MSA (Tulare Co.)	62	195,900	174,700	21,200	10.8%
YUBA CITY MSA	54	71,700	65,500	6,200	8.7%
Sutter Co.	58	43,900	39,900	4,000	9.1%
Yuba Co.	51	27,900	25,600	2,200	8.1%
Alpine Co.	55	470	430	40	8.9%
Amador Co.	30	14,690	13,810	880	6.0%
Calaveras Co.	30	20,560	19,320	1,240	6.0%
Colusa Co.	62	11,410	10,180	1,230	10.8%
Del Norte Co.	49	9,960	9,190	770	7.7%
Glenn Co.	42	13,480	12,580	900	6.7%
Humboldt Co.	18	62,500	59,300	3,200	5.1%
Inyo Co.	21	9,120	8,640	490	5.3%
Lake Co.	44	30,540	28,440	2,090	6.9%
Lassen Co.	26	11,350	10,690	660	5.8%
Mariposa Co.	30	7,980	7,500	480	6.0%
Mendocino Co.	16	41,770	39,670	2,100	5.0%
Modoc Co.	47	3,400	3,150	250	7.3%
Mono Co.	46	7,390	6,870	520	7.0%
Nevada Co.	18	48,220	45,780	2,440	5.1%
Plumas Co.	48	8,340	7,700	630	7.6%
Sierra Co.	30	1,550	1,450	90	6.0%
Siskiyou Co.	50	17,330	15,950	1,380	8.0%
Tehama Co.	41	26,290	24,550	1,750	6.6%
Trinity Co.	44	5,000	4,660	340	6.9%
Tuolumne Co.	37	21,640	20,250	1,390	6.4%

**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 2014 benchmark and Census 2010 population controls at the state level.

**REPORT 400 W**  
 Monthly Labor Force Data For  
 Local Workforce Investment Areas (LWIA)  
**October 2015 - Preliminary**  
 Data Not Seasonally Adjusted

Area	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
ALAMEDA COUNTY *	610,600	585,200	25,400	4.2%
ANAHEIM CITY	173,300	163,800	9,500	5.5%
CONTRA COSTA COUNTY *	496,700	473,700	23,000	4.6%
FOOTHILL CONSORTIUM *	157,600	150,200	7,400	4.7%
FRESNO COUNTY	439,400	398,500	40,900	9.3%
GOLDEN SIERRA CONSORTIUM *	267,600	254,400	13,200	4.9%
HUMBOLDT COUNTY	62,500	59,300	3,200	5.1%
IMPERIAL COUNTY	79,600	62,300	17,300	21.8%
KERN-INYO-MONO COUNTIES	416,200	379,800	36,400	8.7%
KINGS COUNTY	56,600	51,100	5,500	9.7%
LOS ANGELES CITY	1,993,200	1,868,200	125,100	6.3%
LOS ANGELES COUNTY *	1,837,900	1,730,400	107,500	5.8%
MADERA COUNTY	62,100	56,600	5,500	8.9%
MARIN COUNTY	145,200	140,300	4,900	3.3%
MENDOCINO COUNTY	41,800	39,670	2,100	5.0%
MERCED COUNTY	116,600	106,000	10,600	9.1%
MONTEREY COUNTY	226,100	212,900	13,200	5.8%
MOTHER LODE CONSORTIUM *	64,900	60,900	4,000	6.1%
N. CENTRAL COUNTIES CONSORTIUM *	96,600	88,300	8,400	8.7%
N. SANTA CLARA VALLEY (NOVA) CONSORTIUM *	326,700	316,000	10,700	3.3%
NAPA-LAKE CONSORTIUM *	107,400	102,000	5,300	4.9%
NORTEC CONSORTIUM *	311,300	291,400	19,900	6.4%
OAKLAND CITY	211,800	199,900	11,900	5.6%
ORANGE COUNTY *	1,270,000	1,218,200	51,700	4.1%
PACIFIC GATEWAY WIN *	334,200	314,600	19,600	5.9%
RICHMOND CITY	53,700	50,800	2,900	5.4%
RIVERSIDE COUNTY	1,028,200	961,100	67,000	6.5%
SACRAMENTO COUNTY	686,700	647,500	39,200	5.7%
SAN BENITO COUNTY	30,100	28,200	1,900	6.4%
SAN BERNARDINO CITY	84,300	77,700	6,600	7.9%
SAN BERNARDINO COUNTY *	840,600	790,200	50,400	6.0%
SAN DIEGO COUNTY	1,572,300	1,494,200	78,100	5.0%
SAN FRANCISCO CITY AND COUNTY	555,300	536,200	19,100	3.4%
SAN JOAQUIN COUNTY	312,900	287,400	25,500	8.1%
SAN JOSE/SILICON VALLEY *	713,400	683,500	30,000	4.2%
SAN LUIS OBISPO COUNTY	144,000	137,700	6,200	4.3%
SAN MATEO COUNTY	449,100	434,700	14,400	3.2%
SANTA ANA CITY	162,500	154,500	8,100	5.0%
SANTA BARBARA COUNTY	223,500	212,800	10,700	4.8%
SANTA CRUZ COUNTY	143,500	135,300	8,300	5.8%
SOLANO COUNTY	207,500	195,900	11,700	5.6%
SONOMA COUNTY	262,600	251,700	10,900	4.2%
SOUTH BAY CONSORTIUM *	272,900	257,500	15,400	5.6%
SOUTHEAST L.A. COUNTY (SELACO) CONSORTIUM *	226,300	214,500	11,800	5.2%
STANISLAUS COUNTY	241,900	221,400	20,500	8.5%
TULARE COUNTY	195,900	174,700	21,200	10.8%
VENTURA COUNTY	434,000	410,500	23,500	5.4%
VERDUGO CONSORTIUM *	167,100	158,300	8,800	5.3%
YOLO COUNTY	102,800	96,700	6,100	6.0%

**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 2014 annual revision and Census 2010 population controls at the state level.
- 3) Sub-County labor statistics area calculated using area to county ratios of employment and unemployment from the 2010 Census.
- 4) The Local Workforce Investment Areas configuration shown in this report reflect the boundaries as of July 1, 2008.

The historical data can be tabulated for historical boundaries upon request.

\*The areas included in the LWIA consortium are:

Alameda County - County less Oakland City

Contra Costa County - County less Richmond City

Foothill Consortium - Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities

Golden Sierra Consortium - Alpine, El Dorado, and Placer Counties

Los Angeles County - County less Los Angeles City, and the Foothill, Pacific Gateway WIN, South Bay, SELACO, and Verdugo Consortiums.

Mother Lode Consortium - Amador, Calaveras, Mariposa, and Tuolumne Counties

Napa-Lake Consortium - Napa and Lake Counties

NoRTEC Consortium - Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties

North Central Counties Consortium - Colusa, Glenn, Sutter, and Yuba Counties

North Santa Clara Valley (NOVA) Consortium - Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities

Orange County - County less Anaheim and Santa Ana Cities

Pacific Gateway WIN - Lomita, Long Beach, Signal Hill, and Torrance Cities.

San Bernardino County - County less San Bernardino City

San Jose/Silicon Valley - Santa Clara County less North Santa Clara Valley (NOVA) Consortium

South Bay Consortium - Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, and Redondo Beach Cities

Southeast L.A. County (SELACO) Consortium - Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities

Verdugo Consortium - Burbank, Glendale, and La Canada-Flintridge Cities

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 October 2015 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Placer County	177,900	169,500	8,500	4.8%	1.000000	1.000000
Auburn city	6,900	6,500	400	5.6%	0.038529	0.045307
Colfax city	1,200	1,100	100	9.1%	0.006640	0.013181
Dollar Point CDP	500	500	0	1.1%	0.003152	0.000685
Foresthill CDP	900	900	0	4.1%	0.005264	0.004451
Granite Bay CDP	11,400	10,900	500	4.4%	0.064164	0.058659
Kings Beach CDP	2,500	2,300	200	6.2%	0.013845	0.018260
Lincoln city	18,300	17,300	1,000	5.2%	0.102185	0.112183
Loomis town	3,100	3,000	100	3.2%	0.017866	0.011926
Meadow Vista CDP	1,400	1,400	100	3.7%	0.008042	0.006163
North Auburn CDP	5,600	5,300	300	4.7%	0.031381	0.031155
Rocklin city	30,300	28,800	1,500	4.8%	0.170128	0.172268
Roseville city	63,500	60,700	2,900	4.5%	0.358148	0.336890
Sunnyside Tahoe City CDP	1,100	1,000	100	5.3%	0.006069	0.006676
Tahoe Vista CDP	1,000	1,000	0	4.4%	0.005670	0.005136

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2013 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 2013 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 2013, 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



**Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employ- ment</b>	<b>Unemployment Number</b>	<b>Rate</b>	<b>Census Ratios Emp</b>	<b>Unemp</b>
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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)  
 October 2015 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Sacramento County	686,700	647,500	39,200	5.7%	1.000000	1.000000
Arden Arcade CDP	44,100	41,300	2,900	6.5%	0.063708	0.073225
Carmichael CDP	29,700	27,800	1,900	6.5%	0.042896	0.049253
Citrus Heights city	43,500	40,900	2,600	6.0%	0.063202	0.066743
Elk Grove CDP	76,700	73,300	3,400	4.4%	0.113216	0.085809
Fair Oaks CDP	16,400	15,600	800	4.9%	0.024089	0.020444
Florin CDP	19,600	17,900	1,700	8.7%	0.027683	0.043810
Folsom city	35,300	34,000	1,300	3.7%	0.052468	0.033253
Foothill Farms CDP	15,800	14,900	900	5.9%	0.023006	0.023675
Galt city	10,900	10,200	700	6.7%	0.015711	0.018695
Gold River CDP	4,100	4,000	100	2.4%	0.006200	0.002541
Isleton city	300	300	0	9.8%	0.000411	0.000751
La Riviera CDP	5,700	5,300	300	6.1%	0.008235	0.008869
North Highlands CDP	17,500	16,600	900	5.1%	0.025707	0.022985
Orangevale CDP	17,200	16,200	1,000	5.8%	0.024970	0.025527
Rancho Cordova City	32,600	30,500	2,100	6.3%	0.047165	0.052545
Rancho Murieta CDP	2,800	2,700	100	3.6%	0.004112	0.002552
Rio Linda CDP	6,600	6,300	400	5.5%	0.009698	0.009363
Rosemont CDP	11,400	10,800	600	5.5%	0.016685	0.015989
Sacramento city	228,200	214,400	13,800	6.0%	0.331159	0.351507
Vineyard CDP	12,500	12,000	500	4.3%	0.018491	0.013869
Walnut Grove CDP	600	600	100	10.1%	0.000889	0.001656
Wilton CDP	1,700	1,700	0	2.8%	0.002610	0.001224

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2013 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 2013 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.

### Data Not Seasonally Adjusted

<b>Area Name</b>	<b>Labor Force</b>	<b>Employ- ment</b>	<b>Unemployment Number</b>	<b>Rate</b>	<b>Census Ratios</b>	
					<b>Emp</b>	<b>Unemp</b>

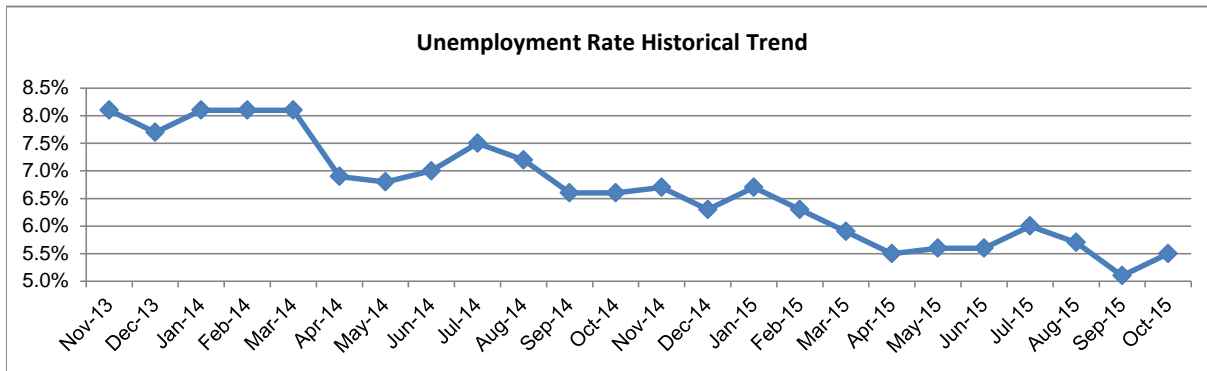
City and CDP unrounded employment and unemployment are summed to get the labor force. The unemployment rate is calculated by dividing unemployment by the labor force. Then the labor force, employment, and unemployment are rounded.

This method assumes that the rates of change in employment and unemployment, since 2013, 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.

IMMEDIATE RELEASE

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

The unemployment rate in the Sacramento-Roseville-Arden Arcade MSA was 5.5 percent in October 2015, up from a revised 5.1 percent in September 2015, and below the year-ago estimate of 6.6 percent. This compares with an unadjusted unemployment rate of 5.7 percent for California and 4.8 percent for the nation during the same period. The unemployment rate was 5.2 percent in El Dorado County, 4.8 percent in Placer County, 5.7 percent in Sacramento County, and 6.0 percent in Yolo County.



Industry	Sep-2015	Oct-2015	Change		Oct-2014	Oct-2015	Change
	Revised	Prelim				Prelim	
Total, All Industries	926,200	929,600	3,400		908,600	929,600	21,000
Total Farm	10,000	9,300	(700)		9,300	9,300	0
Total Nonfarm	916,200	920,300	4,100		899,300	920,300	21,000
Mining and Logging	500	500	0		500	500	0
Construction	48,500	49,100	600		48,000	49,100	1,100
Manufacturing	36,000	35,000	(1,000)		35,300	35,000	(300)
Trade, Transportation & Utilities	148,500	149,100	600		144,500	149,100	4,600
Information	13,300	13,400	100		13,600	13,400	(200)
Financial Activities	49,300	49,900	600		49,200	49,900	700
Professional & Business Services	123,700	123,300	(400)		120,700	123,300	2,600
Educational & Health Services	136,500	137,700	1,200		136,500	137,700	1,200
Leisure & Hospitality	102,500	100,800	(1,700)		91,300	100,800	9,500
Other Services	31,700	31,100	(600)		30,000	31,100	1,100
Government	225,700	230,400	4,700		229,700	230,400	700

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](http://www.labormarketinfo.edd.ca.gov)  
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**Sacramento Roseville Arden Arcade MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2014 Benchmark

Data Not Seasonally Adjusted

	Oct 14	Aug 15	Sep 15	Oct 15	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,051,700	1,062,100	1,054,100	1,056,700	0.2%	0.5%
Civilian Employment	982,000	1,002,000	1,000,200	998,200	-0.2%	1.6%
Civilian Unemployment	69,800	60,100	53,900	58,500	8.5%	-16.2%
Civilian Unemployment Rate	6.6%	5.7%	5.1%	5.5%		
(CA Unemployment Rate)	7.0%	6.1%	5.5%	5.7%		
(U.S. Unemployment Rate)	5.5%	5.2%	4.9%	4.8%		
<b>Total, All Industries (2)</b>	<b>908,600</b>	<b>925,400</b>	<b>926,200</b>	<b>929,600</b>	<b>0.4%</b>	<b>2.3%</b>
Total Farm	9,300	10,400	10,000	9,300	-7.0%	0.0%
Total Nonfarm	899,300	915,000	916,200	920,300	0.4%	2.3%
Total Private	669,600	693,100	690,500	689,900	-0.1%	3.0%
Goods Producing	83,800	85,800	85,000	84,600	-0.5%	1.0%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	48,000	49,400	48,500	49,100	1.2%	2.3%
Construction of Buildings	10,600	11,000	10,900	10,800	-0.9%	1.9%
Specialty Trade Contractors	32,100	32,600	32,300	32,800	1.5%	2.2%
Building Foundation & Exterior Contractors	8,400	9,100	9,100	9,400	3.3%	11.9%
Building Equipment Contractors	12,000	12,600	12,800	12,700	-0.8%	5.8%
Building Finishing Contractors	7,300	7,500	7,400	7,600	2.7%	4.1%
Manufacturing	35,300	35,900	36,000	35,000	-2.8%	-0.8%
Durable Goods	25,200	24,900	25,000	24,900	-0.4%	-1.2%
Computer & Electronic Product Manufacturing	6,700	6,600	6,600	6,600	0.0%	-1.5%
Nondurable Goods	10,100	11,000	11,000	10,100	-8.2%	0.0%
Food Manufacturing	3,500	4,500	4,500	3,700	-17.8%	5.7%
Service Providing	815,500	829,200	831,200	835,700	0.5%	2.5%
Private Service Providing	585,800	607,300	605,500	605,300	0.0%	3.3%
Trade, Transportation & Utilities	144,500	148,700	148,500	149,100	0.4%	3.2%
Wholesale Trade	24,700	24,700	24,700	24,700	0.0%	0.0%
Merchant Wholesalers, Durable Goods	13,100	13,400	13,400	13,400	0.0%	2.3%
Merchant Wholesalers, Nondurable Goods	9,200	9,400	9,400	9,400	0.0%	2.2%
Retail Trade	95,700	99,700	99,800	100,600	0.8%	5.1%
Motor Vehicle & Parts Dealer	12,600	13,200	13,100	13,100	0.0%	4.0%
Building Material & Garden Equipment Stores	7,700	8,200	8,100	8,000	-1.2%	3.9%
Grocery Stores	18,500	18,700	18,800	18,800	0.0%	1.6%
Health & Personal Care Stores	5,300	5,200	5,200	5,200	0.0%	-1.9%
Clothing & Clothing Accessories Stores	6,800	6,900	6,800	6,900	1.5%	1.5%
Sporting Goods, Hobby, Book & Music Stores	4,300	4,400	4,600	4,600	0.0%	7.0%
General Merchandise Stores	20,400	20,700	20,600	21,000	1.9%	2.9%
Transportation, Warehousing & Utilities	24,100	24,300	24,000	23,800	-0.8%	-1.2%
Information	13,600	13,500	13,300	13,400	0.8%	-1.5%
Publishing Industries (except Internet)	2,400	2,400	2,400	2,400	0.0%	0.0%
Telecommunications	6,500	6,500	6,500	6,500	0.0%	0.0%
Financial Activities	49,200	49,200	49,300	49,900	1.2%	1.4%
Finance & Insurance	35,700	35,200	35,300	35,800	1.4%	0.3%
Credit Intermediation & Related Activities	12,100	12,200	12,300	12,300	0.0%	1.7%
Depository Credit Intermediation	7,200	7,200	7,100	7,100	0.0%	-1.4%
Nondepository Credit Intermediation	2,700	2,600	2,600	2,700	3.8%	0.0%
Insurance Carriers & Related	19,200	19,300	19,400	19,700	1.5%	2.6%
Real Estate & Rental & Leasing	13,500	14,000	14,000	14,100	0.7%	4.4%
Real Estate	10,300	10,500	10,500	10,600	1.0%	2.9%
Professional & Business Services	120,700	125,300	123,700	123,300	-0.3%	2.2%
Professional, Scientific & Technical Services	53,400	56,600	55,600	55,400	-0.4%	3.7%
Architectural, Engineering & Related Services	8,900	9,700	9,800	10,000	2.0%	12.4%
Management of Companies & Enterprises	10,600	10,700	10,800	10,900	0.9%	2.8%
Administrative & Support & Waste Services	56,700	58,000	57,300	57,000	-0.5%	0.5%
Administrative & Support Services	53,800	54,900	54,200	54,000	-0.4%	0.4%
Employment Services	21,200	20,900	21,000	21,800	3.8%	2.8%
Services to Buildings & Dwellings	11,500	11,800	11,900	11,900	0.0%	3.5%

Data Not Seasonally Adjusted

	Oct 14	Aug 15	Sep 15	Oct 15	Percent Change	
			Revised	Prelim	Month	Year
Educational & Health Services	136,500	136,000	136,500	137,700	0.9%	0.9%
Education Services	13,800	12,800	13,600	14,100	3.7%	2.2%
Health Care & Social Assistance	122,700	123,200	122,900	123,600	0.6%	0.7%
Ambulatory Health Care Services	42,100	42,900	42,400	42,900	1.2%	1.9%
Hospitals	23,600	23,900	23,900	24,100	0.8%	2.1%
Nursing & Residential Care Facilities	16,100	16,600	16,600	16,600	0.0%	3.1%
Leisure & Hospitality	91,300	103,400	102,500	100,800	-1.7%	10.4%
Arts, Entertainment & Recreation	13,400	15,700	15,000	14,800	-1.3%	10.4%
Accommodation & Food Services	77,900	87,700	87,500	86,000	-1.7%	10.4%
Accommodation	8,200	9,600	9,200	8,800	-4.3%	7.3%
Food Services & Drinking Places	69,700	78,100	78,300	77,200	-1.4%	10.8%
Restaurants	66,200	73,500	73,800	72,800	-1.4%	10.0%
Full-Service Restaurants	32,600	36,000	35,500	34,800	-2.0%	6.7%
Limited-Service Eating Places	33,600	37,500	38,300	38,000	-0.8%	13.1%
Other Services	30,000	31,200	31,700	31,100	-1.9%	3.7%
Repair & Maintenance	8,700	8,900	8,900	8,700	-2.2%	0.0%
Government	229,700	221,900	225,700	230,400	2.1%	0.3%
Federal Government	13,600	13,800	13,700	13,700	0.0%	0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	216,100	208,100	212,000	216,700	2.2%	0.3%
State Government	115,000	113,200	114,300	116,300	1.7%	1.1%
State Government Education	29,200	26,400	27,200	29,100	7.0%	-0.3%
State Government Excluding Education	85,800	86,800	87,100	87,200	0.1%	1.6%
Local Government	101,100	94,900	97,700	100,400	2.8%	-0.7%
Local Government Education	56,400	48,200	52,100	55,100	5.8%	-2.3%
Local Government Excluding Education	44,700	46,700	45,600	45,300	-0.7%	1.3%
County	18,200	18,400	18,500	18,500	0.0%	1.6%
City	9,700	10,600	9,900	9,900	0.0%	2.1%
Special Districts plus Indian Tribes	16,800	17,700	17,200	16,900	-1.7%	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: Cara Welch 916/227-0298 or Liz Bosley 530/741-5191

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.

#####

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 October 2015 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Yolo County	102,800	96,700	6,100	6.0%	1.000000	1.000000
Davis city	35,000	33,400	1,600	4.6%	0.345390	0.261124
Esparto CDP	1,300	1,200	100	6.7%	0.012881	0.014454
West Sacramento city	24,500	22,800	1,700	6.9%	0.235558	0.276712
Winters city	3,700	3,500	200	5.3%	0.036611	0.032404
Woodland city	29,000	27,100	1,800	6.3%	0.280544	0.298914

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2013 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 2013 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 2013, 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)  
 October 2015 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
El Dorado County	89,200	84,500	4,700	5.2%	1.000000	1.000000
Cameron Park CDP	8,800	8,400	400	4.5%	0.099797	0.085585
Diamond Springs CDP	5,000	4,700	300	6.5%	0.055621	0.070626
El Dorado Hills CDP	21,500	20,700	800	3.7%	0.245026	0.169084
Georgetown CDP	1,000	900	100	9.0%	0.010742	0.019402
Placerville city	4,600	4,300	300	7.1%	0.050742	0.070172
Pollock Pines CDP	3,100	2,900	100	4.2%	0.034801	0.027652
Shingle Springs CDP	2,600	2,500	100	4.4%	0.029098	0.024025
South Lake Tahoe city	11,700	11,000	700	5.8%	0.130188	0.145059

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2013 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 2013 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 2013, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.



## ITEM IV-E – INFORMATION

### HEAD START REPORTS

#### BACKGROUND:

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

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

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

**MINUTES OF THE SPECIAL 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, September 29, 2015  
9:00 a.m.

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

Ms. Lynda Williams called the meeting to order at 9:04 a.m. Mr. Todd Woods and read the thought of the day. The Pledge of Allegiance was recited. Ms. Linda Litka called the roll. A quorum was established.

PC Members Present:

Robin Blanks, Elk Grove Unified School District  
Linda Litka, San Juan Unified School District  
Lynda Williams, San Juan Unified School District  
Joe Morales, Twin Rivers Unified School District  
Tawana Craig, Women's Civic Improvement Club  
Todd Woods, SETA-Operated Program  
Amanda Self, Home Base Option  
Stacy Wilson, Twin Rivers Unified School District  
Kenneth Tate, Past Parent Representative  
Calvin Sheppard, Men's Activities Affecting Children Committee  
Nicole Chilton, Birth and Beyond  
Jenna Kline, KVIE Public Television  
Tyrone Broxton, Elk Grove Unified School District (seated at 9:25)

PC Members Absent:

Feuy Saelee, Sacramento City Unified School District (unexcused)  
Brian Short, Women's Civic Improvement Club (unexcused)  
Sabrina Lovelady, SETA-Operated Program (excused)  
Jasmine Jamison, Past Parent (excused)

**II. Consent Item**

**A. Approval of the Minutes of the August 25, 2015 Regular Meeting**

Minutes were reviewed; no questions.

Moved/Self, second/Blanks, to approve the minute of the August 25, 2015 meeting.

Show of hands vote:

Aye: 11 (Blanks, Chilton, Craig, Kline, Litka, Morales, Self, Sheppard, Tate, Wilson, Woods)

Nay: 0  
Abstentions: 1 (Williams)

**III. Action Item**

**A. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957**

The board went into Closed session at 9:11 a.m.; the board went back into to open session at 9:18 a.m. Ms. Williams reported that during closed session, the following eligible lists were approved: Approval of Eligible List for: Head Start Teacher, Associate Teacher, Associate Teacher/Infant Toddler, and Personnel Analyst.

Ms. Williams announced the need for parents to participate in a number of screenings and interviews. Those interested in participating were asked to contact Ms. Desha.

Mr. Tyrone Broxton arrived at 9:25 a.m.

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

Ms. Williams reviewed the modifications to the bylaws. Ms. Williams opened a public hearing.

Moved/Self, second/Blanks,  
Show of hands vote:

Aye: 12 (Blanks, Broxton, Chilton, Craig, Kline, Litka, Morales, Self, Sheppard, Tate, Wilson Woods)

Nay: 0

Abstentions: 1 (Williams)

**C. Approval and Certification of the SETA Head Start/Early Head Start Health and Safety Screener Summary Report**

Ms. Denise Lee reviewed this item which helps to measure health and safety issues. This screener was utilized at each SOP and delegate agency classroom. This ensures all centers are in good repair and ready to accept children. The screener identified items that need to be fixed and staff is in the process of repairing and fixing issues. Toilet cleaning and information evacuation routes needed to be updated. Each delegate agency will receive a detailed report to assist teachers/staff to learn what needs to be fixed; they have 30 days to remedy issues or put in a work order. The QA team will then go back to ensure the issues have been resolved.

Ms. Self stated that the toilet cleaning issue needs to have higher priority since this is a problem for children learning how to be potty trained. Ms. Lee stated that staff is looking for each program to identify a system they can put in place to ensure the toilet areas will remain clean; we are looking for creative ways to resolve this issue.

Ms. Williams inquired how often the janitorial staff deep clean the centers and Ms. Lee replied that it depends on the agency. At SETA, the janitors clean the centers is every day and deep cleaning is done quarterly. Ms. Williams will urge the parents at the San Juan centers to assist classroom staff to keep the bathroom areas clean.

Mr. Tate thinks the evacuation plan should be higher priority.

There will also be an opportunity to work on this during the self-assessment process that will be in January-February.

Moved/Self, second/Morales, to approve and certify the SETA Head Start/Early Head Start Health and Safety Screener results.

Aye: 12 (Blanks, Broxton, Chilton, Craig, Kline, Litka, Morales, Self, Sheppard, Tate, Wilson Woods)

Nay: 0

Abstentions: 1 (Williams)

#### **IV. Information Items**

##### **A. Standing Information Items**

- PC/PAC Calendar of Events – Ms. Lynda Williams reviewed the calendar of events.
- Parent/Staff Recognitions – Ms. Williams announced that during her recuperation, she lost 15 pounds. Ms. Self announced she and her family is moving into a larger new house. Mr. Woods extended a big ‘thank you’ to Ms. Desha and Ms. Hawkins; as a result of their support, he's going back to school tonight to get his high school diploma. Mr. Tate reported that during a recent visit to Washington, DC, he actually saw the President. Ms. Stacy Wilson stated she has really enjoyed being on the board. She started back at school for CPR training. Ms. Craig thanked everyone on the board; it has been an enjoyable experience. Ms. Blanks stated that she saw Ms. Shalita Calhoun since her children go to the same center as her grandchildren. Ms. Self recently attended the Book Fest at South Land Park Drive. It was a great festival.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne reviewed the fiscal report for the month ending August. The budget is underspent because the program year just started. Staff is still in the process of enrolling children.

Mr. Sheppard left the meeting at 10:16 a.m.

The credit card expenses look high because of the annual Child Plus subscription payment. Ms. Williams asked about the Ipads purchases and Ms. Saurbourne stated that staff will begin using Ipads to process work orders through the Laserfische program.

- Toastmasters Training – Ms. Litka reported that she and Mr. Woods gave a speech at their last meeting. The final class will be on October 2.
- Community Resources-Parents/Staff – Ms. Lynda Williams announced the semi-annual clothing and equipment swap at Faith Lutheran Church.

Ms. Jenna Kline bought some back-to-school checklists and distributed them to the board.

Ms. Nicole Chilton stated that Birth and Beyond has parent interns to assist parents and students with their homework. They had their first Del Paso neighborhood Girl Scout troop meeting but one parent attend the meeting. Their next meeting is November 14. Birth and Beyond will host a mini health fair on Thursday, October 29.

B. Governing Board Minutes of August 6, 2015: No questions.

#### **V. Committee Reports**

- Executive Committee: Ms. Williams reviewed the critique was reviewed.
- Budget/Planning Committee: Ms. Blanks that there will be a meeting on 10/13, 1:p.m.
- Personnel/Bylaws Committee: Mr. Tate reported that modifications have been forwarded to the boards for approval.
- Men's Activities Affecting Children Committee (MAACC): Mr. Woods reported that the Crocker Art Museum event is coming up. The MAACC will be going through elections soon; he encouraged all parents to continue to be involved. Ms. Blanks stated that they also talked about ways to draw fathers into the meetings.
- Social/Hospitality Committee: Ms. Blanks reported that the committee is on track for getting everything done for the End-of-Year Parent Appreciation brunch. Members went shopping for decorations and invitations were printed.
- Parent Ambassador Report: Ms. Litka reported that committee members have been going over new recruitment events and assigning Ambassadors to visit the events. Ambassadors were at Fairytale Town and have a number of events coming up. They will have shirts that say Head Start Parent Ambassador.
- Maternal, Child and Adolescent Health Advisory Board: Ms. Williams stated that this board meets quarterly. The Black Infant Health Program was granted additional money to add four new staff positions. They were also expected to quadruple the number of clients they have to serve. The program is now recruiting black pregnant women or women with infants 12 weeks of age and

under. They also discussed the pharmaceutical treatment for children with mental health issues.

- Sacramento Medi-Cal Dental Advisory Committee: There have been serious problems for children accessing dental care. A Little Hoover Commission found that there are extreme concerns regarding childrens' access to dental care. There needs to be some measures taken but it has been established that something needs to happen.
- Community Reports: Ms. Jenna Kline and Ms. Nicole Chilton No additional reports.
- Community Action Board: No report.

## **VI. Other Reports**

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: Ms. Lee referred to the Program Information Reports for Head Start and EHS. This is a statistical information report on the number of services provided and submitted to the Office of Head Start. The types and number of services provided is included in the report. The data includes children that have been provided services even for just one day. The regional office has not yet contacted staff to see if there are any corrective action plans.
- C. Head Start Managers' Reports: No reports.
- D. Chair's Report: No additional report.
- E. Open Discussion and Comments: Ms. Blanks attended the Book Fest at Fairytale Town as a Head Start Parent Ambassador. It was great educating the parents on Head Start.

Mr. Tate suggested that during the recruitments, inform people that Head Start offers either free or low income availability. It is also important to let parents know about the SETA web site.

The October 1 Social/Hospitality Committee meeting is at 10:30 a.m.

Mr. Tate inquired whether the 10/23 MAACC meeting would take place; Ms. Desha will connect with Mr. Silva and confirm.

- F. Public Participation: None.

## **VII. Adjournment: The meeting was adjourned at 10:58 a.m.**



## **SETA-Operated Program**

### **Family Engagement**

We are very pleased that as an agency and as a county, that SETA Head Start has again made full enrollment. Through the efforts of all staff that enroll, they have been doing a phenomenal job of replacing families as soon as they drop.

The Mark Sanders job center and the staff at Marina Vista have been working together to bring Head Start families into the job centers and working with them to access job training and job resources. Ginger Brunson, a liaison from the Mark Sanders work site, has been coming to parent meetings to share how to access services, the services available and to cross train Head Start staff. We are looking forward to a strong partnership in helping parents to continue to move to self-sufficiency.

Our parent intern project has also been a successful collaboration. Head Start has four parent interns working under either a manager or coordinator to get real life experiences in the work place, and then the parent is assigned a job coach from the workforce development side of the agency. These coaches provide resume help, job access resources, testing, and act as mentors for our parents. One of the interns was hired by a large retail company based only on the experience he has had here at SETA. We are very pleased with this new project, and continue to look for ways to provide opportunities for parent success.

### **Program Operations**

Relationships are the foundation to a strong partnership when it comes to School Readiness. Teachers are working on the IDP packet #2 Building Relationships this month. By getting to know families, teachers are able to work collaboratively to ensure children are being supported with common goals. In this home visit, conversation focuses on family dynamics, values and parent's goals for their child's preschool and EHS experience. This is also the time to follow up on any health concerns, social emotional questions and special education plans to develop support strategies. By putting these partnerships in place, school and home build a strong base for ensuring an effective school year.

### **Governance**

The End of Year Parent Brunch was a great success. The PAC Chair and PC Vice Chair, Ms. Jasmine Jamison and Mr. Kenneth Tate, did an excellent job co-hosting the event. Ms. Alma Walton Hawkins and Ms. Jackie Bates were awesome keynotes. Ms. Linda Litka made impressive introductions of Mr. Tate and Ms. Jamison in showcasing her Toastmasters skills. Ms. Nikki Hill wrote and recited a poem on event theme: *HS/EHS Sowing Seeds Together*, which was very inspirational, well written and delivered. Parents, staff and guests enjoyed the

PC/PAC power point of committee meetings/activities and trainings created by Ms. Wendy Tanner and Ms. Alma Walton Hawkins. Ms. Tamora Smith, Parent Intern, did an excellent job on parent/staff certificates and provides many creative ideas on projects. Parents have exhibited outstanding leadership skills, positive attitudes and great team spirit this program year. There was togetherness among each of them; it was apparent they cared about each other.

Parent Ambassadors continue to participate in community recruitment outreach events; bringing about awareness of HS/EHS program and its services. FSW'S have expressed they love teaming with parents in recruitment efforts because parents have an opportunity to share their HS/EHS experience as a recipient of the services. Thank you to Mr. Brian Short, Ms. Linda Litka, Ms. Robin Blanks, Mr. Joe Morales and Ms. Sabrina Lovelady.

The Administration team, SS/PI Specialist and Coordinator (Ms. Alma Walton, Ms. Belinda Malone, and Mr. Robert Silva) have been busy cross-training and providing support to FSW's, Home Base staff, and parents as well as working on lead projects. Ms. Malone provided Parent Aide training on October 19<sup>th</sup> as well as co-facilitated School Readiness training with Ms. Susan Fields on October 29<sup>th</sup>. Training was interactive and user friendly; parents were made to feel welcome and appreciated for their volunteer service. A total of 12 parents attended the training. Belinda and Susan did an excellent job and make a great team. The team has been actively assisting staff with PAC representative recruitment efforts for the 2015-2016 program year.

Mr. Robert Silva delivered pumpkins to several SOP Early Learning Centers for the annual Fatherhood Harvest Activity. Mr. Silva shared parent participation and attendance was great, especially with the number of fathers/male role models. Many dads were present and engaged in decorating a pumpkin with their child. There were also many resources available for parents. Thank you, Bob, for making this event possible. Your commitment to the project is appreciated. A big job well done.

## **Elk Grove Unified School District**

### **Education Services Update**

The agency-wide results from the Desired Results Developmental Profile (DRDP) used by teachers to assess their students' social and academic strengths and weaknesses during the fall was presented by Gerri LaCalle, PreK instructional coach, at the teacher in-service held on October 30, 2015. Teachers were given an opportunity to review and discuss the results and to review the plan of action created by Gerri LaCalle and Claudia Charter, PreK program specialist, to address the areas of weakness. Based on these results, all Head Start teachers need to focus on teaching expressions of empathy, awareness of diversity in others, letter, symbol and print recognition, as well as fine motor skills and personal safety.

Teachers were provided the results of the DRDP for their individual classes. Time was allotted to discuss the results, develop their individual classroom plans, and develop individual student goals and action plans.

### **Enrollment**

The Elk Grove Unified School District Head Start Program is fully enrolled with 440 students in the program. Average Daily Attendance (ADA) for the month of October was 89%.

### **Disabilities Services and Mental Health Services Update**

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and with Dr. Alicia Valero-Kerrick, PreK psychologist, to place students with an active IEP into the Head Start Program. There are 36 students with active IEPs being served which is eight percent (8%) of our Head Start student population.



### **Health Services Update**

Files are being monitored by our Program Educators to assure that all students needing follow-up from their 45 day screenings for height, weight, and vision and hearing screenings are referred to a health care provider.

### **USDA Meals/Snacks**

Head Start students were served 13,150 meals during the month of October. This month's Elk Grove Meals/Snack calendars are attached.

### **Fiscal Update**

This month's Fiscal Report is attached.

### **Family and Community Partnerships Update**

Family education activities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings by our monthly newsletter and individually by teachers.

"Latino Family Literacy" workshops were held on October 6, 13, and 20, at Charles Mack Elementary and on October 1, 8, 15, 22, and 29, at Samuel Kennedy Elementary. These classes provide Spanish speaking parents with strategies for working with their children in the area of literacy and ways to establish a reading routine in their home. An average of sixteen (16) families attended the workshops at Charles Mack Elementary. An average of eight (8) families attended the workshops at Samuel Kennedy Elementary.

"English Family Literacy" workshops were held on October 6, 13, 20, and 27, at Herman Leimbach Elementary and on October 1, 8, 15, 22, and 29, at David Reese Elementary. These workshops provide our English speaking families the same information on literacy and strategies as those provided in "Latino Family Literacy". An average of nine (9) families attended the workshops at Herman Leimbach Elementary. An average of eight (8) families attended the workshop at David Reese Elementary.

"Supporting Positive Behavior in Children" workshops were held on October 7, 14, 21, and 28, at Prairie Elementary School. The "Supporting Positive Behavior in Children" workshop provides information and support to families to promote their child's social/emotional development. An average of thirteen (13) parents attended these workshops.

"Read To Me Daddy/Pizza With Papa", a workshop designed to help males learn the critical impact the male role-model has upon a child's development and success in life, as well as give strategies for making the most of the time they spend with their children, was held at David Reese Elementary on October 7, at Charles Mack Elementary on October 14, at Samuel Kennedy Elementary on October 21, and at Florin Elementary on October 28. Fifty-nine (59) families attended the workshop at David Reese Elementary, thirty-nine (39) families attended the workshop at Charles Mack Elementary, forty-five (45) families attended the workshop at Samuel Kennedy Elementary, and thirty-four (34) families attended the workshop at Florin Elementary.

### **Recruitment**

Individual registrations are taking place and thirty-three (33) students are on the wait list for the Head Start program.

## **Sacramento City Unified School District**

### **Health and Nutrition**

Fall Dental Varnish Clinics have begun for our Head Start and State preschoolers! Our Dental Hygienist is from the Sacramento County Smile Keepers program and was the provider of oral assessments and dental varnishes last year and is familiar with many of our returning preschoolers. Our preschool nurses are subsequently following up with the parents of preschoolers who have cavities or gum disease, as noted by the dental hygienist, to ensure these preschoolers receive timely dental care.

Preschool Nurses Lisa Stevens, Lori Souza and Victoria Benson have been out to the preschool sites for completion of their sensory screenings within the first 45 days of enrollment. The nurses will be returning to their preschool sites to perform rescreens and screen preschoolers who entered the Head Start program late. Our three preschool nurses have been conducting file reviews at the preschool sites. The files will then be shared with the Child Development Specialists and Health Clerks for corrective action as part of the Child Development Department's internal monitoring system.

The preschool nurses developed a "Policy and Procedure for the Transfer of Preschool files for Preschoolers with Special Diets, Emergency Care Plans and Medications". This policy and procedure will be discussed at the Health, Nutrition and Safe Environments committee meeting on November 2<sup>nd</sup> in preparation for presentation to the Enrollment Committee on November 6.

The preschool nurses are following up with Head Start preschool parents on BMI results for children who are underweight, overweight and obese. The nurses are offering nutrition consultation with our Registered Dietitian, Karen Ito, who has been contracted to work with our families for weight issues, low hemoglobin levels, high lead levels along with any special requests from parents of medically fragile preschoolers. School Nurse, Victoria Benson, is mentoring a BSN student from California State University Sacramento this semester.

Preschool Nurses Lisa Stevens, Lori Souza and Victoria Benson are also presenting health related talks at the monthly preschool parent meetings. Some of the topics the nurses have covered include hand-washing, common communicable illnesses and how to prevent their transmission, tooth-brushing and dental health, nutrition, lead poisoning and lead risks, nutrition and head lice.

### **Mental Health**

Teachers completed their social and emotional screeners and will be submitting referrals for behavior support on children that did not pass.

Social workers are supporting teachers and parents with children exhibiting challenging behaviors in the classroom and at home.

Professional Learning was provided on CA CSEFEL Teaching Pyramid on the topics of teaching friendship skills using a number of strategies including peer support and emotional literacy.

Ten staff attended Cohort 5 Module 1 of the CA CSEFEL Teaching Pyramid training. SCUSD staff assisted in the facilitation of the training by presenting and working with teaching teams that will be supported through coaching.

SCUSD CA CSEFEL Teaching Pyramid Leadership Team for partner sites met to discuss the benchmarks of quality for our department to work towards implementation with fidelity. The team will meet quarterly.

### **Family and Community Engagement**

Four social workers and coordinator, Vicki Wasson, participated in recertification training for the Family Development Credential Training program.

Final homework and documentation are being submitted for review by the California Head Start Association for the FDC participants to receive their credentials. Eight participants will be receiving a Family Development Credential.

Social Workers and School Community Liaisons have been following up with families that have expressed needs based on the Family Worksheet.

Social work staff participated in the department Harvest Festival providing information on CA CSEFEL Teaching Pyramid and Male Involvement.

Parent meetings are being provided in classrooms on the area of positive discipline.

### **Education**

The topics presented at Professional Learning included CSEFEL Teaching Pyramid and Disabilities, Re-Screens, and the Referral Process. Sac City also hosted a Countywide CSEFEL cohort training, and Balanced Literacy Cohort 3 had their first training session. Two Resource Teachers attended the Connecting Creative Curriculum with the DRDP 2015 workshop at SETA. The DRDP 2015 was submitted for the first reporting period.

### **Special Education**

As of 10/28/15 in Head Start we have 99 children with current IEPs to date and 13 pending. In EHS and Expansion we have 15 children with IFSPs and 2 pending.

So far this school year we have referred 68 children to Special Education for further assessment for speech and language services. We receive in-kind for services provided by Special Education for our preschool children and are working collaboratively with that department.

Jennifer Osalbo, Disabilities Coordinator, Doris Reese, Education Coordinator, and Lauri Mayfield, Disabilities Resource Teacher, attended the Inclusion Conference held by satellite at the Sacramento County Office of Education on Thursday, October 29 and Friday, October 30. They brought back great information on how to better serve children with special needs with inclusion classrooms.

### **Early Head Start & Home-Based**

Early Head Start kicked off the first of a four part series of professional learning for the 2015-2016 school year. This was the first gathering of all of our Early Head Start staff since we have reopened our expansion centers. Teachers, Teacher Assistants, and Home Visitors met to learn about the power of play, with trainer Sharron Krull. The first training of the series was called "The Connection Between the Body and the Brain". Sharron gave the staff valuable information about the importance of play in the development of a child's brain. Most importantly she stressed the importance of the work that we do in the field of Early Childhood Education to help "grow the brains" of the children in our care!

The Home-Base staff hosted another fabulous fall social this month. There were over 40 families in attendance! The social included a puppet show that featured Farmer Fran who promoted nutritious eating habits. There was a music and movement session that got all of the children and families up to dance and sing along. To add to the fun each home visitor planned out a developmentally appropriate activity booth that kept the children engaged throughout the social.

We are also happy to announce that Early Head Start has a new Resource teacher. We want to welcome Christy Andlovec to our team. She comes with many years' experience in both center-base and home-base with EHS. She will be a great addition to the team.

## **San Juan Unified School District**

### **Education Services Update**

Classroom themes for one group of teachers are My Family and My Community and My 5 Senses. The other group implementing The Creative Curriculum System for Preschool finished the Beginning of the Year study and are now in the Trees study. All classes are focused on the letters Ss and Pp. All teachers are presenting the final oral language cards for the first unit of the Second Step curriculum. The math skills for this month are cardinality, one to one correspondence, as well as beginning to construct simple sets using classification with up to five objects.

### **Disabilities Services Update**

The majority of children identified during the summer referral process have gone through assessments at this point. Teachers are reporting the results, and IEPs are being scheduled and held weekly. The Screening Center

days of operation have been reduced to one day per week, and will continue running on the one day schedule until the registration department begins to ramp up for spring enrollment.

### **Mental Health Services Update**

The Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management are all topics that have been covered in talks given by the Mental Health Therapist to staff, teachers, and parents. The Mental Health Therapist's focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Also, teachers continue to be given support on implementation of the mental health criteria found in the Operations Guide.

### **Health & Nutrition Services Update**

Health has continued to review students' health, nutrition, and immunization status while also completing and reviewing health files. The School Nurse is completing and updating Individualized Student Health Plans for those who have health concerns. Health screening is ongoing, with the Health Team opening the Screening Center to families each Tuesday of the month. Health is also going out to sites to screen and rescreen children as needed to meet performance standards. Smile Keepers has also continued to screen children at their preschool sites. The School Nurse has given staff trainings on various health issues relating to the children. She has also completed the Annual Immunization Assessment of Children Enrolled in Child Care Centers (the preschool classrooms).

### **Family and Community Partnerships Update**

The Policy Committee Executive Board is seeking a parent volunteer to attend the monthly meetings. The ECE staff that provide support to the monthly PC meetings were introduced, and incoming committee members were given "Welcome Packets" for the 2015-2016 school year. Elections were also held for a number of positions, including Chairperson, Treasurer, Parliamentarian and SETA Representatives, among others. The Community Partner Representative announced that the first ever "Mini-Maker Faire" presented by Barnes & Noble will run Friday-Sunday, November 6<sup>th</sup>-9<sup>th</sup>. Additionally, two fundraisers were approved; the Garfield SPS Trike-a-thon and the Pasadena HS Park Walk at Gibson Park.

### **Transition Services Update**

October brought with it many opportunities for forming connections between families and classrooms thanks to the many successful fall harvest events occurring throughout the month. Parent attendance at trike-a-thons, trips to the pumpkin patch, and other class excursions have helped families to gain insight into how students are being prepared to be engaged students when they make the transition to kindergarten.

### **Program Support/Staff Training Update**

Teachers and assistants were trained on the new Portfolio system for this academic year. There are new forms which align with the 2015 DRDP tool. Teachers will be gathering evidence for DRDP ratings in the form of anecdotal notes, which may include narratives and various work samples that were outlined in regard to type of sample and quantity to collect per assessment period. This evidence may be stored as a hard copy or on a device. Most teachers at this point have new iPads which they are beginning to use.

### **Fiscal Update**

October has been a busy month as salary allocation changes continue to reflect the redesign of ECE. The preliminary 1<sup>st</sup> interims based on September's salaries were completed, and now the fiscal department has begun working on the regular 1<sup>st</sup> interims with the posting of October salaries and encumbrances. Fiscal welcomed Natalia Demyanenko to the team this month and also welcomed back Diann Smith after her LTA at Casa Robles. Programs were reconciled and the SETA reports for HS and EHS were signed and submitted on the 10<sup>th</sup>. State reports were completed and filed on September 20<sup>th</sup>.

### **Early Head Start**

This month, the Early Head Start staff participated in iPad app training for their First Friday Professional Development meeting. Participants were able to choose 2 of 3 sessions focused on how to use certain iPad apps to enhance their current curriculum, assessment and family engagement strategies. Support staff and a guest

preschool teacher walked through how to use the apps in the classroom, and staff were able to share their own skills and experiences as they were reminded that leadership can come from within the group and be shared in a collaborative way. Apps included some to help capture and caption photos and videos for assessment, some to share with parents to promote family engagement in the classroom and at home, and most important of all, working with the new versions of the DRDP app and DRDP Tech to directly support their work in gathering data and doing the 60 day DRDP 2015.

In addition this month, staff continued with the monthly Reflective Practice sessions that have been woven into the staff calendar. During their First Friday PD, EHS staff discussed the reflection pieces from last time, sharing what they noticed related to reflective practice during the last month. The focus of the questions this month revolved around building empathy and compassion for others, and a lively discussion and impromptu video viewing ensued that captured both the spirit of reflective practice and the intent to embrace and draw forth the knowledge and skill of the group.

This month the EHS Home Based teachers met with the nurse to streamline student health documentation procedures. They developed an internal checklist to better monitor and ensure accurate and up to date records. In addition, the HB Teachers fine-tuned their file monitoring checklist to make it clearer and easier to use. Most of the Home Based Teachers also participated in the Countywide Teaching Pyramid training and are actively working to incorporate what they learned into their home visits. Additionally, the Home Based Teachers collectively planned and carried out a field trip with their students and families to the Pumpkin Patch, both to build community and to encourage socialization amongst the students and their families.

## **Twin Rivers Unified School District**

### **Highlights**

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

### **Events**

All three TRUSD Head Start sites participated in the annual Red Ribbon Week celebration of saying no to drugs and living healthy lifestyles. The week-long event included spirit days in which students “Teamed up against drugs” and wore their school shirts/athlete jerseys, “turned their backs to drugs” and wore their clothing backwards as well as pajamas “to dream of a drug-free world”. During this week, students from all three sites also participated in our annual Fall Festival. The Festival including an opportunity for students to pick their own pumpkins from the school “pumpkin patch”, crawl through the hay maze and participate in fun carnival style games as well as dance during the fog party. Parents volunteered during the event and assisted with the games as well. Fun was had by all attendees!

### **Professional Development**

On October 7<sup>th</sup>, the Head Start staff participated in the evening Professional Development workshop which focused on the Safe Environment component. As part of our ongoing monitoring process, teaching staff assessed their colleagues’ classroom and provided feedback on appropriate strategies to ensure the safest environments possible. The next PD workshop in November 2015 will focus on developing action plans from the DRDP and ECERS assessments that were recently completed.

### **Components**

The program continues to have one vacant Community Liaison position. The short staffed Community Liaisons are continuing to meet with parents to complete the Family Partnership Agreements. Community Liaisons also continue tracking the blood lead results, hemoglobin and lead risk. The inputting of information into Childplus also continues.

All students who did not participate in hearing, vision and dental screenings due to absences are being screened by the District Nurse at all three sites. The District Nurse and Health Assistant are also finished reviewing the students’ files for medical concerns as well as data inputting into the Childplus database.



Our School Social Worker/Counselor continues providing 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. Our second case staffing is scheduled for November 3<sup>rd</sup> to determine which students may require additional support from staff related to academic, behavioral or health concerns and parent meetings to further discuss any concerns.

The Speech and Language Pathologist (SLP) continues to screen students that have come to our attention from parent referrals during enrollment/intake process and the multidisciplinary meeting. Services for students with IEPS continue on a weekly basis. The first set of parent meetings will be held on November 12<sup>th</sup>.

The Education Component Leader continues classroom observations to assist with academic strategies and teacher coaching/mentoring. The first DRDP assessment for students has been completed with the results pending. The Education Component Leader has also completed the CLASS observations and ECERS assessments are underway for all staff. Action plans will be developed in November 2015 from both assessments.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to get the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to ensure fully enrollment of all sites is reached as soon as possible and the program is 90% full. The Program Design and Management component leaders will begin updating the personnel files.

### **Policy and Parent Committees**

The October meeting was held at Morey on October 15, 2015. The agenda will include monthly reports from September 2015, election of the Group Officers and planning for the Fall Festival. The Parent Committee meetings were held at Rio Linda on October 14<sup>th</sup> and Oakdale on October 13<sup>th</sup>. Both Parent Committees selected Chairs, Vice Chairs and Secretaries to be the officers for the 2015-16 school year. Meetings will be held at all three sites in November 2015.

### **Parent Trainings/Meetings**

The Community Liaison facilitated parent meetings for October 2015 with a guest speaker from the North Highlands area Birth and Beyond program. Information about services offered and resources for families were provided to our parents during the parent meeting at all three sites. The November meeting will focus on Nutrition.

### **Fiscal**

Any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds. The HS Budget Analyst completed the September 2015 Fiscal reports which were provided to the PC group and Board of Trustees.

## **WCIC**

### **Enrollment**

During the month of October 2015, WCIC's Enrollment was maintained at 100%.

### **Trainings**

WCIC/Playmate Head Start Program's staff and parents/guardians received a Lead Poisoning Training by Ms. Lea Huffman, Health Educator from County of Sacramento on October 21, 2015. Ms. Huffman passed out a pamphlet on "Learn about Poisoning", and a flyer on "Child Health and Disability Prevention (CHDP) Program". Ms. Huffman gave a brief overview on Lead Poisoning. She stated ages 0-6 year olds and pregnant women are most vulnerable in getting Lead Poisoning. Lead Poisoning is a naturally occurring metal. Lead is a

heavy metal that is found naturally in the Earth's crust. Homes built before 1978 are more likely to have lead. The most common cause of lead poisoning today is old paint. Many older houses and apartment buildings have lead-based paint on the walls. Toddlers explore their world by putting things in their mouths. Children who live in older buildings are at especially high risk of getting lead poisoning. Children can get lead poisoning by chewing on pieces of peeling paint or by swallowing house dust or soil that contains tiny chips of the leaded paint from the buildings. Lead can also be in air, water and food. Lead can also be found in food or juice stored in foreign-made cans or improperly fired ceramic containers. Staff and parents/guardians were engaged, and shared their appreciation for the Lead Poisoning training.

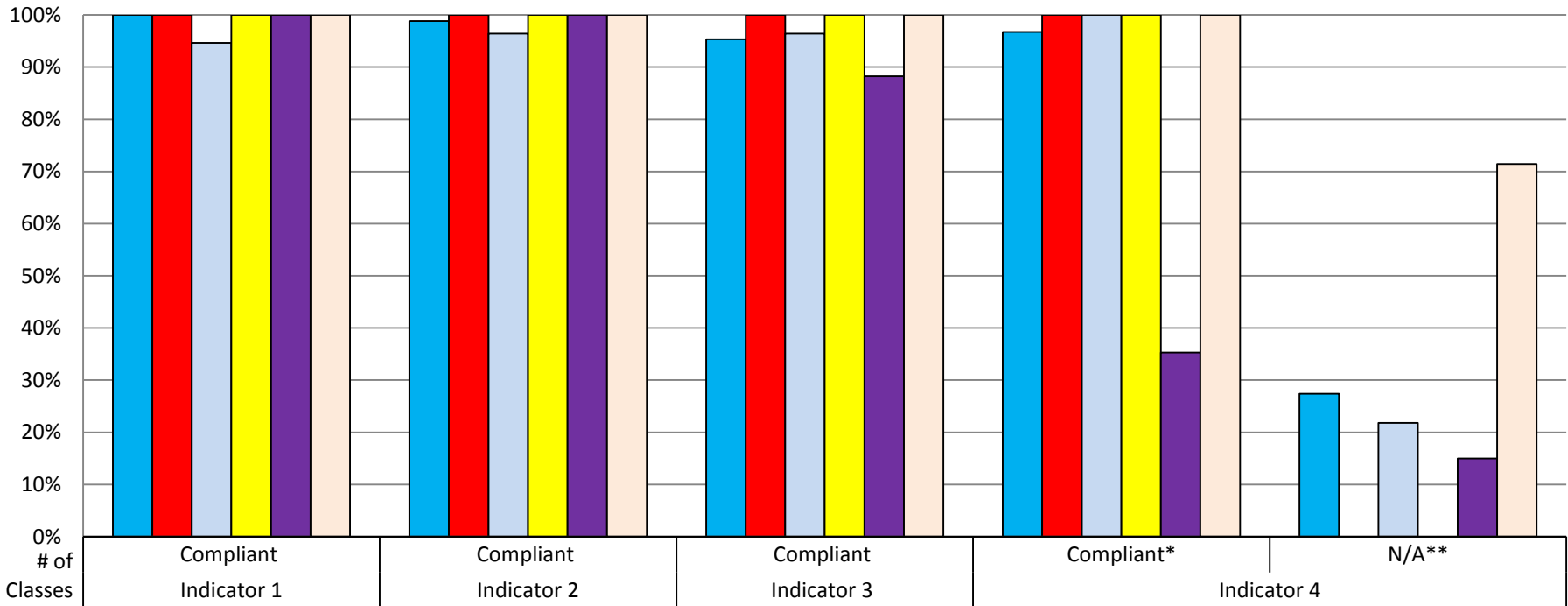
WCIC/Playmate Head Start Program's Head Teacher, Ms. Janet Wong-Acorda and Teacher, Ms. Holly Mar attended the Teaching Pyramid Cohort 5 Preschool 2015-2016 Training at Sacramento Employment and Training Agency on October 23, 2015. The presenters were Joy Bard, Denise Gale and Allison Ferry. The Teaching Pyramid Framework Preschool: Promoting the Social-Emotional Competence and Preventing Challenging Behavior in Young Children is research based. It is currently called the California CSEFEL. There are several series to the trainings. The training was on Module 1a and 1b which are on Building Relationships and Creative Supportive Environments. The Teaching Pyramid Framework Preschool is not a curriculum. It is a reference guide on how teachers can implement strategies to redirect children with behavior concerns. It is stated that generic praise statements are not specific enough to let a child know what they should do more of. Praise promotes external/extrinsic motivation, doing something only for a reward or attention.

Acknowledgement vs. Praise, acknowledgment helps children develop a sense of self-efficacy and agency to have an impact on the world. By building a relationship, it sets a foundation for everything teachers do. Teachers need to build relationships early and do not wait for a problem to occur. Strong relationships allow children to learn and practice appropriate and acceptable behaviors as individuals and as a group. Children with the most challenging behaviors need strong relationships and behaviors often prevent them from benefitting from those relationships. Classrooms need to be grouped together under three expectations: 1) We are Safe; 2) We are Respectful; and 3) We are Friendly. Teachers need to keep positive and begin using PDA examples: Challenging Behavior: 1) When children are hitting other children, teachers need the child to play cooperatively and say this to the child "You are sharing with Tyrone. You gave him a turn with your car". 2) Getting up with food. The behavior teachers want. "Look at you sitting while you eat. You look so safe and comfortable. This is very safe"! 3) Screaming to get what she wants; showing you what she wants. "Wow! You pointed at the refrigerator. You must want something inside; let's go look together. When you raise your arms up, I know you want me to pick you up". That is helpful. By talking to children about their actions is one way to help connect the emotional part of the brain. The connection can prevent challenging behaviors and promote emotional regulation. The connection also builds toward executive function.

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

None to report.

## Unannounced Safety and Supervision Visits Conducted by Delegates 8/1/15 - 11/16/15 Compliance %



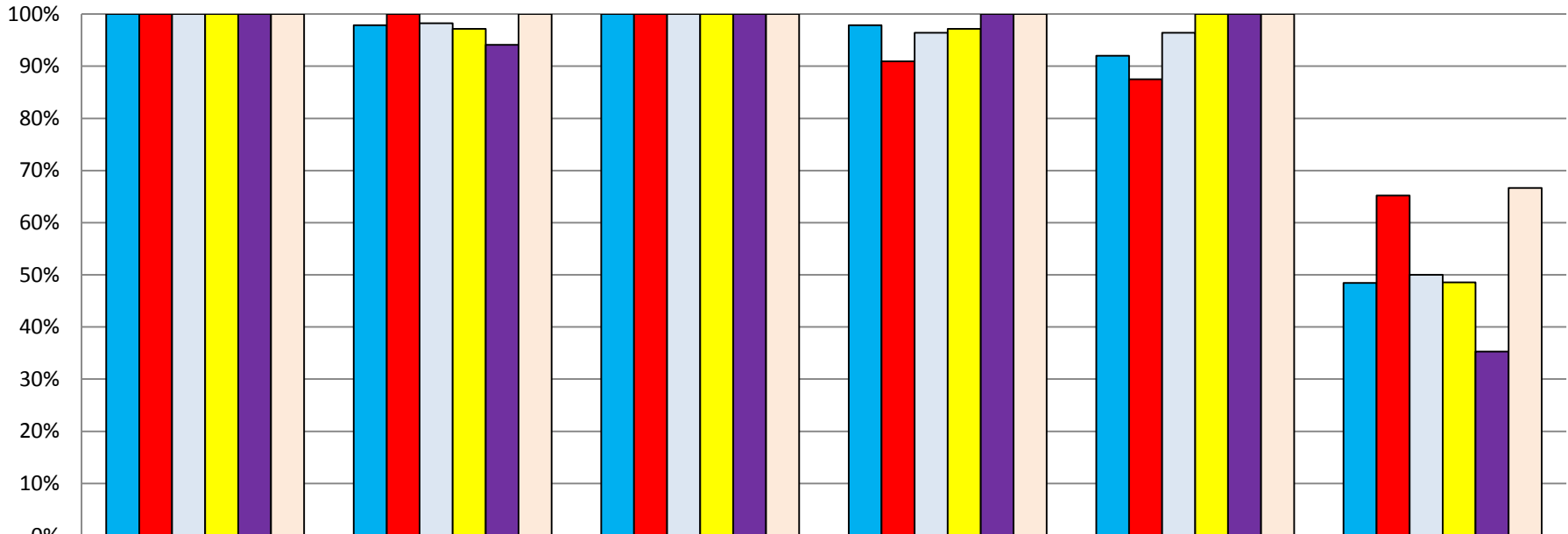
Indicator	SOP	EGUSD	SCUSD	SJUSD	TRUSD	WCIC
Compliant Indicator 1	100%	100%	95%	100%	100%	100%
Compliant Indicator 2	99%	100%	96%	100%	100%	100%
Compliant Indicator 3	95%	100%	96%	100%	88%	100%
Compliant* Indicator 4	97%	100%	100%	100%	35%	100%
N/A**	27%	0%	22%	0%	15%	71%

**Indicator 1** - Children are within sight and sound of teaching staff at all times.  
**Indicator 2** - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).  
**Indicator 3** - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.  
**Indicator 4** - Teaching staff ensure all children are safe and accounted for during transitions.

\* Percentage reported is based on number of classes where transitions were observed during time of visit  
 \*\* Did not apply at time of visit



## Unannounced Safety and Supervision Visits Conducted by QA Unit 8/1/15 - 11/6/15 Compliance %



	# of Classes	% of Classes Visited	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4	N/A**
■ SOP	94	100%	98%	100%	98%	92%	48%
■ EGUSD	22	100%	100%	100%	91%	88%	65%
□ SCUSD	56	100%	98%	100%	96%	96%	50%
■ SJUSD	35	100%	97%	100%	97%	100%	49%
■ TRUSD	17	100%	94%	100%	100%	100%	35%
□ WCIC	6	100%	100%	100%	100%	100%	67%

- Indicator 1** - Children are within sight and sound of teaching staff at all times.
- Indicator 2** - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).
- Indicator 3** - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.
- Indicator 4** - Teaching staff ensure all children are safe and accounted for during transitions.

\* Percentage reported is based on number of classes where transitions were observed during time of visit

\*\* Did not apply at time of visit

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(October 31, 2015)

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 (233)	12 (5.1%)	N/A
Elk Grove USD (440)	36 (8.1%)	N/A
Sacramento City USD (1,211)(144)	99 (8.1%)	15 (10.4%)
San Juan USD (668) (160)	70 (10.4%)	17 (10.6 %)
WCIC (120)	4 (3.3 %)	N/A
SETA (2028) (369)	175 (8.6 %)	90 (24.3%)
<b>County (4700)* (673)**</b>	<b>396 (8.4%)</b>	<b>122 (18.1%)</b>

\*AFE = Annual Funded Enrollment

\*\*% AFE = Percentage of Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
October 2015**

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	449	102	89
Sacramento City USD	1,211	1,193	99	90
SETA	2,028	2,045	100	78
San Juan USD	668	677	101	80
Twin Rivers USD	233	221	95	85
WCIC/Playmate	120	120	100	79
<b>Total</b>	<b>4,700</b>	<b>4,705</b>		

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	150	100	53
SETA	369	380	103	74
San Juan USD	160	167	104	76
<b>Total</b>	<b>673</b>	<b>697</b>	104	

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	34	94	TBD
Sacramento City USD	40	40	100	84
Unspecified Partner	8	0	0	N/A
<b>Total</b>	<b>84</b>	<b>74</b>		

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

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

(c) Average Daily Attendance for month, excluding Home Based



# SETA Head Start Food Service Operations Monthly Report \*October 2015

**October 12th** - WCIC-Playmate closed.

**October 16th** - Teacher Training, many classes closed.

**October 17th** - Daddy and Me at the Crocker Art Museum, breakfast provided for 80 guests.

**October 19th** - Hopkins Park PM classes closed due to plumbing issues.

**October 21st** - Home Base Preschool Pumpkin Patch Trip - Lunch and snack provided for 120.

**October 22nd** - Home Base Pumpkin Patch Trip - Lunch and snack provided for 216.

**October 23rd** - Teacher Training, many classes closed.

**October 27th** - Illa Collin closed due to staffing.

**October 28th** - Walnut Grove closed due to water supply.

**Meetings & Trainings:**

None

**Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
42,306	25,040	27,482	720

**Total Amount of Meals and Snacks Prepared** 95,548

**Purchases:**

Food	\$83,716.50
Non - Food	\$14,634.97

**Building Maintenance and Repair:** \$218.00

**Janitorial & Restroom Supplies:** \$0.00

**Kitchen Small Wares and Equipment:** \$7,197.23

**Vehicle Maintenance and Repair :** \$2,836.13

**Vehicle Gas / Fuel:** \$1,496.17  
     Normal Delivery Days 22

## ITEM VI - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.